

**PERRY COUNTY SCHOOLS**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**PAYROLL/HUMAN RESOURCE SOFTWARE**



INVITATION DATE: March 5-14, 2025  
PROPOSALS DUE TIME: 10:00AM, March 14, 2025

**CONTACT**  
JODY MAGGARD

PERRY COUNTY SCHOOLS  
315 PARK AVE  
606-439-5813  
Jody.Maggard@perry.kyschools.us

HAZARD, KY 41701  
606-439-5813  
REQUEST FOR PROPISAL

For  
**PAYROLL/HUMAN RESOURCE SOFTWARE**

For  
Perry County Schools  
Hazard, Kentucky

Perry County Schools is soliciting Request for Proposals (RFP) for  
**PAYROLL/HUMAN RESOURCE SOFTWARE**

**Time Clock Software**  
**Absence Management Software**  
**Human Resource Management Software**

To be considered, all proposals must be submitted to Jody Maggard of the Perry County Schools by March 14<sup>th</sup>, 2025 at 10:00am. No proposals will be considered thereafter.

During the evaluation process, Perry County Schools reserves the right, where it may serve the school systems best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the school system, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

**NON-DISCRIMINATION**

During the performance of this Contract, the Seller agrees as follows:

- (1) The Seller shall not discriminate against any employee, applicant, or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Seller shall take affirmative action to ensure that applicants are employed without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. Such action shall include, although not limited to, the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Seller agrees to post in conspicuous places notices setting forth the provisions of the Equal Opportunity clause.
- (2) The Seller shall in all solicitations and/or advertisements for employees placed by or on behalf of the Seller, state that all qualified applications shall receive consideration for employment without regard to age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation.
- (3) The Seller shall cause any subcontractor engaged to perform any services required by this Contract to include this Equal Opportunity clause in all solicitations, advertisements and employment practices it shall perform.

## **K.O.S.H.A. STANDARDS AND HAZARD COMMUNICATION STANDARD 1910.1200**

If applicable, all materials and services must meet or exceed K.O.S.H.A. (Kentucky Occupational & Safety Health Act) Standards, and must comply with the Hazard Communications Standard 1910.1200 of the Occupational Safety & Health Administration.

### **Proposal Questions:**

For any clarification relative to this proposal, contact Jody Maggard, Perry County Board of Education, 315 Park Avenue, Hazard, Kentucky 41701. Telephone (606) 439- 5813.

## **PROHIBITION AGAINST CONFLICTS OF INTEREST, GRATUITIES AND KICKBACKS**

ANY EMPLOYEE OR ANY OFFICIAL OF THE BOARD OF EDUCATION OF PERRY COUNTY, KENTUCKY, ELECTIVE OR APPOINTIVE, WHO SHALL TAKE, RECEIVE, OR OFFER TO TAKE OR RECEIVE, EITHER DIRECTLY OR INDIRECTLY, ANY REBATE, PERCENTAGE OF CONTRACT, MONEY, OR OTHER THINGS OF VALUE, AS AN INDUCEMENT OR INTENDED INDUCEMENT, IN THE PROCUREMENT OF BUSINESS, OR THE GIVING OF BUSINESS, FOR OR TO, OR FROM, ANY PERSON, PARTNERSHIP, FIRM OR CORPORATION, OFFERING, BIDDING FOR, OR IN OPEN MARKET SEEKING TO MAKE SALES TO THE BOARD OF EDUCATION OF PERRY COUNTY, KENTUCKY SHALL BE DEEMED GUILTY OF A FELONY AND UPON CONVICTION SUCH PERSON OR PERSONS SHALL BE PUNISHED BY A FINE NOT TO EXCEED FIVE THOUSAND (\$5,000) OR BY IMPRISONMENT IN THE PENITENTIARY FOR NOT LESS THAN ONE (1) YEAR NOR MORE THAN TEN (10) YEARS, OR BOTH SO FINED AND IMPRISONED IN THE DISCRETION OF THE JURY.

EVERY PERSON, FIRM, OR CORPORATION OFFERING TO MAKE, OR PAY, OR GIVE, ANY REBATE, PERCENTAGE OF CONTRACT, MONEY OR ANY OTHER THING OF VALUE, AN AS INDUCEMENT, OR INTENDED INDUCEMENT, IN THE PROCUREMENT OF BUSINESS, OR THE GIVING OF BUSINESS, TO ANY EMPLOYEE OR TO ANY OFFICIAL OF THE BOARD OF EDUCATION OF PERRY COUNTY, KENTUCKY, ELECTIVE OR APPOINTIVE, IN HIS EFFORTS TO BID FOR, OR OFFER FOR SALE, OR TO SEEK IN THE OPEN MARKET, SHALL BE DEEMED GUILTY OF A FELONY AND SHALL BE PUNISHED BY A FINE NOT TO EXCEED FIVE THOUSAND DOLLARS (\$5,000) OR BY IMPRISONMENT IN THE PENITENTIARY FOR NOT LESS THAN ONE (1) YEAR NOR MORE THAN TEN (10) YEARS, OR BOTH SO FINED AND IMPRISONED IN THE DISCRETION OF THE JURY.

NOTE: IT IS A MISDEMEANOR NOT TO HAVE THIS PROHIBITION ON EVERY SOLICITATION OR CONTRACT DOCUMENT. THE PENALTY IS A \$5,000 FINE OR ONE (1) YEAR IMPRISONMENT OR BOTH ON CONVICTION.

Perry County Schools will only award vendors determined to have the availability to perform successfully under the terms and conditions of the contract.

In determining the responsibility of the respondent/contractor the board may consider such matters as the proposer's integrity, compliance with the public policy, records of past performance, financial recourses and technical recourses such as equipment.

The board will evaluate proposals in response to this request, and reward contracts to the respondent whose proposals will be most advantageous to the school board.

The board reserves the right to reject any and all proposals.