

(RFQ): DOCUMENT DIGITIZATION SERVICES

Issued By: Tewksbury Public Schools

Date: 8/25/2026

Massachusetts State Contract Commbuys authorized vendor for FAC126

Tewksbury Public School District is seeking proposals from qualified vendors under the SWC FAC126 for a Document Digitization Services located in Northeastern Massachusetts. The scope of work involves the scanning of various physical documents into digital formats for archival and easy access. These documents may vary in size and quantity but in general are single sided sheets of 8 by 11 paper, and we require a vendor with the capacity to complete the project in a timely and efficient manner.

Scope of Work:

The winning vendor will be responsible for:

1. Document Pickup and Transport:
 - Transporting documents from Tewksbury Public School District Central Office to the designated scanning facility.
 - Ensuring that documents are handled securely and without damage from Tewksbury Public School District Central Office.
2. Scanning Services:
 - Scanning of physical documents into high-quality digital files (PDF)
 - Ensuring that files are organized and indexed according to specified categories (e.g., by department, folder name, student name and/or date).
 - The selected Vendor will provide a test scan prior to scanning
3. Quality Control:
 - Verifying the accuracy of the scanned documents and ensuring proper resolution and file format.
 - Addressing any issues with document legibility and clarity as needed.
4. Data Storage and Delivery:
 - Providing the scanned files on secure storage devices (external hard drive)
 - Ensuring all scanned documents are properly labeled and categorized.
5. Project Management and Timeline:
 - Establishing a clear project timeline with milestones for each office's scanning completion.
 - Coordinating with key contacts to ensure smooth operation.
6. Post project file management

- The Vendor must save scanned documents for 30 days after scanned are received by Tewksbury Public School District.
- Boxes of scanned documents must be securely shredded and a shred certificate must be provided to Tewksbury Public School District.

Office location:

139 Pleasant Street, Tewksbury, Massachusetts 01876

Documents stored in 15"x 12" x 10" Type 1 Banker Boxes

Department	# of boxes
SPED	0
AP/Payroll	24
Superintendent	2
HR	4
Total Boxes:	30

Timeline:

- The scanning project is expected to begin on October 5, 2026, and should be completed by November 23th, 2026. (start date is an estimate)
- The vendor should provide a detailed timeline in their proposal, including time for pickup, scanning, quality control, and final delivery.

Disclosure:

- If CD's or floppy disks are found, please return them to the original pickup location.
- Tewksbury Public Schools reserves the right to deny any bids/proposals.
- A site visit is required to bid. Non-site visit bids will not be accepted.
- Walk through September 16th 09:00. School District Offices 139 Pleasant Street Tewksbury Massachusetts.

Office Point of contact:

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