

Homeland Security Emergency Management Division  
Continuity of Operations/Continuity of Government Office Utility

March 20, 2009

It is proposed that a utility service be established for the operations of a Continuity of Operations/Continuity of Government (COOP/COG) Office. In 2005 Governor Vilsack issued Executive Order Number Forty ordering "all Iowa State executive branch agencies, in collaboration with the Homeland Security and Emergency Management Division of the Iowa Department of Public Defense" to prepare Continuity of Operations and Continuity of Government plans. Since that time, most executive branch agencies have begun to use the software program LDRPS in their COOP/COG planning efforts. Living Disaster Recovery Planning System (LDRPS) is a software tool used for the development and maintenance of enterprise-wide COOP/COG plans. The purpose of COOP and COG, also known as business or organizational continuity planning, is to identify how an organization will be able to either maintain or quickly resume their essential functions or critical services. LDRPS allows for the streamlined update of continuity plans for all agencies. This happens through the centralization of statewide employee, building, and vendor data and lessens the manual processes for tracking and updating. The software also allows for remote access to plans via an internet connection thus increasing flexibility in the geography extent of users. All gathered supporting documentation can be kept in the same place and all COOP/COG personnel have access to the same version of documents at the same time. Establishing the COOP/COG Office as a utility service will assure sustainable funding and ongoing support for COOP/COG planning for the enterprise.

COOP/COG Office Mission: *Provide support and guidance to Executive Branch agencies for COOP/COG planning.*

The COOP/COG Office is needed to sustain the COOP/COG program and ensure plans:

1. Are developed in a consistent manner throughout the executive branch allowing interoperability and scalability
2. Adhere to generally accepted continuity planning standards

The cost of the proposed utility service includes salary and benefits for one Information Technology Specialist ITS5, one-half salary and benefits for a Program Planner 3, charges for hosting LDRPS infrastructure in DAS-ITE, LDRPS license maintenance, and minimal support for office operations. This is considered the minimum staffing level to achieve results.

Proposed Utility Service: Comprised of five core functions:

1. LDRPS user and system administration
2. LDRPS and COOP/COG training services
3. COOP/COG Users' Group facilitation
4. COOP/COG planning assistance
5. COOP/COG plan review and approval

Through the work of the COOP/COG Office, agency staffs should see higher productivity in developing and maintaining COOP/COG plans through the use of LDRPS. The COOP/COG Office will also promote greater awareness and understanding of COOP/COG planning, methodologies, and testing. These efforts will greatly strengthen the enterprise's capability to respond and recover from a disaster event that directly impacts state government operations. Moreover, the COOP/COG Office will ensure consistent planning methodologies across the enterprise, which will enhance the ability of agencies to assist each other in recovering from a disaster event.

Estimated Utility Service Cost in FY 11: Includes salary and benefits for 1.5 employees, infrastructure, limited travel, training, communications, and office expense costs. \$ 211,500

Apportioning costs per employee, consistent with the Active Directory and ISO utilities, the estimated monthly cost would be \$0.77 per employee per month (\$9.29 per employee per year).