

Disaster Recover and Continuity of Operations

The scope is to provide reviews the disaster recovery and continuity of operations plan and recommend ways to increase the effectiveness of these plans.

Vendor shall review the installation risk analysis and the security plan. Vendor shall prepare a report documenting this review. The report shall cover how the controls and procedures outlined in the plan address the requirement of the referenced regulations and directives. Vendor shall deliver the Installation Risk Analysis and Security Plan Report to the Purchasing Officer Representative (POR).

1. Review Contingency Plans: Vendor shall review existing contingency plans for the sensitive applications, identifying the general nature of emergencies that are likely to occur, and determine a comprehensive continuity of operating strategy. Each plan review shall evaluate current strategy for addressing emergencies and their integration into the overall security plan. Vendor will also review the results of the most recent contingency plans test results, including the scenarios used. Vendor shall document the findings of this review in a report. Vendor shall deliver the Contingency Plan Review Report to the POR.
2. Review Backup Procedures: Vendor shall review all system backup procedures. Vendor will also review the results of the most recent backup procedures test results, including the scenarios used. The review ensures that during the recovery of a failed system and/or the move of a system during a disaster, all controls normally in place remain intact. Vendor shall deliver the Backup Procedures Review Report to the POR.
3. Review Continuity of Operations/Disaster: Recovery Move Plan Vendor shall review the continuity of operations/disaster recovery move plan to ensure that it provides continuous support for systems during or following a major disaster at the computer facility or when difficulties disable a computer system. This plan includes restoring the computer system in its original environment. Vendor will also review the results of the most recent continuity of operations/disaster recovery move plan test results, including the scenarios used. Any discrepancy in the plan for restoration shall be documented. Vendor shall deliver the Continuity of Operations/Disaster Recovery Move Plan Review Report to the POR.
4. Examine Procedures and Practices for Off-Site Storage: Vendor shall examine procedures and practices for off-site storage. This includes:
 - (a) Inventory all data files required by each system;
 - (b) Check timing of backup and retention of data files;
 - (c) Walk through the off-site storage procedures for system backup;
 - (d) Examine the off-site storage facility for adequacy of protective controls;
 - (e) Review procedures for delivery of the backup systems to the recovery facility/site;
 - (f) Check for backup copies, adequacy, and location of backup documentation; and

(g) Check on security maintenance for off-site storage.

Vendor shall deliver the Procedures and Practices for Off-Site Storage Evaluation Report to the POR.

5. Disaster Recovery Test Procedures Review: Vendor shall evaluate and report the effectiveness of disaster recovery test procedures. The report should include an evaluation of the procedures for documenting weaknesses and a discussion of how security is tested in the recovery/backup system. Vendor shall deliver the Disaster Recovery Test Procedures Review Report to the POR.
6. Evaluate ADP Backup Processing Alternatives: Vendor shall identify and compare ADP processing alternatives against those currently employed. Vendor shall deliver a host Backup Processing Alternatives Report in draft form to the POR.
7. Prepare a Summary and Recommendations Report: Vendor shall develop a summary of all findings. This summary shall become input to the risk analysis and contingency planning procedures. Vendor shall also prepare detailed recommendations report. Vendor shall describe how the recommendations can be incorporated to support the organization security plan. The report shall include:
 - (a) List all documents reviewed or evaluated in above tasks, recommendation made, personnel involved in the review, and recommendations impact;
 - (b) Estimate the effort and cost associated with the recommendations;
 - (c) Specify the scenarios designed for the plan;
 - (d) Determine how dependencies, any assistance needed from outside organizations, as well as difficulties in obtaining essential resources, impact on the plan; and
 - (e) List the priorities observed in recovery operations and the rationale behind those priorities.

Vendor shall submit a Recommendations Report, first in draft form and then, following comments by the POR, as a finished deliverable.

8. Proposed Purchase order Deliverables:

DELIVERABLES	DUE DATE*
(a) Work plan Development	X*
(b) Installation Risk Analysis Report and Security Plan	X*
(c) Contingency Plan Review Report	X*
(d) Backup Procedures Review Report	X*
(e) Continuity of Operations/Disaster Recovery Move Plan Review Report	X*
(f) Procedures and Practices of Off-Site Storage Evaluation Report	X*
(g) Disaster Recovery Test Procedures Review Report	X*
(h) ADP Backup Processing Alternatives Report	X*
(i) Recommendations Report	X*

* (Working days from the beginning of the contract or from the previous milestone, as determined by the organization)