

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL,  
SIGNED ORDINANCE ADOPTED BY THE CITY COUNCIL.**

**ORDINANCE**

**APPROVING AN AMENDMENT TO THE SAP PUBLIC SERVICES, INC., (SAP) CONTRACT TO PROVIDE THE CITY OF SAN ANTONIO WITH PROFESSIONAL SERVICES FOR A TECHNICAL UNICODE CONVERSION IN SUPPORT OF A PLANNED SAP SYSTEM UPGRADE. ITSD WILL EXECUTE A CONTRACT FOR THE TECHNICAL UNICODE CONVERSION OF THE SAP ECC SYSTEM AS A PREPARATION STEP FOR THE UPCOMING UPGRADE TO S4/HANA. FUNDING FOR THIS CONTRACT IN THE AMOUNT OF \$439,819.00 IS AVAILABLE FROM CERTIFICATES OF OBLIGATION AND INCLUDED IN THE FY 2024 - FY 2029 CAPITAL IMPROVEMENT PROGRAM.**

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**WHEREAS**, approval of this ordinance will authorize an amendment to the SAP Public Services, Inc., (SAP) contract to provide the City of San Antonio with professional services for a technical Unicode conversion in support of a planned SAP system upgrade to S4/HANA; and

**WHEREAS**, the City has used SAP's Enterprise Resource Planning (ERP) software since 2004 and the version of the software City uses is being phased out by SAP over the next three years; and

**WHEREAS**, the software will be upgraded to the latest version and this gives the City the opportunity to transform essential business processes across Finance, Procurement, Budget, and HR for increased business value (SAP Upgrade); and

**WHEREAS**, the City is seeking services from SAP to conduct a pre-conversion of core HR/Finance solution SAP ECC 6.0 from Non-Unicode to Unicode which will occur at the platform level, and this pre-conversion is a necessary step in the SAP Upgrade journey and required well in advance of the SAP Upgrade phase to Success Factors and ultimately to S/4 HANA; and

**WHEREAS**, approval of this ordinance will authorize a contract amendment from SAP for the Unicode Conversion activity through the City's Professional Services Schedule, which was originally approved through Ordinance 95976, dated June 20, 2002; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** An amendment to the SAP Public Services, Inc., (SAP) contract to provide the City of San Antonio with professional services for a technical Unicode conversion in support of SAP ERP system upgrade the amount of \$439,819.00 is hereby approved. Order Form No. 304872409 is attached hereto and incorporated herein for all purposes as **Exhibit I**. The City Manager or designee, or the Chief Information Officer or designee, is hereby authorized to execute Order Form No. 304872409 and any documents necessary to carry out the purposes of this ordinance.

**SECTION 2.** Funding for this ordinance will be identified when work orders are issued. If funding for any work orders is not previously appropriated, funding will be identified and appropriated through subsequent City Council action. Payment is limited to the amounts budgeted in the Operating, Grants, and/or Capital Budget funding sources identified. All expenditures will comply with Operating, Grants, and/or Capital Budgets for current and future fiscal years.

**SECTION 3.** Payment not to exceed \$439,819.00 is authorized to be encumbered with purchase orders and made payable to SAP Public Services, Inc for professional technical services. Payment is in support of Project 09-00137 Financial System Upgrade using WBS 09-00137-04 with GL 5201040. Funding is provided by Certificates of Obligation and is in the FY24-FY29 CIP Budge.

**SECTION 4.** The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance may, subject to concurrence by the City Manager, or the City Manager’s designee, correct allocation to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this ordinance.

**SECTION 5.** This ordinance is effective immediately upon passage by eight or more affirmative votes; otherwise, it is effective on the tenth day after passage.

**PASSED and APPROVED this** \_\_ day of \_\_\_\_\_, 2023.

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

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Debbie Racca-Sittre, City Clerk

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Andrew Segovia, City Attorney