

2025 Chronology – Docufree Records Digitization Contract Renewal

The DeKalb County School District launched the Physical Records Digitization Project to convert paper-based student and business records into secure, accessible digital files. This initiative addresses longstanding challenges related to storage, security, and efficiency by enabling faster access to information, protecting records through controlled digital storage, and streamlining workflows across all schools and departments. The project spans the entire district, with the selected vendor responsible for scanning, indexing, and securely archiving records based on a comprehensive assessment of existing files.

The Department of Information and Instructional Technology (DIIT) now seeks approval to renew the District's agreement with Docufree Corporation for record digitization services, ensuring continuity of the project.

Evaluation Process

- An RFQ was published on the Bonfire UNSPSC Commodity Code site on April 26, 2024
- 112 vendors were notified; 24 vendors downloaded the requirements
- Four vendors submitted proposals for evaluation
- Docufree Corporation was selected as the finalist, with a proposal that best aligned with District requirements and demonstrated the strongest potential benefits

Key Services

- Secure digitization of student and business records
- Indexing and archiving of all scanned files
- Digital storage with access controls to enhance security
- Streamlined retrieval and sharing to improve efficiency

Progress to Date

- HR Records (Pilot Project): 90% complete. Out of 3,472 boxes collected, over 3,100 have been scanned. Most are under client review, with 669 already accepted. A small number (105) were water-damaged. A data retention schedule, committee, and standard operating procedures have also been established to guide the program
- Student Records: Work has begun with 4,008 boxes collected and 1,840 scanned
- Finance Records: Early stages, with 60 boxes collected at the Avondale Records Center

Overall, the pilot is nearly finished, and digitization has expanded to student and finance records, showing strong momentum toward full districtwide implementation.

Current Status

The original agreement with Docufree was competitively awarded and approved by the Board in June, 2024 for an amount not to exceed \$6,136,008, under the Charlotte Cooperative Purchasing Alliance master contract. That cooperative contract will expire on October 31, 2025,

requiring the District to establish a new agreement directly with Docufree to continue services for another year. Under Board Purchasing Policy DJE III.D.3.c, Docufree qualifies as a single source provider for the following reasons:

- They have already digitized a portion of the District's records and maintain the established digital repository
- Transitioning to another provider would risk data continuity, compatibility, and security
- Their services are fully integrated into the District's workflows, ensuring efficiency without disruption

The new agreement will maintain the scope of services, ensure compliance, and provide uninterrupted continuation of the project with no additional cost to the District.

Financial Impact

| Year | Cost |
|-------------|-------------|
| 2023-24 | \$6,136,008 |
| 2024-25 | \$0 |