

9/26/2023

# Huerfano County Emergency Management

Quote Request: Business Continuity Plan Project

Prepared by:

Gonzales, Mark



**TABLE OF CONTENTS**

Executive Summary	2
quote	2
Scope of Work	3
Deliverables	3
Optional Training add-on	4
Time Frame	4
Facilities, Equipment, and Other Resources	5
Cyber ready hourly rates	5
Disclaimer	5

**EXECUTIVE SUMMARY**

Huerfano County Government recognizes the importance of business continuity planning to ensure that essential services can continue in the event of disruptions or disasters. The goal of this project is to develop a comprehensive Business Continuity Plan (BCP) that aligns with the Huerfano County Government's priorities and objectives. The estimated timeline for this project is 12 weeks and is based on the availability of Huerfano County staff to meet and to provide business-related information within the timeframe of the project.

This proposal includes a requirement for an onsite point of contact who will be available to address any questions or concerns that may arise during the course of the project.

**QUOTE**

**Project total (tax included) = \$19,950.00**

Payment Terms: Payment is due upon receipt of the invoice.

Make checks payable to: Cyber Ready, Inc. 518 Harrison Street Pueblo, CO 81004

**Agreed and accepted by:**

<hr/>	<hr/>	<u>Mark D. Gonzales</u>	
<u>9/26/2023</u>			
Client Representative / Owner Signature	Date	Mark D. Gonzales Owner Cyber Ready Inc. <b>Cyber Ready, Inc.</b> 518 Harrison Street Pueblo, CO 81004	Date

## SCOPE OF WORK

The project will begin with a Risk Assessment. This assessment will identify potential risks and threats to Huerfano County's operations, including natural disasters, cyber-attacks, and other disruptions that may arise from the Huerfano County region. The results of the Risk Assessment will inform the development of the BCP.

Following the Risk Assessment, a Business Impact Analysis (BIA) will be conducted. The BIA will identify critical functions, resources, and dependencies for the Huerfano County Government, ensuring that the BCP prioritizes essential services and operations.

After the Risk Assessment, the following weeks will be dedicated to developing the BCP. This includes reviewing existing IT policies and procedures and incorporating them into the BCP where applicable, to ensure that the plan can effectively respond to disruptions or disasters.

The final weeks of the project will be focused on developing and testing the BCP. This will ensure that all stakeholders are familiar with the plan and can execute their roles and responsibilities effectively. This exercise will also help to identify any gaps in the BCP before implementation.

Overall, the development of a BCP is a critical step in ensuring that the Huerfano County Government can continue to provide essential services to its citizens in the event of a disruption or disaster. The estimated 12-week project timeline is an estimate, in which to develop a comprehensive and effective plan that meets the needs of the county.

## DELIVERABLES

- Provide a **Risk Assessment report** that identifies risks to the organization that can disrupt operations. The goal of a risk assessment is to identify and prioritize risks so that appropriate risk management strategies can be developed to mitigate or minimize their impact. The risk assessment report will include information about:
  - a) The sources of risk.
  - b) The likelihood of occurrence.
  - c) The potential impact of each risk on the organization.
  
- Provide a **Business Impact Analysis report** that evaluates the organization's critical functions. It will identify the essential services and systems required to maintain business operations and assess the potential impact of disruptions to those functions. The BIA aims to prioritize critical functions so that appropriate business continuity strategies can be developed to ensure that essential services can continue in the event of a disruption or disaster. The BIA report will identify:
  - a) The criticality of each function,
  - b) Prioritization of the risks to address.
  - c) Provide a Recovery Point Objective (RPO) for each critical function.
  - d) Provide a Recovery Time Objective (RTO) for each critical function.
  - e) Review and make recommendations for existing software updates and maintenance schedules.
  - f) Review and make recommendations for existing data backup plans to ensure they meet organizational requirements.
  - g) Provide recommendations for free or low-cost network and endpoint services and tools.

- Provide a **Business Continuity Plan (BCP)** that will outline the strategies and procedures that an organization will use to ensure that essential business functions and operations can continue in the event of a disruption or disaster. The BCP will include the following key components:
  - h) Risk Assessment report section (listed above).
  - i) Business Impact Analysis report section (listed above).
  - j) Business Continuity Strategies section: This section outlines the specific strategies and procedures that will be used to ensure that essential business functions can continue in the event of a disruption or disaster. This includes an outline of an emergency response plan, alternate site arrangements, and systems data backup and recovery procedures.
  - k) Recovery and Restoration Procedures section: This section outlines the procedures for restoring normal business operations following a disruption or disaster. This includes reviewing existing procedures for restoring IT systems, communication networks, and other critical infrastructure and updating them to meet organizational objectives.
  - l) Communication Plan section: This section outlines the procedures for communicating with internal and external stakeholders, including employees, customers, vendors, and regulatory agencies.
  
- Provide a **customized Tabletop Exercise** that will test the overall BCP. This section includes:
  - m) A customized tabletop exercise to test the BCP,
  - n) An After-action report to identify areas for improvement, a matrix that identifies action items to strengthen identified weaknesses, and free and low-cost tools and services available to help with monitoring and response.
  - o) Recommendations for ongoing maintenance of the BCP to ensure that it remains effective over time.

Overall, a BCP is a critical tool for ensuring that an organization can continue to provide essential services and operations in the event of a disruption or disaster. It is a living document that should be regularly reviewed, updated, and tested to ensure that it remains effective over time.

## OPTIONAL TRAINING ADD-ON

**Optional:** Online BCP training includes Online licensing for “[Cyber Ready Business Continuity](#)”.

**Cyber Ready Business Continuity** is an essential course for organizations seeking to maintain operations during disruptions.

- In Introduction to Business Continuity Management 1.0, you'll learn the basics of business continuity management, including key terms and concepts and the requirements for ISO 22301 compliance. The module takes just 15 minutes to complete.
- In Business Continuity Management in Action 1.0, you'll learn a simplified process for creating and maintaining a business continuity plan, including how to conduct analyses, document a plan, test and implement it, and keep it current. This module takes 25 minutes to complete and covers key business continuity management terms and concepts, the six steps to effective planning, and how to test, implement, maintain and manage a business continuity plan.

**(Optional)** 20 licenses x \$65 per license = \$1,300.00. Online cyber training rates available at <https://www.cyberready.one/>

## TIME FRAME

The **estimated** timeline for Cyber Ready to complete this project is 12 weeks and is based on the availability of Huerfano County staff for individual/group interviews, availability to provide historical data, workshops, emails, and questionnaires, and analysis of external factors that could impact the organization within the timeframe of the project.

The estimated start date: January 2024. The exact start date is TBD based on the availability of the Huerfano County Staff.

1. Risk Assessment
2. Impact Analysis
3. BCP Development

4. Tabletop Exercise to Test the BCP

**FACILITIES, EQUIPMENT, AND OTHER RESOURCES**

N/A

**CYBER READY HOURLY RATES**

- Specialty services: \$200.00 per hour if required in addition to base quote.
- Customized and in-person Cybersecurity training: \$150.00 per hour. (e.g. network monitoring, hardened Operating System images, Incident Response, Disaster Recovery, and Business Continuity Planning).
- IT end-user technical support is \$125.00 per hour.

**DISCLAIMER**

Cyber Ready Inc. does not provide legal advice. While every effort is made to provide accurate and current information, laws change regularly and may vary depending on the state and/or the municipality your business operates in. The information provided by Cyber Ready Inc. is provided for information purposes and is not a substitute for legal advice or your professional judgment. You should review applicable federal, state, and municipality laws in your jurisdiction and consult with legal counsel as you deem necessary.