



**Community Services Block Grant CARES Supplemental –
 Continuity of Operations Plan Request for Procurement Proposals**

Responses to questions posed

Question 1. Please identify the number of in-scope departments for CAFCA and the member CAAs and list in scope departments.

Answer: CAFCA is seeking a consultant to review and evaluate COOPs currently in place for CAFCA and the state’s nine Community Action Agencies (CAAs), and to identify weaknesses and areas needing improvement. The COOPs must address the full scope of infrastructure at CAFCA and the CAAs, to ensure that they can continue or quickly restart all operations in the event of an emergency, natural disaster, technology breach, or other planned or unplanned disruption. Therefore, a responsive proposal should address the needs of CAFCA and all departments of all CAAs at all locations, including but not limited to IT infrastructure and equipment, staffing, data storage/retrieval, readiness of physical space, and financial operations. Additionally, a responsive proposal should demonstrate the ability to work with both small and large organizations with staffing as small as 4 FTEs and as large as more than 600 FTEs. For additional information about the scope of work of Connecticut’s CAAs, please see www.cafca.org/agencies.

Question 2. Please provide some information about the CAFCA and member CAA’s internal IT environments:

Question	Answer	Comments
Number of total data centers:		
Number of total IT Employees:		
Does centralized IT exist?		
Telephony Platforms:		
Internet Infrastructures:		
Key Business Applications:		
Key Outsourced Services:		
	Number	Comments / Operating System
Total internal IPs (Devices):		
Desktops / Laptops:		
Physical Server Hosts:		
Other Physical Servers:		
Virtual Machine Servers:		
Mainframe / Mid-tier:		
Other Devices:		

Answer: Part of the scope of work will be determining the answers to these questions. Each CAA has its own infrastructure, equipment, data storage, and operations plans.

Question 3. Briefly describe the current recovery strategy in place today for CAFCA and, broadly speaking, for the member CAAs. (i.e. alternate data center, backup / recovery strategy, work area recovery).

Answer: Each CAA and CAFCA is responsible for its own COOP, and some are more developed and robust than others. The ultimate goal of this project is to ensure that all nine CAAs and CAFCA are well-positioned with a COOP that prepares them for future disasters, emergencies, and other disruptions to service.

Question 4. How many employees are at CAFCA and the member CAAs?

Answer: CAFCA currently has 4 employees, and CAAs range from 50-600+ employees. Combined, the Community Action Network has over 1,500 employees across the state.