



# City of San Antonio

## Agenda Memorandum

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

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**Agenda Item Number:** 5

**Agenda Date:** January 31, 2023

**In Control:** Audit and Accountability Committee Meeting

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**DEPARTMENT:** Information Technology Services Department

**DEPARTMENT HEAD:** Craig Hopkins

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

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

**SUMMARY:**

The Information Technology Services Department (ITSD) will present a pre-solicitation briefing for the selection of a firm to provide Independent Verification and Validation Services along with an overview of the SAP Upgrade Program. This briefing will allow an opportunity for input from Committee members.

**BACKGROUND INFORMATION:**

The pre-solicitation briefing will cover the estimated contract value, projected timeline, high profile designation, scope of work, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran-

owned small business preference program applicability and SBEDA Program requirements.

ITSD is seeking to contract with a firm to provide Independent Verification and Validation Services for the SAP Upgrade Program. Staff will also brief on the overall SAP Upgrade Program. ITSD will work with the Finance Department to issue a total of five solicitations over the next 18 months ranging in value from \$1.5M to \$6M for a total estimated value of \$16M as follows:

- Independent Verification and Validation Services for the SAP Upgrade Program
- System Integrator Services for SAP S/4HANA
- System Integrator Services for SAP Success Factors
- System Integrator Services for SAP Ariba
- System Integrator Services for SAP Budget Development

**ISSUE:**

For briefing purposes only.

**FISCAL IMPACT:**

For briefing purposes only.

**ALTERNATIVES:**

For briefing purposes only.

**RECOMMENDATION:**

For briefing purposes only.