

Management Council

Ohio Education Computer Network (MCOECN)

REQUEST FOR PROPOSALS FOR DISASTER RECOVERY PLANNING SERVICES

Introduction: The Management Council Ohio Education Computer Network (MCOECN) is seeking proposals from interested parties to provide disaster recovery planning services. The projected needs are outlined herein.

Instructions to Respondents: Proposals may be submitted in electronic format. A postscript file format is preferred. Proposals may be submitted via electronic mail to MCOECN-RFP@mcoecn.org. The subject of the email submission should be "Disaster Recovery Planning Services". Alternately, proposals may be submitted via CD-ROM or printed copy and delivered to the MCOECN Offices located at 8050 North High Street, Suite 150, Columbus OH 43235.

Proposals should include a cover letter signed by a representative of the vendor who is authorized to negotiate and approve an agreement on behalf of the vendor. The cover letter should contain a brief description of the proposal, include a summary of the costs of the proposal, and list pertinent contact information for the vendor and vendor's representative.

Full proposals must be received no later than 4pm on Friday January 5, 2007. MCOECN reserves the right to reject any proposal not received by the indicated time and date. The MCOECN is not responsible for any delays which may impede the timely delivery of any proposal. By submitting a response, a respondent represents to MCOECN that the proposals contained therein will be held open, and be binding upon respondent upon acceptance, through February 28, 2007. The MCOECN may at its discretion extend the due date in consideration of inclement weather, network interruption, or other unintended events that could impede the timely delivery of a response or for any other reason deemed to be in the best interest of Management Council Ohio Education Computer Network. The MCOECN is not obligated to acknowledge, announce, or otherwise notify respondents or potential respondents of said extension.

Responses will not be read in public on January 5th, 2007. However, the receipt of proposals will be logged and this information will be made available to respondents and the public upon request.

Questions regarding the RFP: Questions regarding this RFP can be sent via electronic mail to MCOECN-RFP@mcoecn.org. The MCOECN reserves the right to determine if a response is warranted. The MCOECN may at its discretion seek additional clarification from the sender. The MCOECN may also at its discretion seek outside assistance in formulating a response. Questions and responses will be posted to the MCOECN web site <www.mcoecn.org>. The MCOECN does **not** guarantee a response will be posted by the RFP response deadline.

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Tax Exempt: Management Council Ohio Education Computer Network is a tax-exempt local governmental entity in the State of Ohio. Exemption certificates, if required, will be furnished upon request.

Pertinent Dates:

Electronic Release of RFP:
RFP Response Due Date:

Monday December 11, 2006
Friday January 5, 2007

Review Procedures: Responses will be reviewed by officers of the MCOECN, or at their discretion, a committee of knowledgeable information technology professionals appointed by the MCOECN. All responses to this RFP will be received and analyzed independent of any written or oral communications received before the RFP review process. Therefore, all responses submitted must be conclusive in whole and in part as outlined in this RFP document. The MCOECN shall not be responsible for any cost or expense the respondent incurs during the preparation of a response to this RFP.

Management Council Ohio Education Computer Network reserves the right to reject any and all responses, including that of the lowest-cost respondent; or, to accept responses either in whole or in part; to award contracts by individual items or by lump sum total. MCOECN reserves the right to waive any irregularities, defects or omissions in any response, should it be deemed to be in the best interest of Management Council Ohio Education Computer Network to do so, and such irregularities, defects, or omissions are deemed to be non-prejudicial to other respondents.

Management Council Ohio Education Computer Network may award a contract based upon initial responses without a discussion of such responses with other competing vendors. However, Management Council Ohio Education Computer Network may, at its option, elect to conduct oral presentations with selected vendors, request additional information, and/or conduct additional meetings with vendors still under active consideration. Management Council Ohio Education Computer Network is not required to hold such presentations and is not obligated to provide all respondents with such an opportunity.

Final awards will be made at the sole discretion of the MCOECN upon careful consideration of any information as it may deem pertinent, with the objective of securing those identified services which will best serve the overall needs of the MCOECN in terms of functionality, efficiency, compatibility, reliability, and cost effectiveness, reserving at all times the discretion to determine the relative importance of such criteria in the decision-making process.

Confidentiality: The responses and supporting materials become the property of Management Council Ohio Education Computer Network and are subject to public access. Within the limits of state and federal open records laws, the Management Council Ohio Education Computer Network will make reasonable efforts to maintain the confidentiality of information which the respondent clearly marks as requiring confidential treatment.

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News Releases: Respondents will at no time make any news or advertising releases pertaining to the RFP document for any purpose without the prior approval of, and in coordination with Management Council Ohio Education Computer Network.

Open Procurement: The sole purpose of this RFP is to communicate the interests of the MCOECN in obtaining pricing for the goods or services listed herein and does not in any way obligate the Management Council to purchase said goods or services. Management Council Ohio Education Computer Network reserves the right to accept any item or group of items proposed in any response. Management Council Ohio Education Computer Network reserves the right to purchase more or less of each item or service at the unit price offered in the response. Management Council Ohio Education Computer Network reserves the right to negotiate with respondents regarding variations to the original RFP specification(s), which may be in the best interest of Management Council Ohio Education Computer Network.

This RFP is made without any previous understanding or agreement with any other person, firm or corporation making a proposal for the same purpose, and in all respects is fair and without collusion or fraud.

No person, including any member of Management Council Ohio Education Computer Network, or any officer, employee or person whose salary is payable in whole or in part from the treasury of Management Council Ohio Education Computer Network, will be permitted to participate in the review process or the selection of a successful vendor if he, a family member, or a business associate would have any interest in the resulting contracts for supplies, materials, equipment, work, or services that would be prohibited by the Ohio ethics laws or laws prohibiting an unlawful interest in a public contract.

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Services Overview Description: The successful respondent will supply the following goods or services:

The Management Council is seeking proposals for consulting services to assist a small committee in the development of a disaster recovery (aka business continuity) planning template. This template would be made available to members of the MCOECN to use in creating a custom disaster recovery plan document for their individual organization. All materials developed by this process become the property of the Management Council of the Ohio Education Computer Network (MCOECN).

Services Requested Description: Specific services to be provided under this engagement include:

- Provide leadership and expertise to a committee appointed by the MCOECN directed to develop a disaster recovery planning template.
- Provide a process for the creation of the template document.
- Provide examples of best practices, examples from other industries, success stories, and other reference materials deemed beneficial to the committee.
- Provide guidance and expertise to the committee regarding any costs-vs-benefits analysis needed during the creation of the template document.
- Assist the committee in developing metrics to measure progress of the work of the committee.
- Provide expertise and assistance to validate the final template produced by the committee.
- Provide guidance and expertise to the committee in the development of a testing plan and the document life-cycle review process.
- Provide guidance and expertise to the committee on methods of communicating the plan template to stakeholders.
- Be available for on-site meetings as needed by the committee.
- Answer questions submitted via email from members of the committee.
- The proposed target date for publishing the document is May 1st, 2007 (negotiable).

Service Provisioning: Proposal should include an estimate of time needed to provide the services as requested and the fee and/or fee schedule. Requests for payment must include time sheets and documentation of all material expenses charged to the project (receipts) for the period covered by the request. Payment frequency will be monthly unless otherwise agreed by both parties. Payment will be approved only after verification of the time and materials included in the request. Additional instructions will be provided upon award of this RFP.

Qualifications: Proposal should include a listing of professional certifications, previous work of a similar nature, references, and other matter which demonstrates the ability to successfully complete this work.