



Suffolk RIC Service Offering

Contingency Management Planning Incident Response (IRP), Disaster Recovery (DRP) and Business Continuity Planning (BCP) 2026/27

The Suffolk RIC is very pleased to offer a service to Suffolk County Districts that will help them create, update and test their Incident Response, Disaster Recovery and Business Continuity Plans

Option 1—Development of Plans

Participants in this service will have the opportunity to work along with a cohort of no more than 6 total districts over the course of 3 months to review and customize templates for the creation of Incident Response, Disaster Recovery and Business Continuity Plans. All templates will be provided to the districts. Each cohort will participate together in a 90 minutes discovery call to review their specific status and needs. Each district will receive up to 2 hours of personal training/coaching on the concept, use and completion of these document sets. Each cohort will also participate in a one hour detailed review of each plan, including an after action review to identify lessons learned

Option 2—Development of Plans + IRP Tabletop

Participants in this service will have the opportunity to work along with a cohort of no more than 6 total districts over the course of 3 months to review and customize templates for the creation of Incident Response, Disaster Recovery and Business Continuity Plans. All templates will be provided to the districts. Each cohort will participate together in a 90 minutes discovery call to review their specific status and needs. Each district will receive up to 2 hours of personal training/coaching on the concept, use and completion of these document sets. Each cohort will also participate in a one hour detailed review of each plan, including an after action review to identify lessons learned. Once the initial plans have been finalized, participants in this option will then conduct a Tabletop Drill of their new Incident Response Plan. Each district will receive up to an additional 6 hours of planning and organization sessions to ensure preparedness for the test. Once prepared, each district will conduct their Tabletop drill, which would be at most 3 hours in duration which will include time conduct an after-action review. Finally, each district will also be provided 2 hours of post-incident testing support focusing on lessons learned, gap analysis\remediation and preparation of subsequent IRP Tabletop Drills.

Option 3—Individual Tabletop Drill of DRP\BCP

Districts that wish to enroll in this service must first participate in Option 1. This service is to test a single Disaster Recovery or Business Continuity plan that was developed under Option 1. Each district will receive one hour of personal coaching and training on the completion of a Business Impact Analysis document prior to beginning any drill. The template for this document will be provided. Each district will then receive up to 6 hours of planning and organization sessions with their internal team members to ensure the district is prepared for the drill. Each district will then participate in the drill, which will be, at most, 3 hours in length. Time will be provided at the end of the drill to conduct an after-action review. If districts would like to conduct a drill on more than one of their plans, a separate engagement will be required for each plan to be tested.



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**Incident Response (IRP), Disaster
Recovery (DRP) and Business
Continuity Planning (BCP)
2026/27**

Required Investment from Participating Districts

Option 1: Development of Plans—\$7315

Option 2: Development of Plans + IRP Tabletop—\$11,365

Option 3: Individual Tabletop Drill of DRP\BCP—\$8365

**Please Contact Gary Zimmerman, IT Security Coordinator, at
gzimmerm@esboces.org for more information**