

Francis Howell  
School District



## RFP Microfilming & Digitization of Public School Records 2025-2026

### Contact Information:

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Purchasing Manager  
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### Request for Proposal:

Microfilming & Digitization of Public School Records  
**Issue Date:** December 13, 2024  
**Questions Due:** December 19, 2024  
**Submission Deadline:** December 31, 2024  
**Time:** 10:00 am (CST)

**PLEASE SUBMIT ONE (1) ORIGINAL PROPOSAL DOCUMENT AND TWO (2) COPIES IN THE FORMAT/DESIGN REQUIRED, ALONG WITH ANY OTHER DOCUMENTATION ATTACHED TO THE BACK OF PROPOSAL.**

Please submit physical proposals or digital submissions to the address listed below:

Francis Howell School District  
Attn: Matthew Bollwerk  
[matthew.bollwerk@fhsdschools.org](mailto:matthew.bollwerk@fhsdschools.org)  
801 Corporate Centre Drive  
O'Fallon, MO 63368

Any proposal not received by the stated submission deadline/time will not be considered and/or opened. The proposal will be returned to the vendor at the vendor's expense.

The District accepts no liability for late submissions due to the actions of the United States Postal Service, Federal Express, United Parcel Service or any other delivery methods.

# Proposal

## 1.0 Introduction

The Francis Howell School District is the top-rated school district in St. Charles County and 13th in the state, as ranked by Niche.com. Encompassing more than 150 square miles in the southeast corner of St. Charles County, the District empowers students to be lifelong learners prepared for the future. Currently the District serves over 17,000 students and employs over 2,200 people, over 23 campuses. Francis Howell boasts five National Blue Ribbon schools and two National Schools of Character – a testament to the District’s high expectations regarding academic excellence, character and good citizenship. Additional detailed information about the District may be found at [www.fhsdschools.org](http://www.fhsdschools.org)

## 2.0 Project Overview

The purpose of this project is to convert physical records into microfilm format to ensure long-term preservation, security, and compliance with archival standards. Physical records will include various formats of media such as paper, floppy disks, rewriteable discs, USB drives, etc. The selected vendor will provide professional microfilming services that meet or exceed industry requirements and the specific needs outlined by the District. Records will be stored in accordance with the Secretary of State’s Local Records Program. The District intends to perform this project in phases with the initial phase beginning in July 2025 and ending in May 2026.

## 3.0 Scope of Work

### A. Documents

- Documents will be prepared by the District.
  - Staples and paper clips will be removed.
  - Documents placed in chronological order.
  - Stored in transportable boxes.
- 100 boxes of loose files.
- Approximately 300,000 documents.
- Respondent will retrieve the documents from the District.

### B. Microfilming Process

- Create high-quality microfilm copies of the documents using appropriate filming equipment.
- Ensure compliance with industry standards.
- Ensure confidentiality of all documents provided.
- Provide the following formats as required:
  - Roll microfilm (16mm or 35mm).
  - Microfiche, if applicable.

### **C. Quality Control**

- Perform quality assurance checks to ensure the following:
  - All images are legible, complete, and free of defects.
  - No pages are missing or duplicated.
  - Proper density and resolution for archival purposes.

### **D. Indexing and Metadata**

- Create an index for the microfilmed documents to enable easy retrieval.
- Include document titles, file numbers, or other identifiers as specified by the District.

### **E. Delivery of Final Materials**

- Provide the following upon project completion:
  - Processed and labeled microfilm reels or microfiche copies.
  - Digital version of the index (TIFF).
  - Any required certificates of compliance or archival standards.
  - Return of all original documents in the condition received.

### **F. Optional Services – Provide alternate pricing options for each**

- Digitization of microfilmed documents as a backup.
- Secure storage or backup of microfilm reels.
- Organize and prepare records for microfilming, including:
  - Removal of staples, clips, and bindings as necessary.
  - Repair or stabilization of fragile or damaged documents.
  - Ensuring documents are in sequential order for filming.

## **4.0 Criteria for Evaluation of Proposals**

The District will review all proposals and select vendors based on the submittals and may request additional clarifying information from any respondent during proposal evaluation. Interviews for the clarification of proposals may be held with selected respondents. An appointment to visit respondent facilities may be requested. Proposals will be rated and ranked. To be successful, a respondent shall, if requested, promptly submit to the District additional satisfactory evidence of sufficient financial resources, experience, organization, and equipment available for the performance of the contract which was not otherwise included in the proposal.

Proposals will be evaluated and ranked based on the following criteria and percentage weights:

- Vendor's proven ability, stability, capacity, and skill to provide the service – 20%
- Firm's understanding of project goals – 10%
- Quality of response – 20%
- Proposed cost of service – 50%

References will be contacted regarding satisfaction with services provided from the participating vendor.

## 5.0 Management Responsibilities

The District will designate one representative who will act as the primary contact for this project. The representative will be responsible for conferring with any and all parties necessary to resolve unanticipated issues or requirements that might occur during the course of the RFP. If you have any questions, please contact:

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## 6.0 Proposal Contents

In addition to the other requirements contained in this RFP, proposals should include the "Proposal Cover Page" below, as well as the other information indicated in this section.

Base Price.

Individual pricing for each alternate.

**The following items should be included in the proposal in the following order, and items 2-5 should be fully responded to in the proposal in concise narrative form that includes no more than eight (8) pages:**

1. Completed Proposal Cover Page.
2. Describe the process you will use to retrieve the documents, process them and then return them intact. Your response should allow us to assess whether the documents will be returned in the same state as when they were originally picked up.
3. Describe your process to ensure the confidentiality and security of these records.
4. Describe your company's experience with similar projects, including any similar projects performed for other public school districts or public entities.
5. Describe your company's history, financial resources, experience, and the qualifications of key personnel that will be assigned to this project.
6. Complete the reference sheet contained at the end of this RFP.

## **7.0 Selection**

The District will select the lowest or best or proposal in the District's sole and absolute discretion. The selected proposal will be recommended to the District's Board of Education for approval. A formal contract will then be developed with the selected respondent, which will then be recommended to the Board of Education for final approval. The selection of a respondent's proposal shall in no way bind the District to using the respondent's services until such time as the formal contract is approved by the Board of Education. It is anticipated that the selected proposal will be brought to the Board of Education at its regular meeting in January 2025, with the formal contract following at the next regularly scheduled meeting. If a satisfactory contract cannot be agreed upon with the respondent initially selected, the District reserves the right to enter into negotiations with the next highest ranking respondent, and to repeat that process until a satisfactory contract is developed with a respondent or the District rejects all proposals.

# Proposal Cover Page

## VENDOR INFORMATION

Name and Title

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Company

Name \_\_\_\_\_ Date \_\_\_\_\_

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### *SUBMISSION COVER SHEET AND CONFIGURATION SUMMARY*

By my signature below, I hereby represent that I am authorized to and do bind the offeror to the provisions of the attached proposal. The undersigned offers and agrees to perform the specified personal and professional services in accordance with provisions set forth in the Request for Proposals. Furthermore, the undersigned fully understands and assures compliance with the Conditions of Solicitation and Standard Terms and Conditions contained in the RFP. The undersigned is fully aware of the evaluation criteria to be utilized in vendor selection for approval. I further certify that \_\_\_\_\_ is an authorized dealer in good standing of the products/services included in the proposal submitted in response to the RFP.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Signature

## REFERENCES:

The respondent should provide at least three (3) current customers who have acquired the proposed services/equipment from the bidder. The respondent should complete the following for each reference.

<b>Reference Information (Services Performed For):</b>	
Name Of Reference:	
Address Of Reference:	
Reference Contact (Name/Position):	
Contact Person Phone No.:	
Contact Person E-Mail Address:	
Dates Of Contract/Services:	

<b>Reference Information (Services Performed For):</b>	
Name Of Reference:	
Address Of Reference:	
Reference Contact (Name/Position):	
Contact Person Phone No.:	
Contact Person E-Mail Address:	
Dates Of Contract/Services:	

<b>Reference Information (Services Performed For):</b>	
Name Of Reference:	
Address Of Reference:	
Reference Contact (Name/Position):	
Contact Person Phone No.:	
Contact Person E-Mail Address:	
Dates Of Contract/Services:	