

DESCRIPTION OF SERVICES

Category 15. CONTINUITY OF OPERATIONS (COOP) PLANNING

DESCRIPTION OF SERVICES:

Assist in the development of Continuity of Operations Plans in support of any of a variety of initiatives: organizational design, human capital management, operations, etc. Assist in the identification of alternate strategies and methods to ensure the continuity of operations in contingency situations, such as natural disasters, terrorist attacks or other crises, energy crises resulting in loss of power, communications and/or data, union strikes, or unexpected disruptions to managed change. Assist in prioritizing services, developing a plan for rapid transfer of services and activities to an alternate location, developing a plan for coordination with outside agencies for emergency assistance. Assist in developing a method and plan for testing the COOP at regular intervals to ensure smooth activation of the plan during actual emergency situations. Include in its activities the provision of alternate solutions for physical infrastructure, technology and communications, human resources, delivery of day-to-day customer needs and service, and plans to successfully sustain alternate operations for extended periods if necessary. Prior COOP planning and testing experience with local, state or federal government is required. Demonstrate knowledge, skills, abilities, and experience in working with emergency management programs for state and local governments. Be familiar with the Emergency Management Accreditation Program (EMAP) standards. Provide services in compliance with current EMAP standards, DHS COOP/COG guidance, NIMS, and the State's COOP Planning Manual. Assign a single project leader, who acts as the primary POC for all COOP related operations/tasks.

PLEASE NOTE: The consulting category description above provides an overview of this consulting category. The description is not intended to identify all the consulting services that may be provided under this consulting category. In addition, an agency's scope of work for a specific consulting project may not include all the services identified in this consulting category. Services covered by this contract do not include information technology and telecommunications related services, which are provided through the Virginia Information Technologies Agency (VITA). The development and delivery of training is not included as part of this contract.