REQUEST FOR PROPOSAL (RFP)
NSC Microfilm
Date Issued: January 12, 2026
Responses due: January 27, 2026
by 4 p.m. Central Time

Responses should be forwarded to:
Dr. Tony O. Brooks, Assistant Superintendent of Student Support Services

Normandy Schools Collaborative
3855 Lucas & Hunt Road
St. Louis, MO 63121
(314) 493-0400
tbrooks@normandysc.org

Proposals Due By:
4 PM CST on Tuesday, January 27, 2026 by 4 pm
ATTN: Dr. Tony O. Brooks
tbrooks@normandysc.org

Project Name:	**NSC Microfilm**
RFP Issued:	**January 12, 2026**
Proposals Due:	**January 27, 2026**
Bid Number:	**SSS-2026-01**
Delivery Location:	**3855 Lucas-Hunt Road, St. Louis, MO 63121**
	(314) 493-0400

Outline of Project:

Normandy Schools Collaborative is seeking responses to this Request for Proposals (RFP) for microfilm document scanning services. There are multiple scanning projects listed in the RFP. Note that the district may choose to implement all or only a portion of the listed projects. In addition, the district has decided to implement all services and/or projects in one fiscal year at the cost listed in the RFP once the Joint Executive Governing Board has approved the agreement. Should the district have additional projects during the life of the contract, the projects may be added to this agreement at a cost, which is similar to the cost of a related project in the RFP.

Questions regarding this Request for Qualifications should be directed in writing to Tony O. Brooks, tbrooks@normandysc.org. All questions will receive a written response.

TABLE OF CONTENTS

INSTRUCTIONS FOR RFP SUBMISSION
To be considered, Qualifications packets shall be prepared in accordance with the following instructions.

Section 1 - PROPOSAL REQUIREMENTS

Normandy Schools Collaborative, in St. Louis, Missouri, seeks a professional company to provide services to convert physical records to microfilm format to ensure long term preservation, security, and compliance with archival standards. The district invites qualified firms to submit proposals for this purpose.

Professional services may include (but is not limited to) digitizing microfilm, planning, budget estimating, reporting updates, and staff engagement.

After review of each firm's proposals, the intent is to invite two or more firms to interview.

Each applicant who submits a proposal shall hold any licenses as required by law. No proposal will be considered which do not fully comply with the above provisions as to licenses, and any deficient materials required by this RFP.

The district is an equal employment opportunity employer. Unless exempt, microfilm company shall comply with:

- The Equal Employment Opportunities of the Civil Rights Act of 1964 (as amended);
- Executive Orders 11246 and 11357 (as amended);
- Age Discrimination in Employment Act of 1967;
- Rehabilitation Act of 1973;
- The Vietnam Era Readjustment Act of 1974;
- Compliance with the Secretary of State Local Records Program
- And with all other governmental laws, orders and regulations relative to wages and hours of labor and other matters.

Section 2 - OBJECTIVES

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, rewritable 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 Missouri Secretary of State's, Denny Hoskins, Local Records Program.

Section 3 - SCOPE OF WORK

A. Documents
• Documents will be prepared by the district.
    o Staples and paper clips will be removed.
    o Documents placed in chronological order.

    - Stored in transportable containers.
- There are approximately 900 - 16MM Microfilm Rolls = 2,160,000 Images for Official Student Records
- Respondents 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).
    - 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.

Section 4 - CRITERIA FOR EVALUATION

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

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

Section 5 - 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:

Tony O. Brooks
Assistant Superintendent of Student Support Services
3855 Lucas-Hunt Road St. Louis, MO 63121
314-493-0400 | tbrooks@normandysc.org

Section 6 - ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.

Cost of Responses: Normandy Schools Collaborative will not be responsible for the costs incurred by anyone in the preparation and submission of responses.

Contract Negotiations: This RFP is not a contract or a commitment of any kind. If this RFP results in a contract offer by Normandy Schools Collaborative, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

No Obligation: Normandy Schools Collaborative reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in Normandy Schools Collaborative's best interest; or cancel the entire process.
Professional Liability Insurance: The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Missouri.

Section 7 - 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.

Section 8 - SUBMITTAL INSTRUCTIONS

1. Sealed submittals are required.
2. Four (4) copies of the responses are to be delivered to Dr. Tony O. Brooks, Assistant Superintendent of Student Support Services, at the address set forth below by 4:00 pm CST on Tuesday, January 27, 2026.
3. All submittals must be labeled: REQUEST for PURCHASES for NSC MICROFILM
4. Deliver submittals to the following address: Normandy Schools Collaborative, 3855 Lucas-Hunt Road, St. Louis, MO 63121 Attn: Dr. Tony O. Brooks.
5. To enable Normandy Schools Collaborative to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated. Pages shall be no larger than letter size (8 ½" by 11") or, if folded to that dimension, twice letter size (11"by 17"). Each section shall be separated by a tabbed divider.

Section 9 - OTHER MATTERS

Ownership of proposals. All proposals become the property of the district upon receipt. Selection or rejection of the proposal will not affect this right. The district shall have the right to use all ideas or adaptations of the ideas contained in any proposal. Disqualification of a proposal does not eliminate this right.

Proprietary Information. All material submitted in response to this RFP will become public record and will be subject to inspection after a contract is executed.

TIMELINE

Description	Due Date(s)
Request for Proposal (RFP) Issuance	January 12, 2026
Responses to Questions	January 12 through January 27, 2026
RFP Deadline – Bid Proposals Received	January 27, by 4 p.m. Central Time
Evaluation of Responses Period (By Committee)	January 28 -30, 2026
Selection of Finalists	January 30, 2026
Interviews with Finalists (as applicable)	February 2 through February 6, 2026
Selection and Award of Services	February 9 through February 13, 2026
Recommendation to the JEGB Board for Approval	March 2026 Board Meeting
Implementation	Following Board approval (tentatively meet with awardee with contract)