



## **REQUEST FOR PROPOSAL (RFP) - PROVISION OF PAYROLL SOFTWARE SERVICES**

The International Community School (ICS) is a leading world-class, co-educational, and independent institution following the British Education System. It was established in 2000 by Dr. and Mrs. Yeboah upon their return from the United States, with a mandate to bridge the gap in access to quality international education in Kumasi. From an initial cohort of just seven students, ICS has grown to over 2,300 learners and has expanded to three campuses across two cities, upholding a strong commitment to excellence, inclusivity, and holistic learning.

International Community School invites qualified vendors to submit proposals for the provision of a payroll software solution. The objective is to implement a reliable, secure, and efficient system that supports accurate payroll processing, compliance with statutory requirements, and integration with existing HR and finance systems.

### **Scope of Services**

The selected provider will be expected to deliver:

- A payroll software solution capable of handling multi-location operations.
- Automated calculation of salaries, deductions, and statutory contributions.
- Compliance with local labor laws and tax regulations.
- Integration with HR and accounting systems.
- Secure data management and reporting functionalities.
- User training and ongoing technical support.

### **Proposal Requirements**

Prospective Vendors must include:

- Company profile and relevant experience in payroll software provision.
- Details of current clients, particularly within the education (if applicable).
- Technical specifications of the proposed solution.
- Implementation plan and timeline.
- Pricing structure, including licensing, maintenance, and support costs.



## Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with functional and technical requirements.
- Experience and track record of the vendor.
- Cost-effectiveness and transparency of pricing.
- Quality of customer support and training.
- References and client feedback.

## Submission Guidelines

- Proposals must be submitted electronically to [procurement-accra@icsghana.info](mailto:procurement-accra@icsghana.info)
- Deadline for submission **April 17, 2026**
- Late submissions will not be considered.

## Additional Information

International Community School reserves the right to request clarifications, negotiate terms, or reject any or all proposal.