



STAFF REPORT

Meeting Type: Finance & Administration Committee
Title: SAP Software Maintenance Renewal and Support Agreement
From: Bret Uppendahl, Finance Director
Through: Ben Horenstein, General Manager
Meeting Date: November 20, 2025

BU
BH

TYPE OF ITEM: Approve X Review and Comment

RECOMMENDATION: Review and comment on the District's renewal of the SAP software maintenance and support agreement

SUMMARY: The District's Enterprise Resource Planning (ERP) solution is officially called "SAP ERP Central Component" (SAP ECC) version 6. The SAP ECC solution supports operations in and across all of the District's business units. The software maintenance agreement expires in December 2025, and staff is recommending a one-year renewal for 2026.

DISCUSSION: Software maintenance is essential to keeping the District's ERP systems stable and secure, and access to SAP technical support is essential to keeping the District's ERP systems running smoothly. In a separate effort, staff are working to modernize all modules in SAP and move toward the cloud-based version of S/4 HANA. However, the modernization effort will continue for multiple years and the District needs to maintain support for the existing, on-premise version of the software in the interim.

Staff are in the process of obtaining final quotes from SAP for an extension of the District's existing SAP Software Maintenance agreement. Staff anticipate that the total amount will not exceed \$216,350. Once final quotes are received, staff will bring this item to a regularly scheduled Board meeting for approval.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: Funds are currently budgeted in the Information Technology department's operating budget for this service. An annual maintenance fee of \$196,679 was charged in the previous year, and SAP staff informed us that the maximum increase year over year would be 10%. Therefore, staff anticipate that the final price will not exceed \$216,350.

ATTACHMENT(S): None.