

**REQUEST FOR PROPOSALS (RFP)  
FOR DIGITAL CONVERSION SERVICES  
ONONDAGA CENTRAL SCHOOL DISTRICT & MARCELLUS CENTRAL SCHOOL  
DISTRICT**

**RFP Issue Date:** March 18, 2026

**Proposal Submission Deadline:** March 25, 2026, at 5:00 PM

**Anticipated Award Date:** June 1, 2026

**District Contact Information:**

Joseph Sterbank, School Business Administrator

Onondaga Central School District

4466 South Onondaga Road | Nedrow, NY 13120

Phone: 315.552.5000

Email: [jsterbank@onondagacsd.org](mailto:jsterbank@onondagacsd.org)

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## **1. INTRODUCTION**

Onondaga Central School District (Lead District) and Marcellus Central School District invite qualified vendors to submit proposals for the digitization of archival records as part of a Shared Services Project under the **New York State Local Government Records Management Improvement Fund (LGRMIF) Grant**.

The goal of this project is to securely transport, digitize, and properly index school district records, ensuring efficient and compliant records management practices. The selected vendor must comply with **New York State Education Department (NYSED) records retention policies** and meet **MWBE (Minority and Women-Owned Business Enterprises) Sole Service Provider** requirements for this grant.

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## **2. PROJECT OVERVIEW**

This project involves the digitization of records from both participating school districts. The scope includes:

### **2.1 Onondaga Central School District (Lead District)**

- Total Images: **367,000**
- Record Types: Capital Projects, Payroll, and Human Resources
- Requirements: The vendor must ensure compliance with **FERPA** regulations regarding student records, maintain strict security protocols for transportation and digitization, and implement indexing strategies to facilitate fast and secure retrieval of digital files.

## 2.2 Marcellus Central School District

- Total Images: **190,000**
- Record Types: Student records, special education, and superintendent files records
- Requirements: The vendor must ensure payroll records are scanned and indexed with **confidentiality protections**, complying with **data retention laws and NYSED policies**.

## 2.3 Project Deliverables

The selected vendor will be responsible for:

1. **Secure Collection & Transportation** – Vendor must implement a **chain-of-custody tracking system** for secure transport from district locations to the scanning facility.
2. **Document Preparation & Organization** – This includes removing fasteners, flattening records, and organizing documents based on record type and retention schedules.
3. **High-Resolution Scanning & OCR Conversion** – All records must be scanned at a **minimum resolution of 300 DPI**, converted to **searchable PDF/A or TIFF formats**, and enhanced using **Optical Character Recognition (OCR)**.
4. **Indexing & Metadata Assignment** – Each digital file must be categorized and tagged with metadata for accurate retrieval based on **district-defined indexing protocols**.
5. **Quality Control & Error Checking** – The vendor must implement a **double-verification process** to ensure accuracy and completeness, allowing for district review before final approval.
6. **Secure Data Transfer & Storage** – Digital files must be delivered via **encrypted secure cloud-based storage** or **secure on-premises transfer**.
7. **Final Approval & Certified Document Destruction** – Physical records shall only be destroyed after both districts confirm the accuracy of the digital files. Vendor must provide a **Certificate of Destruction**.

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## 3. TECHNICAL REQUIREMENTS

Vendors must meet the following technical specifications:

- **Document Format:** PDF/A, TIFF, or another NYS-compliant archival format.
- **OCR Functionality:** Full-text searchable PDFs for efficient record retrieval.
- **Indexing Requirements:** Metadata tagging based on district classification structures.
- **Retention Compliance:** Digital files must align with **NYSED retention schedules**.
- **Security Protocols:** Adherence to **NIST Cybersecurity Framework** and **FERPA/HIPAA-compliant storage**.
- **Backup & Disaster Recovery:** Data protection measures ensuring redundancy and integrity.
- **Confidentiality Measures:** Vendor must have procedures in place to ensure sensitive records (e.g., student records, payroll information) remain private and secure at all times.

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## 4. PROPOSAL REQUIREMENTS

Proposals must include the following sections:

1. **Company Profile** – Description of vendor’s experience in digital conversion for educational institutions.
2. **Work Plan & Methodology** – Detailed project approach, including proposed technology and workflow.
3. **Project Timeline** – Estimated start and completion dates, including milestones.
4. **Cost Proposal** – A comprehensive breakdown of costs, including pricing per image and any additional fees.
5. **References & Past Performance** – Contact details of at least **three** educational clients for whom similar work has been performed.
6. **Compliance Documents** – Proof of **MWBE Sole Service Provider** status, cybersecurity certifications, and legal compliance statements.

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## 5. EVALUATION CRITERIA

All proposals will be evaluated using the following criteria:

- **Technical Capability & Experience (30%)** – Vendor’s ability to meet project requirements.
- **Compliance with NYS Records Policies & MWBE Requirements (25%)** – Adherence to grant specifications.
- **Project Approach & Timeline (20%)** – Clarity and feasibility of proposed methodology.
- **Cost Proposal (15%)** – Competitive and transparent pricing.
- **References & Past Performance (10%)** – Demonstrated success in similar projects.

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## 6. SUBMISSION INSTRUCTIONS

Proposals must be submitted **electronically only** by **March 25, 2025, at 5:00 PM** to:

**Email Submission:** [jsterbank@onondagacsd.org](mailto:jsterbank@onondagacsd.org)

Late submissions **will not** be considered.

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## 7. QUESTIONS & CLARIFICATIONS

All inquiries regarding this RFP must be submitted in writing by **March 21, 2026** to:

**Joseph Sterbank**

Email: [jsterbank@onondagacsd.org](mailto:jsterbank@onondagacsd.org)

Responses to all vendor questions will be posted publicly on the **district website** by **March 25, 2026**

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## 8. GENERAL TERMS & CONDITIONS

1. The districts reserve the right to accept or reject any or all proposals.
  2. The selected vendor must enter into a **formal contract** with both districts.
  3. No subcontracting is permitted unless explicitly approved by the districts.
  4. Vendors must comply with all **applicable NYS education and data security laws**.
  5. This RFP does not constitute an obligation by the districts to award a contract.
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## 9. CONTRACT AWARD & EXECUTION

The districts anticipate awarding the contract by **June 1, 2025**. Upon selection, the vendor will:

- Finalize the project timeline with both districts.
  - Complete necessary compliance documentation.
  - Commence digitization services as per the agreed schedule.
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**Issued by:**

Onondaga Central School District (Lead) and Marcellus Central School District

**Date:** March 18, 2026