



City of San Antonio

Agenda Memorandum

File Number:
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Agenda Item Number: 6

Agenda Date: June 11, 2024

In Control: Audit Committee

DEPARTMENT: Information Technology Services Department

DEPARTMENT HEAD: Craig Hopkins

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Post-Solicitation High Profile Briefing for System Integration Services for SAP Success Factors for HR

SUMMARY:

The Information Technology Services Department (ITSD) is seeking to contract with a qualified firm to provide System Integration Services for HR business processes using SAP HR Success Factors software as part of the overall SAP Upgrade Program. The integrator will lead us in adopting best practices to enhance and enable data-driven decision-making in HR-related functions such as Employee Management, Employee Benefits Management, Employee Self Service, Manager Self Service, and Organizational Management.

BACKGROUND INFORMATION:

On December 22, 2023, a Request for Proposals (RFP) was released for System Integration Services for SAP Success Factors. The estimated total contract value is \$3,470,000 for the full implementation period.

On February 16, 2024, two proposals were received, and both were deemed responsive to move forward for evaluation. The evaluation committee representatives were Craig Hopkins, Chief Information Officer, Information Technology Services Department; Kevin Goodwin, Chief Technology Officer, Information Technology Services Department; Justina Tate, Director, Office of Management and Budget; Troy Elliott, Deputy Chief Financial Officer, Finance Department; Melanie Keeton, Assistant Director, Finance Department; and Ted Scholz, Interim Assistant Director, Human Resources Department.

The evaluation committee met to interview, discuss and score both proposals on April 10, 2024. The committee recommended awarding the contract to the highest-ranked respondent. This item is scheduled for Council consideration on August 8, 2024.

ITSD will continue to work with the Finance Department over the next 18 months to negotiate and/or issue additional System Integration Services contracts as follows:

- SAP S/4HANA & Ariba - Finance/Procurement (estimated at \$9.7M)
- SAP Budget Development – Office of Management and Budget (estimated at \$3.5M)

ISSUE:

For briefing purposes only.

FISCAL IMPACT:

For briefing purposes only.

ALTERNATIVES:

For briefing purposes only.

RECOMMENDATION:

Staff recommends approval to proceed with scheduling one contract for City Council consideration to provide the Information Technology Services Department with System Integration Services for SAP HR Success Factors for an estimated total value of \$3,470,000 for the full implementation

period.