

Request for Proposals (RFP): Digitization Documents Scanning

Entity: Catawba Indian Nation (“CIN”)

Release Date: 10/2/2026

Closing Date: 10/16/2026

1. Project Overview

CIN is seeking proposals from qualified Document Scanning Services to facilitate cost/space saving, better efficiency, stronger security, disaster recovery, and easier digital transformation. Document Scanning Services must demonstrate experience, reliability and attentive customer service.

Catawba Nation desires a highly structured digital transition that will enhance data sovereignty, instant retrieval, centralized repository, metadata tagging, role-based access, and protect cultural heritage

2. Scope of Work

The selected consultant will be expected to provide the following services:

- Ensure compliance with Tribal laws rather than external state/federal defaults
- High-Resolution Scanning
- Document Inventory and Sorting
- Cloud-Based Document Management
- Ensure scanned files will be storage in a file or encrypted on an external hard drive.
- OCR (Optical Character Recognition)
- Indexing & Metadata
- Physical Disposition
- Backup & Disaster Recovery

3. Submission Requirements

Interested firms must submit a proposal including:

- Detail your exact document preparation, scanning, indexing, OCR, and quality control processes

- Explain how you protect sensitive Tribal enrollment, land, legal, health records including chain-of-custody procedures, secure transport, and encrypted digital delivery
- Provide a realistic schedule, phase milestone, staffing plans, and key personnel qualifications
- List similar scanning projects already completed. (if any, Tribal entities) completed with metric and client references
- Break down pricing clearly by box count, per-page rate, indexing tier, or software setup cost
- Specify if the documents can be scanned on-site vs off-site

4. Evaluation Criteria

Proposals will be evaluated based on:

- **Experience:** Company summary of background, key personnel qualifications, staffing structure for project.
- **Timeline/Approach:** Timeline of project including steps needed from preparation to completion; including the space needed onsite for project, software utilized, document waste process.
- **Clarity & Feasibility:** Detailed procedures of safety protocols for sensitive information, quality control, indexing, and itemized pricing.
- **References:** Overview of three projects similar to requested scope of work

5. Additional Provisions

- CIN reserves the right to reject any or all proposals, waive technicalities, and be the sole judge of the suitability of the proposed services for its intended use and further reserves the right to make the contract award in the best interest of the organization. CIN also reserves the right to modify the scope of work, add or delete tasks, and modify the proposed project budget in contract negotiations with the top-ranked firm.
- CIN exercises Indian Preference in accordance with Catawba Nation Preferential Hiring Ordinance and the Indian Self-Determination and Education Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws (title 25, U.S. Code, Section 472 & 473). CIN is a sovereign nation, and contractors shall adhere to and comply

with all laws of CIN. Nothing in this document should be interpreted as to waive the sovereign immunity of CIN.

- This solicitation and any resulting contract are subject to the Catawba Nation Tribal Employment Rights Regulation (TERO Regulation), as applicable.
- Depending on the proposals received, CIN may determine that interviews with the top-ranked firms or individuals are necessary. If interviews are unnecessary, firms and individuals will be ranked, and CIN will initiate contract negotiations with the highest ranked firm or individual.

6. Submission Instructions

Please submit digital copies of your proposal to:

Project Manager, Nikki Palmer at nikki.palmer@catawba.com

Subject Line: RFP Submission – **Digitization Documents Scanning**