



STAFF REPORT

Meeting Type: Board of Directors
Title: Renewal of SAP Software Maintenance Support
From: Bret Uppendahl, Finance Director
Through: Ben Horenstein, General Manager
Meeting Date: December 9, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Approve a professional services agreement with SAP (MA# 6499) to renew annual software maintenance and support services for a total amount not to exceed \$216,350 in calendar year 2026 and authorize the General Manager to execute the agreement

SUMMARY: Staff presented this item at the November 20, 2025, Finance and Administration Committee meeting. 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 calendar year 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 is 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. This agreement will renew SAP support for the next calendar year.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: Funds are currently budgeted in the Information Technology department's operating budget for this service.

ATTACHMENT(S): None.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
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Finance	 Bret Uppendahl Finance Director	 Ben Horenstein General Manager
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