



Proposal to Prepare a Disaster Recovery Plan for the City of Jonesboro

Prepared and Presented by

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Project – Develop an IT Disaster Recovery Plan (DRP) for the City of Jonesboro.

Project Cost - \$25,000.00 (see attached quote).

Project Deliverables – This project will deliver three (3) electronic and three (3) bound paper copies of the completed DRP document. The DRP project and delivered document will follow the guidelines presented in the “*NIST Special Publication 800-34: Contingency Planning Guide for Information Technology Systems*” published by the National Institute of Standards and Technology (NIST). An excerpt from the first pages of this guide is attached to illustrate the intended approach, process, standards and content to be used to complete this project.

Project Scope – The DRP will include the information technology (IT) systems in locations identified by Alan Young, IT Director, City of Jonesboro, as listed below:

1. E911 Dispatch Center
2. City Hall
3. Police Department
4. Old City Hall
5. BEST Building
6. Huntington Building
7. Earl Bell Community Center
8. Central Fire Station
9. Allen Park Substation
10. City Shop and Sanitation
11. Patrick and Hope Substation
12. Parker Park Substation
13. JETS Building
14. Animal Control

Project Duration – 90-120 Days



Project Schedule – The DRP project will consist of three primary phases and will follow the schedule presented here:

- ✓ Phase 1: Discovery (45-60 days)
 - Inventory all hardware and software included in the scope.
 - Inventory and review all IT policies and procedures.
 - Identify expectations of Stakeholders (i.e. City Council, Mayor and Administration, Department Heads and IT).
 - Identify regulatory and/or legal requirements.
 - Identify municipal best practices.
 - Complete Application Criticality/Priority List.
 - Complete needs assessment.

- ✓ Phase 2: Draft DRP (30-40 days)
 - Review draft with Stakeholders.
 - Change and revise as directed.

- ✓ Phase 3: Finalize and Present DRP (15-20 days).
 - Final review and acceptance by Stakeholders.