

Harrisburg Area Community College

Pre-proposal Meeting
Continuity of Operations Plan
Request for Proposal 10-18
Addendum 1

January 28, 2010

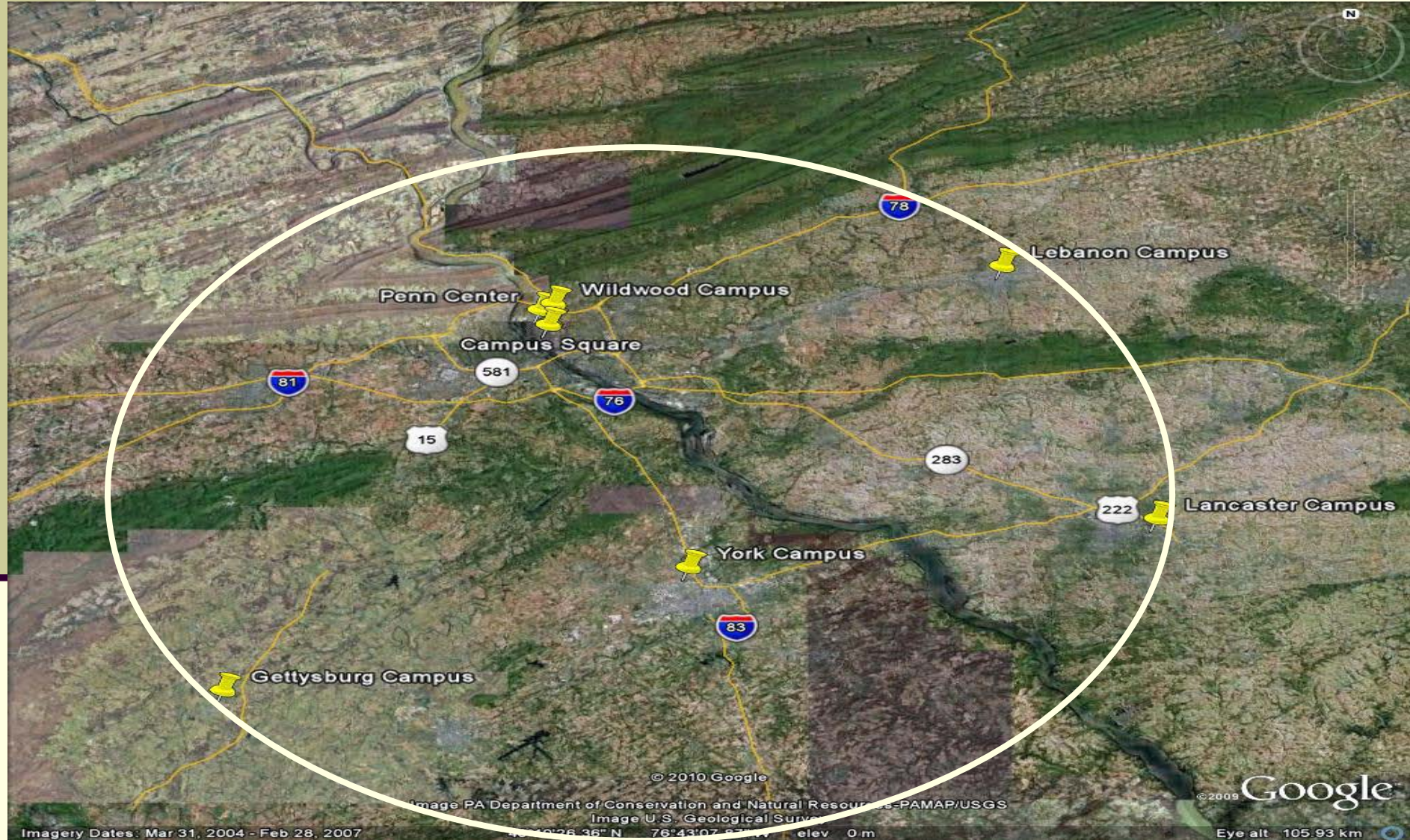
Introduction

- George Franklin Jr, Vice President, Finance & College Resources
- Andy Morrow, Executive Director, Information Technology Services
- Mark Zimmerman, Data Security Administrator, Information Technology Services
- Todd Crawley, Director, Environmental Health & Safety
- JR Anderson, Coordinator, Security
- Thomas Fogarty, Executive Director Procurement & Business Services.

Introduction

■ Activity	Date & Time
■ Advertisement	- November 27, 2009
■ Notice to attend Pre-Proposal Meeting	- January 25, 2010 by 2:00PM
■ Pre-Proposal Meeting	- January 28, 2010 at 1:00PM
■ Deadline for questions	- February 4, 2010 by 11:00AM
■ Answers to questions due	- February 8, 2010 by 4:30PM
■ Acknowledgement Due	- February 12, 2010 by 4:30PM
■ Proposal opening	- February 17, 2010 by 11:00AM
■ Interviews	- Week of March 8, 2010
■ Award of contract	- After the April 6, 2010 BOT Meeting

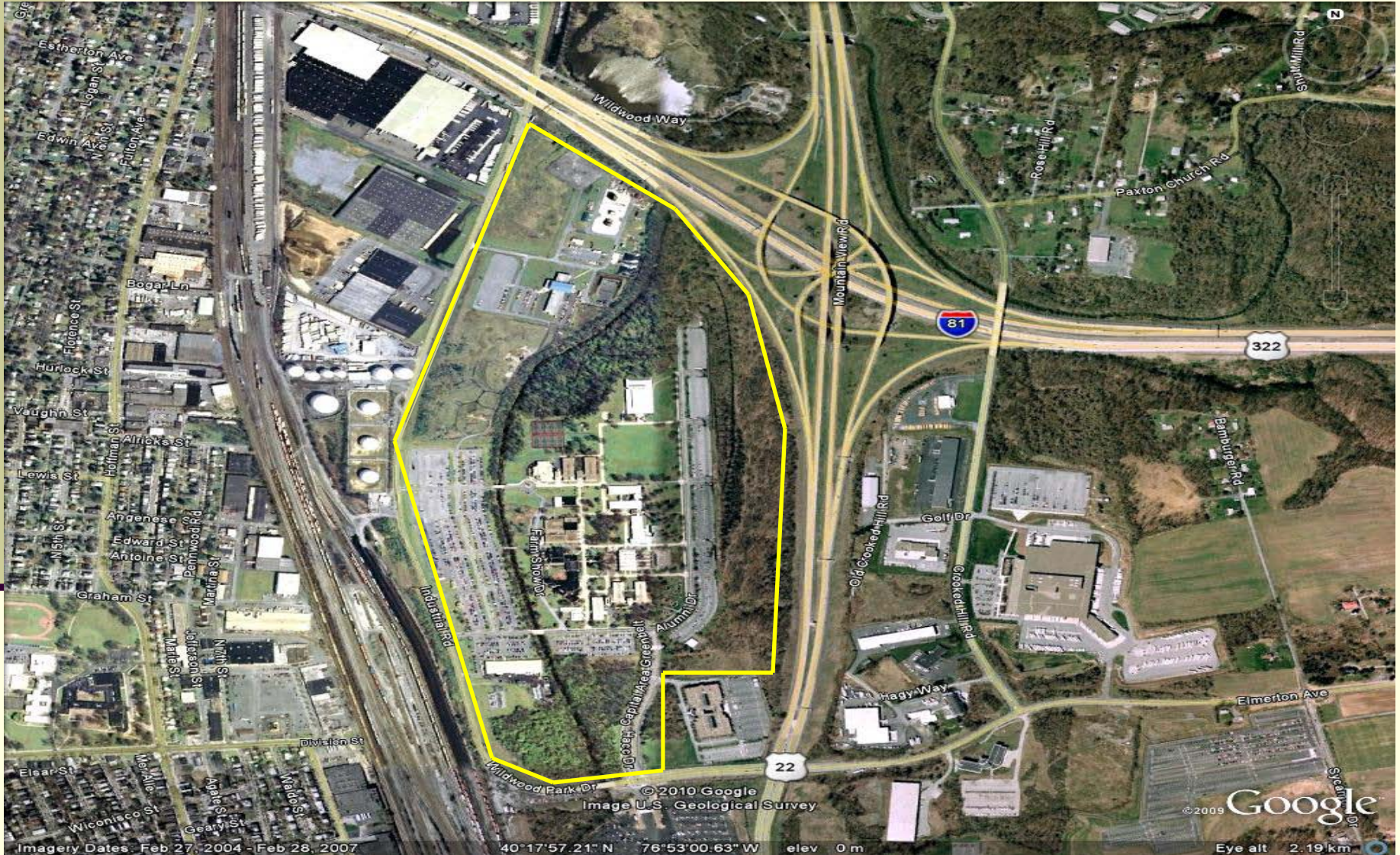
Campus Locations



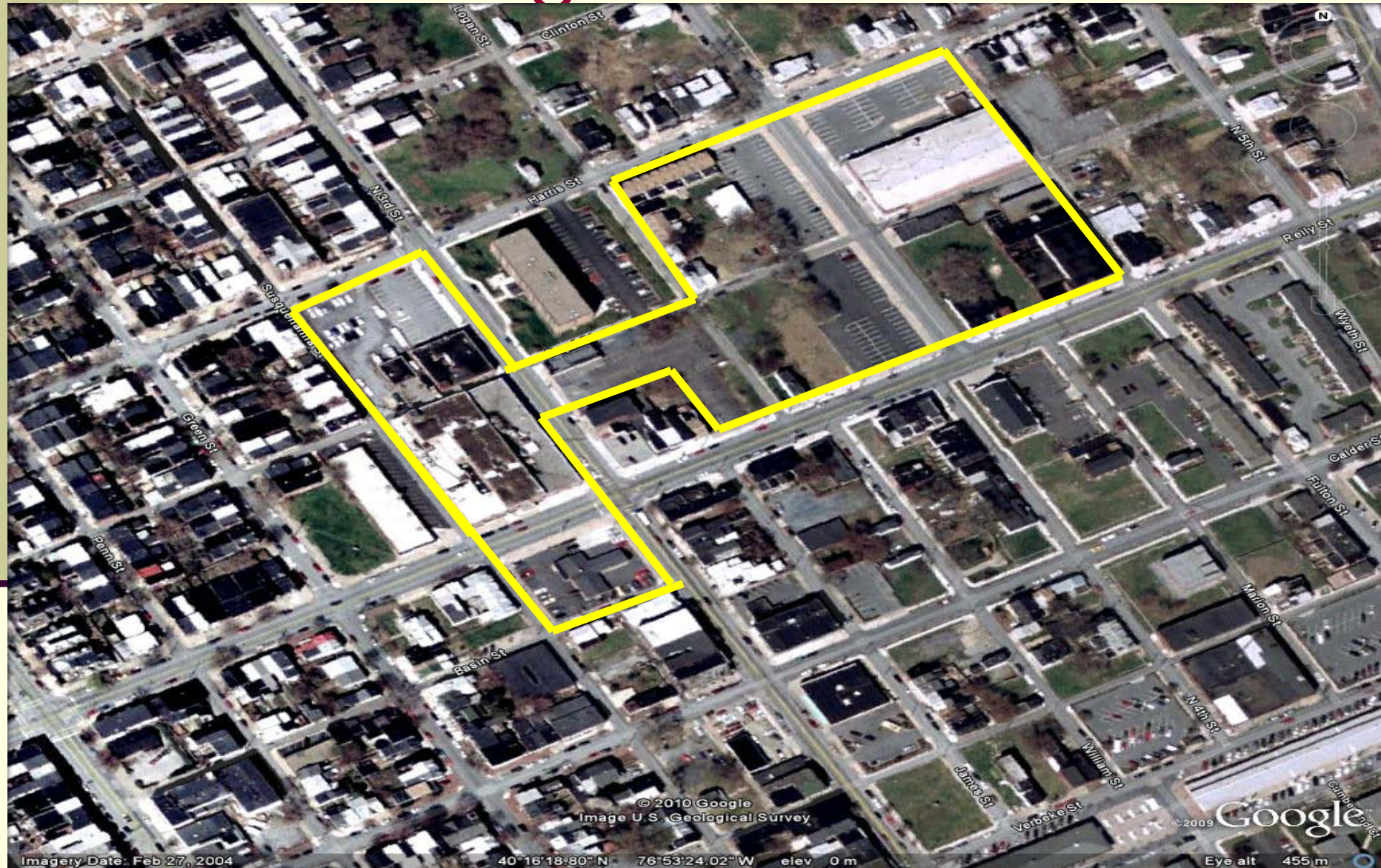
Gettysburg Campus



Harrisburg - Wildwood



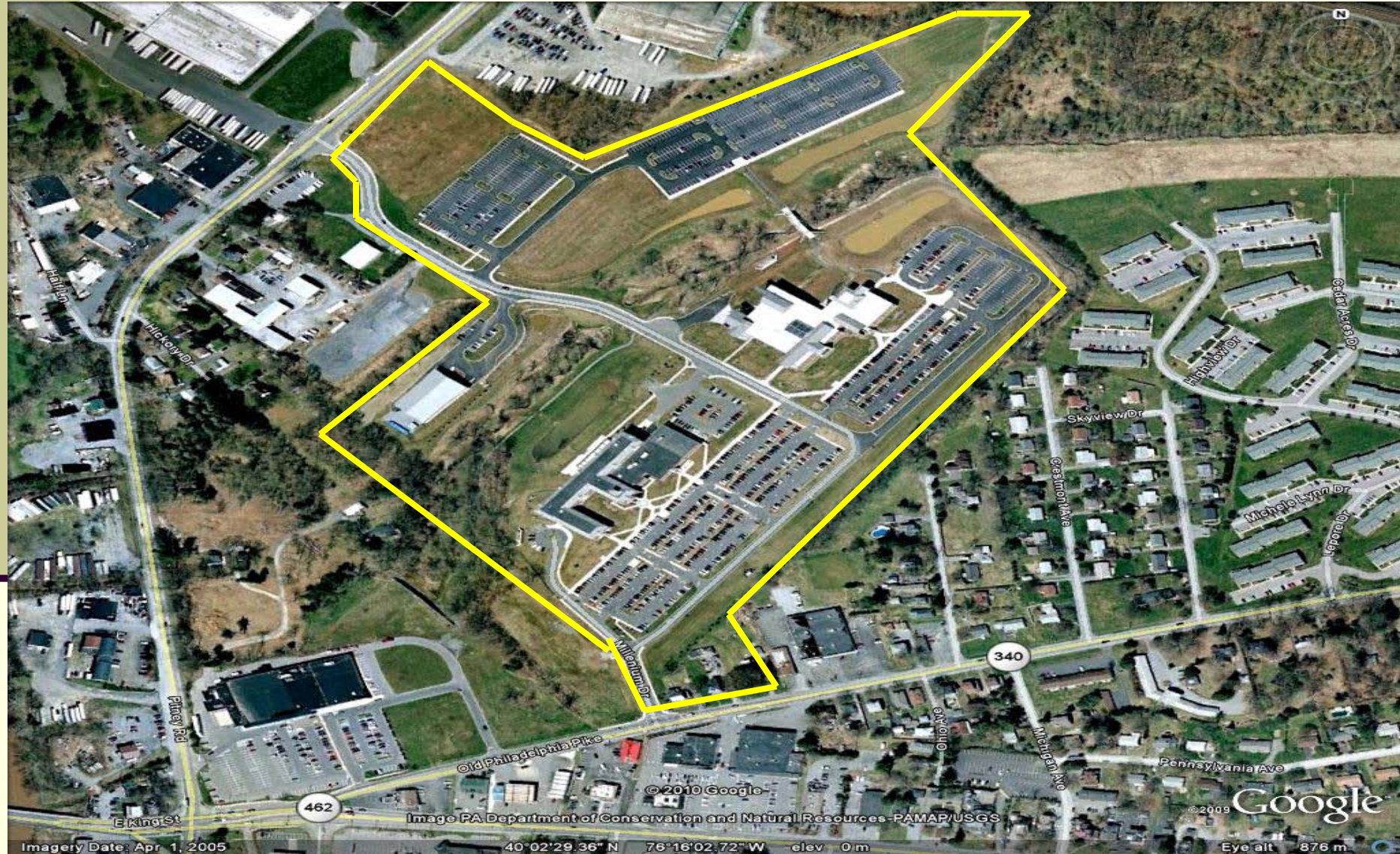
Harrisburg – Midtown



Harrisburg – Penn Center



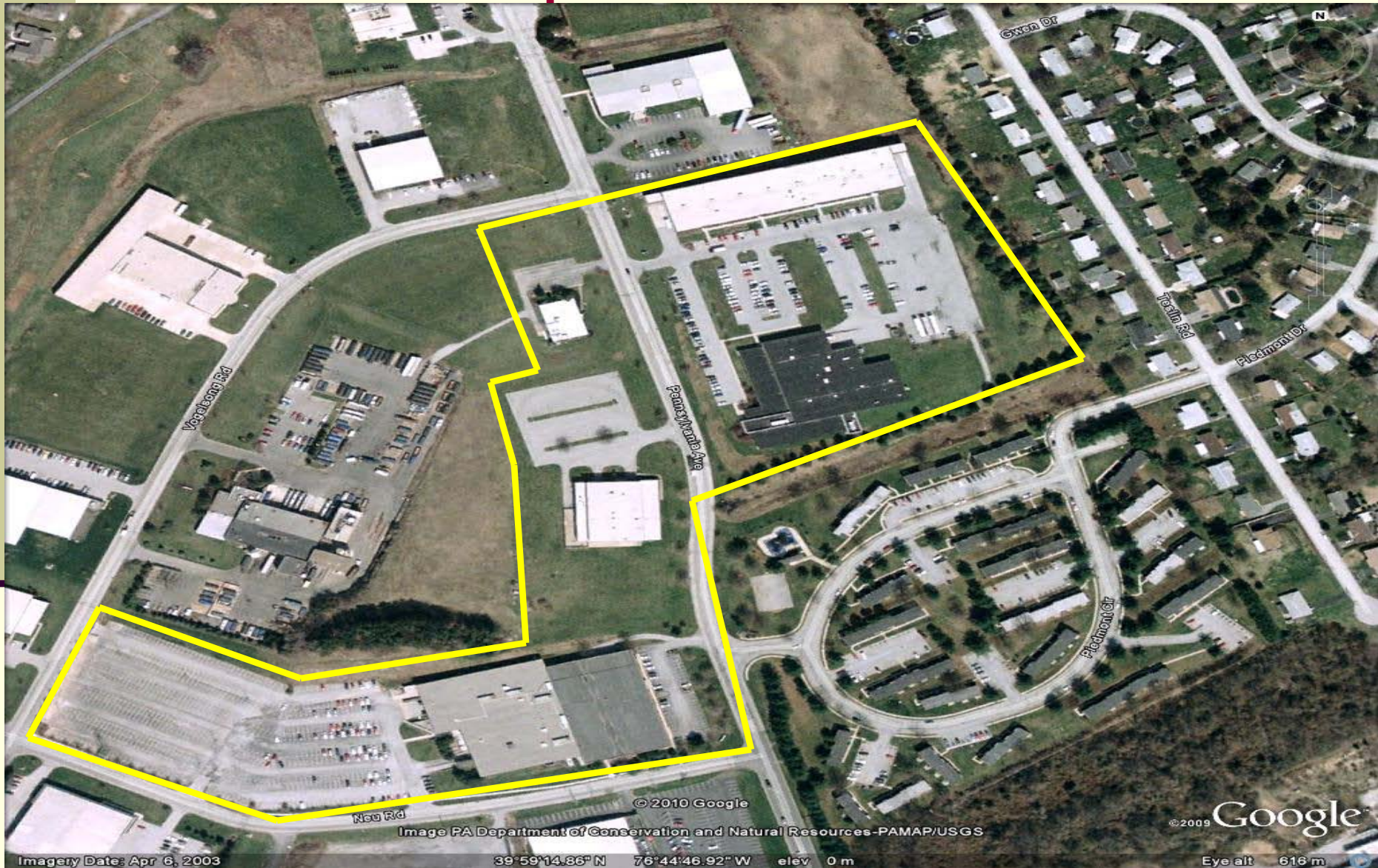
Lancaster Campus



Lebanon Campus



York Campus



Scope

- A comprehensive plan for the college to first respond and then react to potential interruptions to the College's operations.
- Decisions regarding “what” and “how” made in advance without the pressure of the incident.
- Minimize confusion, risk and cost during incidents and outages.
 - Roles and communication paths defined in advance so staff can react quickly.

Scope Cont'd

- Identify risk
- Manage Hazards
- Mitigate the effects of identified risk and hazards.
- Help ensure long-term sustainability of the college.

Scope Cont'd

- Aid with regulatory compliance
 - Sarbanes-Oxley, FERPA, PCI-DSS, etc.
- Minimize confusion, risk, and cost during incidents and outages.

Scope Cont'd

- Four Major Components
 - Preparedness
 - Emergency Response
 - College Continuation
 - Monitoring – (including a structured walk-through guided by your firm)

Current Progress

- Insurance Policies have been assessed and should be reviewed and incorporated into the COOP.
- Safety & Security Department has compiled an Incident Response Plan.
 - Developed by BOMAC.
- ITS Department has DR procedures that need to be compiled and made into a formal Disaster Recovery Plan

ITS Disaster Recovery Plan

- Defined Responsibilities
 - Protect and secure the integrity of college data and network
 - Restoration of the network
 - Connectivity for all campuses
 - Restoration of all phone services
 - Restoration of core services
 - Email
 - Public Website
 - WebCT
 - Banner and related servers.

ITS Disaster Recovery Plan

- Does not Address:
 - Functional operation and staffing of individual departments
 - Data Breach Measures
 - Incident Response Plan
 - The securing of physical space or equipment for individual departments.
 - Including PCs and printers

Cost Proposals – Separate sealed envelope

HACC - Central Pennsylvania's Community College
 RFP 10-18 Continuity Of Operations Plan
 Bid Form
 Fee Breakdown by Task and Personnel

	TASK	PERSONNEL - BY NAME	COMPANY	POSITION or TITLE	HOURS	RATE	TOTAL
I	<u>General COOP Planning Tasks</u> College meetings Government and community leadership meetings Periodic review meetings Formal progress reports Executive summary Administration and BOT presentation of plan draft Incorporation of campus and administration comments into final plan Approach for updating and monitoring the COOP plan Consultants Additional Services (list specifics)						
II	<u>Preparedness</u> Hazard Assessment Facilities Assessment Preparation Planning Considerations Communications Plan Consultants Additional Services (list specifics)						
III	<u>Emergency Response</u> Emergency Response Teams Establish Equipment and Resource needs Maps charts response guides contact list damage assessment reports shut down procedures etc Establish chain of Command and recommended training requirements for senior leadership Emergency Operations Center guidelines including locations for identified hazards Emergency Procurement procedures including list of local resources Establish Key Mutual Agreement for support Consultants Additional Services (list specifics)						
IV	<u>Continuity Plan</u> Verification of Asset, designs drawings and blueprint & availability of backups Verification of adequate insurance coverage's for identified hazards Verification of critical documents and records are properly protected Functional Area Priorities College Impact Analysis Establish Return time objectives Establish strategies for resumption of functions Establish Recovery teams for each campus or center location and functional area Establish equipment and resource needs for recovery teams to include task and procedures to support continuation of strategies Emergency Operations Center plan activation guidelines and Data recovery plans Voice and data processing continuation plans Support Services continuation Relocation plans Site restoration plans Documentation procedures for restoration management team decision making process for implementation of restoration plans Document procedures for procurement of construction or restoration contracts Identify vital records, systems and equipment including; legal and financial records as well as contractual obligations. Identify vital record protection methods. Consultants Additional Services (list specifics)						

Questions?

