



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

---

**Agenda Item Number:** 8

**Agenda Date:** September 12, 2023

**In Control:** Audit Committee

---

**DEPARTMENT:** Information Technology Services Department

**DEPARTMENT HEAD:** Craig Hopkins

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Post-Solicitation High Profile Briefing for the SAP Upgrade Program - Independent Verification and Validation Services

**SUMMARY:**

The Information Technology Services Department (ITSD) will present a post-solicitation briefing for the selection of a firm to provide Independent Verification and Validation Services.

**BACKGROUND INFORMATION:**

On February 15, 2023, a Request for Proposals (RFP) was released for Independent Verification and Validation Services. The estimated contract value is \$6,800,000 for the implementation period.

On April 10, 2023, two proposals were received and were deemed responsive to move forward for full proposal 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; Michael Shannon, Director, Development Services Department; Melanie Keeton, Assistant Director, Finance Department; and Ted Scholz, Sr. HR Analyst, Human Resources Department.

The evaluation met to interview, discuss and score both proposals on July 7, 2023. The committee recommended awarding the contract to the highest-ranked respondent.

This item is scheduled for Council consideration on September 21, 2023.

**ISSUE:**

For briefing purposes only.

**FISCAL IMPACT:**

For briefing purposes only.

**ALTERNATIVES:**

For briefing purposes only.

**RECOMMENDATION:**

For briefing purposes only.