

912

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Community Health Agency / Department of Public Health

SUBMITTAL DATE:
July 24, 2006

SUBJECT: Approval of Independent Contractor Agreement for a Comprehensive Information Technology Risk Assessment and development of a Business Continuity Plan.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute the Agreement with Integrated Computer Solutions Inc., (ICS) for a comprehensive risk assessment and business continuity plan in the amount of \$371,400 from execution through the end of March 2008.
2. Authorize the Chairperson to execute four (4) original copies of the Agreement on behalf of the County of Riverside;
3. Authorize the Purchasing Agent to execute an extension of the agreement if grant funds allow and project requirements dictate an extended timeline.
4. Authorize the Purchasing Agent to execute change orders for optional services not to exceed \$28,500;

(Continued on Page 2)

Purchasing: 
 Assistant Director
 Departmental Copy Office


 Gary M. Feldman, MD, Community Health Agency
 Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 399,900	In Current Year Budget: Y
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment: N
	Annual Net County Cost:	\$ 0	For Fiscal Year: FY 06-07

SOURCE OF FUNDS: Homeland Security Grants	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: **APPROVE**



County Executive Office Signature

Consent
 Policy
 Consent
 Policy

5008 701 SE WH11: 02
 RECEIVED BIAEN21E COM1.A

Board of Supervisors

Form 11: Approval of Independent Contractor Agreement for a Comprehensive Information Technology Risk Assessment and development of a Business Continuity Plan

Page 2

BACKGROUND:

The State Homeland Security Grant Program (SHSP) is funding this project. The purpose of this grant is to provide emergency prevention, preparedness, and response personnel tools needed to prevent, deter, respond to and recover from threats and incidents of terrorism.

Grant activities include planning for homeland security and emergency operations; planning activities associated with information sharing; vulnerability assessments and development and review of security plans.

The Community Health Agency (CHA) wishes to proceed with a comprehensive Information Technology Risk Assessment and development of a Business Continuity Plan that will:

- 1) Provide a comprehensive audit of the network and systems;
- 2) Develop a strategic mitigation plan for CHA based on the prioritized findings and recommendations;
- 3) Document recovery strategy solutions for CHA based on short, medium and long range objectives and priorities;
- 4) Establish a business continuity plan for sustaining the business functions of CHA during and after a major disruption; and
- 5) Establish a business resumption plan to address restoration of business processes and IT functions after a major disaster.

CHA assists with the health and well being of the population on a daily basis through a variety of services. CHA's departments must be able to respond and continue to serve the Public during emergencies. Riverside County has the added challenge associated with serving an extensive geographic area and adjacency to heavily populated counties. The ability to function effectively during an emergency in Disease Control, Animal Services or Hazardous Materials for example, requires extensive planning in these operational areas. It also requires information. The faster information can be brought up to date and tools such as computers and networks can be made available the better CHA will be able to serve the public. This contract activities will significantly improve CHA's ability to work with first responders, County emergency operations, County Government and Riverside County's counterparts in other jurisdictions.

Aside from legal compliance issues associated with regulations such as HIPAA, information security is vital to manage and secure operations. The County security standard is to be audited to ISO17799 specifications. ICS will review CHA operations and systems to this standard.

Board of Supervisors

Form 11: Approval of Independent Contractor Agreement for a Comprehensive Information Technology Risk Assessment and development of a Business Continuity Plan

Page 3

PRICE REASONABLENESS:

County Purchasing issued a comprehensive Request for Proposal (RFP) HSARC019 in November 2005. The bid was sent to thirteen (13) potential vendors and was advertised on the purchasing web site. The County received thirteen (13) responses. A comprehensive analysis was performed by County Purchasing and the CHA evaluation team. The initial review process included functional review of the responses, cost comparisons and telephone reference checking. Each response was then scored based on the evaluation criteria set-forth in the RFP and all but the top three (3) vendors were eliminated from further consideration.

A second round of review was performed which included clarification and follow-up questions, as well as on site presentations by the three finalists. The proposed costs for the services from the three finalists ranged from \$371,400 to \$381,975. The evaluation team included the Information Technology Manager, Information Technology Supervisor and an I.T. Programmer for the Community Health Agency

The CHA evaluation team selected ICS as the most responsive bid. ICS has relevant experience, qualified staffing resources and sufficient available staff. They have excellent references including many government agencies. The bid response was complete and clear and ICS was responsive to the follow-up questions and during the on-site presentation. ICS is the lowest cost bidder of the three finalists. ICS bid an optional service of Testing, Training and Exercise for \$28,500. The deliverables for this option include Business Continuity Management Training and Curriculum as well as a Test, Training and Exercise of the Plan. This option is important for ensuring the plans become an ongoing part of CHA's emergency preparedness by assisting CHA with exercising the plans. CHA is interested in executing this option contingent upon successful execution of the primary project deliverables.

REVIEW/APPROVAL:

This contract has been approved as to form by County Counsel