

**RESOLUTION**

**ROCK COUNTY BOARD OF SUPERVISORS**

Dara Mosley, IT Deputy Director  
INITIATED BY



1/31/2022  
DATE DRAFTED

**Authorizing Contract for Disaster Recovery Planning**

**WHEREAS**, in 2021 Rock County IT engaged in an initial risk assessment process of its computer rooms and systems; and,

**WHEREAS**, phase two of this project is the development of a full Disaster Recovery plan for the mission-critical systems supported by Rock County IT; and,

**WHEREAS**, Rock County IT contracted with Garcea Technologies, Inc. for the first phase of this project, and Garcea also provides services to develop the Disaster Recovery plan; and,

**WHEREAS**, funds for these services were included in the 2022 Information Technology budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this 10th day of February, 2022, does hereby authorize an agreement with Garcea Technologies, Inc. for an amount not to exceed \$45,000.00 for the purchase of services to author an updated Disaster Recovery plan.

**FISCAL NOTE:**

These services were included in the 2022 budget and are being funded with ARPA funds using the lost revenue provision.

Sherry Oja  
Finance Director

**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.

Richard Greenlee  
Corporation Counsel

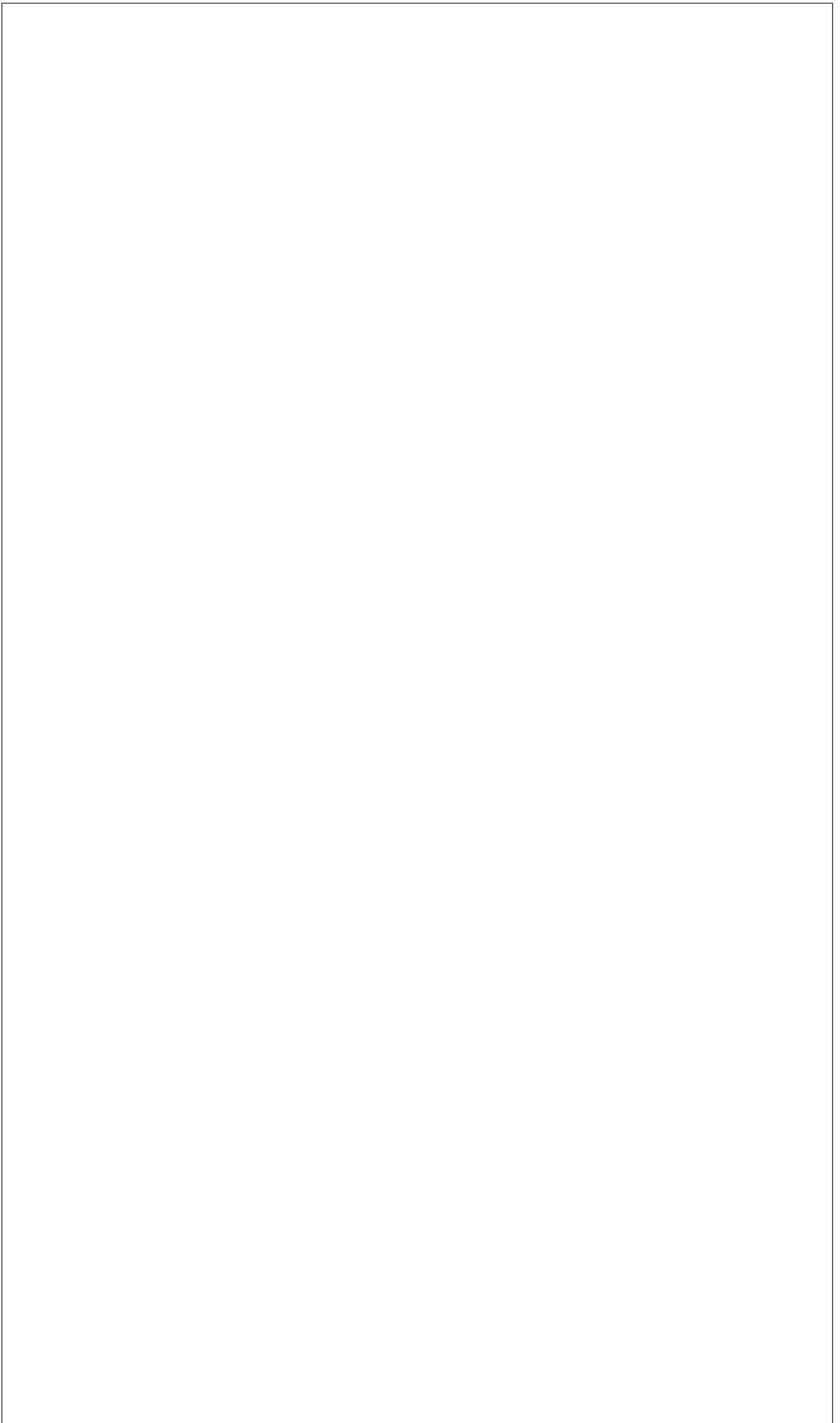
**ADMINISTRATIVE NOTE:**

Recommended.

Josh Smith  
County Administrator

**Committee Action**  
**Finance Committee**

The Finance Committee recommended this resolution for approval by a unanimous voice vote.



**Executive Summary**  
Authorizing Contract for Disaster Recovery Planning

Rock County's computer systems continue to expand while the County workforce's dependence on them continues to increase. These developments, coupled with continued cyber threats against computer systems, make the existence of a current and proper Disaster Recovery plan a necessity.

In 2021, Rock County IT worked with Garcea Technologies to assess the IT systems and infrastructure. Phase two of the project is to develop a full Disaster Recovery plan. This process will include interviews with members of the Information Technology staff along with key stake holders of the mission critical systems utilized by Rock County. Upon completion of the interviews and other fact-finding, Garcea will author a new Disaster Recovery plan for Rock County IT to review and test.

In addition, Garcea will identify areas of improvement in system design and structural changes.

The County Board's approval of this agreement authorizes Rock County IT to contract with Garcea Technologies for the development of a Disaster Recovery plan at a cost not to exceed \$45,000.00



## Business Impact Analysis and Disaster Recovery Plan

Rock County, WI  
Dara Mosley  
3530 N County Rd F  
Janesville, WI 53547  
608-757-5035

The following proposal is presented for your review.

Scope of Project Phase Two:

Garcea Technologies, LLC will provide a disaster recovery plan that will include a formal business impact analysis that will prioritize the recovery in the event of a disaster. This disaster will focus on the three most common elements we discussed in the Risk Assessment from phase one of the project. These elements are ransomware/virus, loss of building, or a regional disaster. With this proposal we have provided a sample business impact analysis.

The disaster recovery plan will include detailed recovery procedures, provided Rock IT, for recovery of specific software applications, network connectivity, and other items which are listed below as critical elements in Rock IT's area of responsibility.

- 1) Internet
- 2) Network and Storage Systems, Active Directory, and State networks at the Court house
- 3) Rock Haven ECS
- 4) 911 Viper phones
- 5) County Phones
- 6) Public Safety Radio
- 7) Avatar
- 8) HR/Payroll
- 9) CAD (Computer Aided-Dispatch)
- 10) Life Systems
- 11) Citrix

This plan will also include some structural changes that we think are needed to make a recovery successful. If those changes are not decided on, then the plan will be written without them but may not include the optimal environment for a successful recovery within the desired timeframe.

Once these procedures are put into the DR plan, they will need to be verified by Rock IT and tested to make sure they are comprehensive. The testing of the plan does not need to be completed in the estimated project completion timeline. Due to the current workload of Rock IT, we realize that testing these will take some time after the final DR plan is delivered to be properly tested. The plan will be able to be updated by you as you see fit. The estimated time to completion for this project is six months. That timeline is dependent on Rock IT providing the necessary elements for the successful completion of the project. This report is going to be written non-specific to the data



center. We are doing this because, if we correlate this report to the existing data center, it will be obsolete when the move to the new data center is completed. So, the assumption of the report and focus is the IT elements, wherever they may be; this is how to successfully recover them. We recommend a short two-week engagement every year for us to work with you for DR testing and updating of the plan. This engagement would be a separate signed agreement each year that Rock IT agrees to testing and updating.

**Terms and Pricing:**

The total project pricing will be \$45,000. Since this is a six-month project, payments will be in thirds. One third will be due up front, the second third will be due two months into the project, and the final payment will be due at the six-month deadline of the project or when the plan is finished. If there is some obstacle preventing us from completing the project within the six-month time frame, we will communicate that to Rock IT. Throughout the project, we will have progress meetings at a minimum of once a month. This timeframe will ensure that we are not waiting on any information to incorporate into the project. If, for some reason, the project cannot be completed in the seven-month time frame due to Rock IT not getting us the requested information, we will remove those elements from the final report and deliver the rest of the report at the seven-month mark. If both Garcea Technologies and Rock IT agree to extend the project, it can be extended one extra month. After that time a new agreement will have to be signed and executed. Any out-of-scope additions will be discussed and agreed upon for an additional charge.

The final report will be bound, and two copies will be provided in a paper format. Electronic versions will be provided also so you can distribute copies to as many parties as you see fit.

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Rock County, WI

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Garcea Technologies, LLC

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date