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**GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICES**

**Authorized Federal Supply Schedule Price List**

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: [GSA Advantage.gov](http://GSA Advantage.gov).

**Schedule Title:** Professional Services Schedule

**Schedule For:** Disaster Recovery Institute International Inc d/b/a DRI International

**Federal Supply Group:** 00CORP

**Service and Product Codes:** R499

**Contract Number:** GS-02F-0095X **Modification No. PO-0005**

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>

**Contract Period:** 03/01/2011 – 02/28/2021

**Contractor:** DRI International

245 Saw Mill River Rd, Suite 106

Hawthorne, NY 10532

**Business Size:** Large Business

**Telephone:** (866) 542 - 3744

**FAX Number:** (410) 480 - 7081

**Website:** [www.drii.org](http://www.drii.org)

**E-mail:** [rwooldridge@drii.org](mailto:rwooldridge@drii.org)

**Contract Administrator:**

NAME: Russell Wooldridge

TITLE: Director, Sales & Marketing

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**CUSTOMER INFORMATION:**

**1a. Table of Awarded Special Item Numbers (SINs): Pricing included below.**

SIN	Description
874-4	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration

- 1b. **Identification of the lowest priced model number and lowest unit price for each special item number awarded under contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Not Applicable**
- 1c. **Labor Category Descriptions: If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. Not Applicable**
2. **Maximum order: \$1,000,000.00**
3. **Minimum order: \$100.00**
4. **Geographic coverage (delivery area): CONUS, Alaska, Hawaii and Puerto Rico**
5. **Point(s) of production: 1115 Broadway, 12<sup>th</sup> Floor, New York, NY 10010**
6. **Statement of Net Price: Pricing provided below represents Government Net Pricing. Discounts have been deducted.**
7. **Quantity/Volume Discounts: Not Applicable**
8. **Prompt Payment Terms: Net 30 days**
- 9a. **Notification That Government Purchase Cards Are Accepted at or Below the Micro-purchase Threshold: DRI International agrees to accept the government purchase card at or below the micro-purchase threshold.**
- 9b. **Notification That Government Purchase Cards Are Not Accepted Above the Micro-purchase Threshold: DRI International agrees to accept the government purchase card above the micro-purchase threshold.**
10. **Foreign Items: Not Applicable**
- 11a. **Time of Delivery: As negotiated between DRI International and ordering activity**
- 11b. **Expedited Delivery: Contact Contractor**
- 11c. **Overnight and 2-Day Delivery: Contact Contractor**
- 11d. **Urgent Requirements: Contact Contractor**
12. **F.O.B. point(s): Destination**
- 13a. **Ordering Address: 1115 Broadway, 12<sup>th</sup> Floor, New York, NY 10010**
- 13b. **Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase: Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.**
14. **Payment Address: 1115 Broadway, 12<sup>th</sup> Floor, New York, NY 10010**
15. **Warranty Provision: Standard Commercial**
16. **Export Packing Charges: Not Applicable**

17. **Terms and Conditions of Government Purchase Card Acceptance (any Thresholds Above the Micro-purchase Level):**  
Contact Contractor
  18. **Terms and Conditions of Rental, Maintenance, and Repair:** Not Applicable
  19. **Terms and Conditions of Installation:** Not Applicable
  - 20a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**  
Not Applicable
  - 20b. **Terms and Conditions for any Other Services:** Not Applicable
  21. **List of Service and Distribution points:** 1115 Broadway, 12<sup>th</sup> Floor, New York, NY 10010
  22. **List of Participating Dealers:** Not Applicable
  23. **Preventive maintenance:** Not Applicable
  - 24a. **Special Attributes such as Environmental Attributes:** Not Applicable
  - 24b. **Section 508 Compliance:** [www.drii.org](http://www.drii.org)
  25. **Data Universal Number System (DUNS) Number:** 792945743
  26. **Notification regarding registration in Central Contractor Registration (CCR) Database:** Active through 05/07/2011. Cage Code: 1YTG8
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### GSA AWARDED RATES

SIN	Course Reference Number	Course Title	Length of Course	Minimum # Participants	Maximum # Participants	GSA Price
874-4	BCLE 2000	Business Continuity Planning	5 days (32 hours plus examination)	7	30	\$2,183.88
874-4	BCP 501	Business Continuity Planning Review	3 days (16 hours plus examination)	7	30	\$1,280.35
874-4	BCP 601	Masters Case Study Review Post DRJ	2 days (16 hours plus examination)	7	30	\$1,451.64
874-4	BCLE AUD	Novice and Experienced Auditor Training	5 days (36 hours plus examination)	7	30	\$2,483.63
874-4	BCLE 1000	Introduction to Business Continuity Planning Intensive	10 days (72 hours plus examination)	7	30	\$3,896.73

**Additional Volume Discounts: (Additional % taken off of GSA awarded price.)**

Number of Students	Discount
1 to 20	17%
21 to 50	20%

## GSA AWARDED COURSES

<b>Course Title</b>	Business Continuity Planning
<b>Course Reference Number</b>	BCLE 2000
<b>Length of Course</b>	5 Days (32 hours of instruction plus examination)
<b>Minimum/Maximum Number of Participants</b>	Minimum: 7 Maximum: 30
<b>Price for Additional Students Above Minimum</b>	N/A
<b>Support Materials Provided</b>	Yes
<b>Commercial Course Price</b>	\$2,550.00
<b>Discount % offered to GSA</b>	15%
<b>GSA Course Price</b>	\$2,183.88

### **Course Description and Objectives:**

The Professional Practices for Business Continuity Professionals are defined as the skills, knowledge and procedures BC professionals need in order to lead a BC planning effort. This 5-day course includes 32 hours of instruction followed by the Qualifying Exam. Instructors offer a fast-paced overview of DRI International’s business continuity planning model and delineate the knowledge, skills and procedures needed to effectively execute each stage. Instructors present a case study exercise and other select exercises depending on the experience in the room. Upon completion of the course participants will be reminded of the BC planning stages and requirements to effectively implement each one, confirm their understanding of industry terminology, learn recent trends, and be able to articulate the roles of the BC planner, business components and executive management in developing, testing and maintaining BC plans. These are essential elements of the DRI International Qualifying Examination. The course will be divided into twelve lessons as follows:

#### **Lesson 1: BCM Project Management & Executive Support**

In this lesson you will learn how to establish the need for a business continuity program in your organization and how to obtain management support. You will also learn how to organize and manage the process of developing a business continuity program. This lesson identifies the requirements and imperatives of project management methodologies required to develop an enterprise-wide Business Continuity Program.

#### **Lesson 2: Risk Assessment and Analysis**

This lesson introduces the basic concepts of Risk Management and develops familiarity with the methodologies and models used in the Business Continuity Management profession, by providing an understanding of what a risk assessment is all about, why a risk assessment is important to a business continuity program, the elements of a risk assessment, and how these are utilized to build a business continuity program.

#### **Lesson 3: Business Impact Analysis**

This lesson introduces the reasons for and value of conducting a Business Impact Analysis. The student will understand methodologies, terms and definitions such as Mission Critical business processes, Recovery Time Objectives (RTO), and Acceptable Exposure to Loss.

#### **Lesson 4: Developing Business Continuity Strategies**

This lesson introduces the student to the challenges of selecting the appropriate strategies for recovery of business processes, critical functions, operations and the supporting information technologies within the specified recovery time objective. It defines alternative strategies, assesses the strengths and weaknesses of strategies and methodologies for presentation to management. We will identify the process steps involved in the analysis and strategy determination. This will be directly linked and supported by the data gathering activities accomplished during the risk assessment and BIA.

**Lesson 5:           Emergency Preparedness and Response**

The purpose of this lesson is to provide an understanding of the emergency management structure and the planning necessary to manage a crisis for your organization. This will include identification, escalation, and notification procedures. It covers the challenges of reviewing and coordinating emergency evacuation programs in place in organizations, or working with the responsible areas to develop or enhance existing programs. Life safety procedures, emergency response procedures, and plan activation procedures are reviewed in detail. Specifically, you will learn how to lead your organization in implementing an action plan structure and mobilizing in response to an emergency. It will focus on procedures for activating the Emergency Operations Center and corresponding command centers, securing the area, assessing the damage, and salvage and restoration activities.

**Lesson 6:           Crisis Communications**

All plans must include communication elements, and this chapter is designed to assist the student in making all the necessary preparations for managing an emergency. This lesson focuses on how to develop procedures that will allow you to effectively communicate with all audiences, to identify and train spokespersons, to develop key messages, and to work effectively with the media.

**Lesson 7:           Coordination with External Agencies**

In Lesson 7, the student will learn to apply communication techniques, investigate partnering, and also review the Incident Command System. It also addresses compliance issues with applicable statutes or regulations. The student will understand terminology, priorities of first responders, and how to interface with emergency agencies.

**Lesson 8:           Plan Activation**

In this lesson, you will learn about the emergency management structure and the planning necessary to manage a crisis for your organization. Specifically, you will learn how to lead your organization in implementing an action plan to structure and mobilize in response to an emergency. This lesson will focus on procedures for activating the Emergency Operations Center and corresponding command centers, securing the area, assessing the damage, and salvage and restoration activities.

**Lesson 9:           Plan Development**

This lesson is designed to cover the application of skills and information gathered in putting the BCM program into action by identifying the components of the planning process including plan methodology, implementation, organization, and documentation. In order to develop the actual BCM plan document, you will need to lead your organization in several decisions on the approach, methodology and the plan document structure. DRI will address and discuss these issues to allow you as the planner to facilitate your organization in making these determinations. Experienced planners recognize that the plan document that best meets the needs of the organization and the personnel are most comfortable with using will be the plan document structure that is successful. This chapter will conclude with the elements of plan administration and plan documentation.

**Lesson 10:          Awareness and Training Programs**

This lesson is designed to assist the student in developing the elements of a BC training and awareness program that will create and maintain organizational awareness and enhance the skills required to develop, implement, maintain, and execute all Business Continuity initiatives. The student will learn to differentiate the needs of demographic groups and teams within the BCM program. Students will gain from hands-on interactive activities designed to assist all professionals in enhancing the visibility and reach of their BCM programs.

**Lesson 11:          Testing and Exercise Programs**

The students will learn and apply various techniques to improve the timeliness and quality of the BCM team response. Lesson 11 thoroughly reviews a variety testing and exercise programs and how to develop them for your organization. Interactive activities will help students to enhance the resiliency of their programs.

**Lesson 12:          Maintaining & Updating Plans**

This lesson provides the student with an overview and working knowledge of Professional Practice 8 and assists in developing processes to maintain the currency of continuity capabilities and the plan document in accordance with the organization's strategic direction.

<b>Course Title</b>	Business Continuity Planning Review
<b>Course Reference Number</b>	BCP 501
<b>Length of Course</b>	3 Days (16 hours of instruction plus examination)
<b>Minimum/Maximum Number of Participants</b>	Minimum: 7 Maximum: 30
<b>Price for Additional Students Above Minimum</b>	N/A
<b>Support Materials Provided</b>	Yes
<b>Commercial Course Price</b>	\$1,495.00
<b>Discount % offered to GSA</b>	15%
<b>GSA Course Price</b>	\$1,280.35

### Course Description and Objectives:

The BCP 501 is a rapid business continuity planning refresher course covering the Professional Practices for Business Continuity Professionals in preparation for the DRI International Qualifying Exam. This 3-day course features 16 hours of instruction followed by the Qualifying Examination. Instructors take a fast-paced approach to the Professional Practices with emphasis on BC planning and the knowledge, skills and procedures needed to effectively implement each step of the planning process. The course will cover the following topics:

#### Disaster Recovery Planning

- Risk Analysis and Business Impact Analysis
- Identifying and Selecting Planning Teams
- Risks, Controls, Relationships, and Critical Functions
- Definition of Critical Functions and Applications
- Emergency Planning and Control of Communications Networks
- Managing Recovery Plan Development
- Developing the Plan
- Evaluation and Selection of Alternatives
- Setting Priorities
- Alternative Strategies
- Basic Plan Design
- Testing and Maintenance of the Plan
- Measurement Tools
- Effectiveness Evaluation and Audit Reports
- Developing Public Relations and Crisis Communication Procedures
- Initiation and Escalation Procedures
- Components of a Proactive Crisis Communication Plan
- Identifying Audiences
- Coordinating and Working with Public Authorities
- Identifying the Professional's Role
- Introduction to the Incident Command System

<b>Course Title</b>	Masters Case Study Review Post DRJ
<b>Course Reference Number</b>	BCP 601
<b>Length of Course</b>	2 days (16 hours of instruction plus exam)
<b>Minimum/Maximum Number of Participants</b>	Minimum: 7 Maximum: 30
<b>Price for Additional Students Above Minimum</b>	N/A
<b>Support Materials Provided</b>	Yes
<b>Commercial Course Price</b>	\$1,695.00
<b>Discount % offered to GSA</b>	15%
<b>GSA Course Price</b>	\$1,451.64

#### **Course Description and Objectives:**

This intensive two day (16 hour) course prepares participants for the MBCP (Master Business Continuity Professional) Case Study Exam. This course is intended for professionals with more than 5 years of experience in business continuity and disaster recovery planning. The course addresses all phases of business continuity planning. The Masters Case Study Exam is a challenging four and a half hour case study that assesses the candidate's knowledge and the application of that knowledge.

INSTRUCTION: Days 1 - 2, 8:30 am - 5:00 pm MASTERS EXAM: Day 3, 8:30 am - 1:00 pm

The course price includes continental breakfast, lunch, and occasional refreshment breaks. NOTE: It is mandatory that you bring your personal laptop to the BCP-601 COURSE and MASTERS EXAM. DRII will not provide a laptop for you. Please bring your laptop to class. DRII will provide power strips.

Also, you will need to have Microsoft Word 2003 or Microsoft Word 2007 on your laptop to take the exam. Your exam will be administered via USB drive. If you are bringing a company-owned laptop for use in your exam, please insure it will read and save Word files to USB drives not supplied by your organization.

#### **Course Outline:**

- Introduction and overview of the Professional Practices for Business Continuity Planners Project Initiation and Management Risk Evaluation
- Control Business Impact Analysis Developing Business Continuity Strategies Emergency Response and Operations Developing and Implementing Business Continuity Plans Awareness
- Training Programs Maintaining and Exercising Business Continuity Plans Public Relations and Crisis Communication Coordination with Public Authorities

<b>Course Title</b>	Novice and Experienced Auditor Training
<b>Course Reference Number</b>	BCLE AUD
<b>Length of Course</b>	5 days (36 hours of instruction plus exam)
<b>Minimum/Maximum Number of Participants</b>	Minimum: 7 Maximum: 30
<b>Price for Additional Students Above Minimum</b>	N/A
<b>Support Materials Provided</b>	Yes
<b>Commercial Course Price</b>	\$2,900.00
<b>Discount % offered to GSA</b>	15%
<b>GSA Course Price</b>	\$2,483.63

**Course Description and Objectives:**

BCLE-AUD is designed for novice and experienced corporate planners, internal and external auditors, personnel interested in self-assessing programs, personnel assessing program for clients, and personnel performing audits to better measure their state of preparedness. This course is an interactive program that provides training, tools and hands-on experience to help attendees understand the key components of disaster/emergency management and business continuity.

This course covers relevant standards, laws and regulations, the process of risk assessment, vulnerability analysis, loss prevention, risk mitigation, and the development, implementation, testing and maintenance of plans and procedures. Course materials delve into existing legal and regulatory requirements by industry and country, as well as emerging requirements. Specifically BS25999, NFPA 1600, ASIS, DRI International's professional practices, financial services, insurance, healthcare, utilities, public sector guidance and a host of others will be explored. In addition, careful attention will be paid to the processes by which disaster/emergency management and business continuity programs are initiated with an eye toward corporate governance, policy, and procedures.

The tools provided will allow planners to perform audits in accordance to appropriate standards and regulations. Emphasis on audit requirements and documentation will aid in the evaluation of records, organizational roles and responsibilities, process flows and corporate oversight.

<b>Course Title</b>	Introduction to Business Continuity Planning Intensive
<b>Course Reference Number</b>	BCLE 1000
<b>Length of Course</b>	10 days (72 hours of instruction plus exam)
<b>Minimum/Maximum Number of Participants</b>	Minimum: 7 Maximum: 30
<b>Price for Additional Students Above Minimum</b>	N/A
<b>Support Materials Provided</b>	Yes
<b>Commercial Course Price</b>	\$4,550.00
<b>Discount % offered to GSA</b>	15%
<b>GSA Course Price</b>	\$3,896.73

### Course Description and Objectives:

The Professional Practices for Business Continuity Professionals are the skills, knowledge and procedures BC professionals must know to lead their organizations through a comprehensive BC planning process that results in an effective business continuity plan. This 10-day course includes 72 hours of instruction followed by the Qualifying Exam. Instructors take participants through DRI International's BC planning model to illustrate the skills, knowledge and procedures required for each stage of BC planning. The course explores each planning stage in-depth using case examples, course exercises, participant work experiences and lessons learned.

Upon completion of the course participants will know:

- The strategic purpose of each BC planning stage along with the knowledge, skills and procedures needed to accomplish it
- Industry terminology
- The respective planning roles of the BC planner, the business components and senior management
- Resolutions to common roadblocks

Course Chapters:

#### **Chapter 1: BCM Program Development and Project Management Principles**

Chapter 1 contains an introduction followed by four lessons. You will learn how to establish the need for a business continuity program in your organization and how to obtain management support. You will also learn how to organize the program and manage the process. This chapter identifies the requirements and imperatives of project management methodologies required to develop an enterprise-wide Business Continuity Program.

#### **Chapter 2: Data Gathering**

This chapter introduces the basic concepts of Risk Management and develops familiarity with the methodologies and models used in the Business Continuity Management profession, by providing an understanding of what a risk assessment is all about, why a risk assessment is important to a business continuity program, the elements of a risk assessment, and how these are utilized to build a business continuity program. It also introduces the reasons for and value of conducting a Business Impact Analysis. The student will understand methodologies, terms and definitions such as Mission Critical business processes, Recovery Time Objectives (RTO), and Acceptable Exposure to Loss. Chapter 2 contains seven lessons and an introduction.

#### **Chapter 3: Developing Business Continuity Strategies**

Chapter 3 contains five lessons and an introduction, and introduces the student to the challenges of selecting the appropriate strategies for mitigation and for the recovery of business processes, critical functions, operations and the supporting information technologies within the specified recovery time objective. It defines alternative strategies, and assesses the strengths and weaknesses of strategies and methodologies for presentation to management. We will identify the process steps involved in the analysis and strategy determination. This will be directly linked and supported by the data gathering activities accomplished during the risk assessment and BIA.

#### **Chapter 4: Developing Business Continuity Plans**

The business continuity plan is made up of many components and this chapter will closely look at each of these components over 12 separate lessons, beginning with roles and responsibilities. One purpose of this chapter is to provide an understanding of the emergency management structure and the planning necessary to manage a crisis for your organization. Chapter 4 introduces identification, escalation, and notification procedures that are part of building emergency response procedures. It covers the challenges of reviewing and coordinating emergency evacuation programs in place in organizations, or working with the responsible areas to develop or enhance existing programs. Life safety procedures, emergency response procedures, and plan activation procedures are reviewed in detail. Specifically, you will learn how to lead your organization in implementing an action plan structure and mobilizing in response to an emergency. It will focus on procedures for activating the Emergency Operations Center and corresponding command centers, securing the area, assessing the damage, and salvage and restoration activities. All plans must include communication elements and this chapter is designed to assist the student in making all the necessary preparations for managing an emergency. It focuses on how to develop procedures that will allow you to effectively communicate with all audiences, to identify and train spokespersons, to develop key messages, and to work effectively with the media. Chapter 4 also examines coordination with external agencies and addresses compliance issues with applicable statutes or regulations. The student will learn to apply communication techniques, investigate partnering, and also review the Incident Command System. It also addresses compliance issues with applicable statutes or regulations. The student will understand terminology, priorities of first responders, and how to interface with emergency agencies. In order to develop the actual BCM plan document you will need to lead your organization in several decisions on the approach, methodology and the plan document structure. We will address and discuss these issues to allow you as the planner to facilitate your organization in making these determinations. Experienced planners recognize that the plan document that best meets the needs of the organization and the personnel are most comfortable with using will be the plan document structure that is successful. This chapter will conclude with the elements of plan administration and plan documentation.

#### **Chapter 5: Implementing the Business Continuity Plan**

This chapter is designed to assist the student in developing the elements of a BCM training and awareness program that will create and maintain organizational awareness and enhance the skills required to develop, implement, maintain, and execute all Business Continuity initiatives. The student will learn to differentiate the needs of demographic groups and teams within the BCM program. Students will also learn and apply various techniques to improve the timeliness and quality of the BCM team response. Interactive activities will help students to enhance the resiliency of their programs through the use of testing and exercising their business continuity plans. Once plans are developed, they need to be maintained. Chapter 5 also assists in developing processes to maintain the currency of continuity capabilities and the plan document in accordance with the organization's strategic direction.