

Proposal:
Prepared For:

City of Delano
Contingency Planning

Presented By:



City of Delano

Contingency Planning - Offsite Backup and Failover Server – 12-31-09

Brian, Marlene

Below is the forecasted technology project that we feel should be addressed in the up and coming months. The recommendations are a result of discussion, ongoing documentation, monitoring, and maintenance of the City of Delano network and data infrastructure. There is one critical and two recommended projects in addition to standard maintenance that we are recommending for 2010. The recommendation takes current budget constraints into consideration. We feel the cost of doing nothing will easily exceed the expense associated with the proactive maintenance / enhancements recommended below.

We included a brief explanation of solutions recommended including the suggested “action date” recommendation to assist in your decision making process. I would be happy to stop by to answer any questions you may have or provide additional detail. Thank again we appreciate your business!!

Best Regards,

Ben Moonen
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612-597-6323
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1. Replacement Offsite Backup / Disaster Site Server

- **Suggested Action – Immediately**

- **Solution Provided**
 - Replace failing hardware
 - Add additional capacity allowing for the solidification of an enhanced disaster recovery plan

- **Current Risk if not replaced**
 - Failed backup
 - Inability to carry out disaster plan

- **Hardware**
 - UPS – (Power backup and surge suppression)
 - Tower Server
 - Intel Xeon Processor
 - 4GB RAM
 - 3 x 1TB Hard Drive / RAID Configuration
 - 3 x Drive Bays Open for future expansion

- **Labor**
 - Setup Server
 - Install Backup Software
 - Transfer Data from Terra Station

- **Cost Summary – NOT TO EXCEED - \$2810**
 - Server Hardware / Software - \$1850
 - Labor – Not to Exceed \$960

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2. Onsite Backup / Failover Server

- **Suggested Action – Quarter One 2010**
- **Solution Provided**
 - Provide additional storage to allow for a Virtual Image Backup of Application Server
 - Virtual image provides both a backup of critical data as well as a backup of the actual server / user configuration allowing for quick recovery and mobility in the event of hardware failure.
 - Onsite Backup Server provides an initial backup before data image is moved offsite.
 - The server image backed up offsite will allow for an enhanced disaster recovery solution
- **Current Risk if not replaced**
 - Inability to carry out disaster plan
- **Hardware**
 - Tower Server
 - Intel Xeon Processor
 - 8GB RAM
 - 3 x 1TB Hard Drive / RAID Configuration
 - 3 x Drive Bays Open for future expansion
- **Labor**
 - Setup Server
 - Install Backup Software
 - Transfer Data from Terra Station
- **Cost Summary – NOT TO EXCEED - \$4250**
 - Hardware / Software - \$1850.00
 - Estimated Labor – \$2400

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3. Replace Existing Application Server

- **Suggested Action** – Most efficient if done at the same time as installing the onsite backup / failover server
- **Solution Provided**
 - Current server is over six years old and is quickly reaching end of life. It is a matter of time before current server fails
 - As part of the new server installation we are recommending a “Virtual Server” configuration. The Virtual Server configuration will allow us to follow through on a more robust disaster recovery plan. Virtual images provide both a backup of data and a backup of the actual server / user configuration
 - Because of budget constraints we are not recommending updating the current Windows software. The Virtualization software we will be using is “Open Source” software that does not have a license fee
 - Add additional capacity which will allow us to follow through on an enhanced disaster recovery plan
- **Tower Server**
 - Dual Intel Xeon Processor
 - 12GB RAM
 - 4 x 1TB Hard Drive / RAID Configuration
 - 3 x Drive Bays Open for future expansion
- **Labor**
 - Setup Server
 - Install and configure virtualization software
 - Reinstall Microsoft Server Software
 - Reinstall and provide any critical update to 3rd party application
 - Reconfigure onsite and offsite data backup
 - Test and Document Backup
- **Cost Summary – NOT TO EXCEED - \$5600**
 - Hardware / Software - \$3200.00
 - Estimated Labor – \$2400

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4. Contingency Planning / Documentation / Testing

- **Solution Provided**
 - Update current network and backup process documentation
 - Review existing documentation and current contingency plan with staff
 - Make any needed changes to existing plan and or backup disaster recovery process
 - Update documentation
 - Perform a "LIVE" disaster test
 - Document testing
 - Correct any issues that were a result of live testing
 - Finalize

- **Cost Summary**
 - **Estimated Labor – \$3000**

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