

## **REQUEST FOR QUALIFICATIONS**

### **Scott County Purchasing Division**

#### **Study to Develop Disaster Recovery / Business Continuity Plan for Scott County**

##### **PROJECT #FSS0406-01**

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1. Gather information and present quantitative and qualitative data as well as subjective interpretation relative to the critical functions and services.
2. Identify and interpret strengths and weaknesses of current service delivery methods and the potential continuity thereof.
3. Interview pertinent elected and appointed office holders, agency heads and other necessary individuals to obtain information necessary for the study. Meet with key persons individually or in the context of a DR Implementation Team to gather information and discuss strategies and direction.
4. Investigate and present DRBC strategies in the areas of information technology, service delivery, communication, facilities, critical infrastructure and public relations. Investigate and present strategies in other pertinent areas.
5. Prepare a comprehensive DRBC plan document for Scott County use. Plan should include minimally: an executive summary for leadership use; readiness measures for implementation; a detailed readiness implementation plan considering fiscal timing and funding availability; a response plan for varying types of disaster events and resources for assistance.
6. Prepare and recommend a plan review process to ensure on-going plan feasibility and readiness.
7. Use consensus and team building models to lead the DR Implementation Team toward a cohesive DR solution. Ensure the proposed solution(s) and plan meets the current demands and needs of Scott County and readies Scott County to deal with potential events from a position of strength and proactive preparedness.

## **SELECTION PROCESS**

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REF: PROJ #FSS0406-01  
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DAVENPORT, IOWA 52801-1004

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