

Continuity of Operations & Disaster Recovery

Continuity of Operations Planning (COOP) is defined as the development, maintenance, testing and training of documentation, plans, policies and procedures that are required to mitigate potential impacts and restore normal operations to organizations impacted by human-caused or natural outages or disasters. Disaster Recovery Planning (DRP) is a component of COOP and focuses specifically on the restoration of technical resources required to support essential business functions. Vendors in this category might assist agencies in the following activities or initiatives: development of all-hazards planning documentation; conducting risk analysis; conducting business impact analysis; developing or providing data protection, recovery, off-site storage and restoration services; conducting recovery exercise training and support; and providing or planning for recovery site services.

Note: *Washington State Governor's Executive Order 12-20, COOP, in part directs agencies to develop COOP plans to ensure performance of state agencies' critical functions, including technology systems that support those functions, are possible when disruptions occur due to a disaster or emergency. The ICIO has documented Information Technology Disaster Recovery and Continuity of Operations Planning Policies, ICIO Information Technology Operations Planning Standards, and ICIO Information Technology Disaster Recovery and Continuity of Operations Planning Guidelines.*

Skills and experience in this category include the following:

- Providing Contingency & Disaster Recovery Planning services consistent with the ICIO Information Technology Disaster Recovery and Business Resumption Planning Policy, ICIO Information Technology Business Resumption Planning Standards, and ICIO Information Technology Disaster Recovery and Business Resumption Planning Guidelines.
- Experience with providing business continuity planning services.
- Experience with hot site and cold site Disaster recovery services.
- Applying best planning practices as defined by [Disaster Recovery International](#) and [Disaster Recovery Journal](#).
- Experience in working with executive management to explain recovery alternatives, their costs, and the benefits and Disadvantages of each alternative.
- Experience in conducting Disaster Recovery/Business Continuity (DR/BC) exercises to validate documented recovery plans, recovery strategies, processes and procedures.