

## MEMORANDUM

**TO:** Governing Board Members

**FROM:** Paul E. Dumars, Sr., Chief Financial Officer, Executive Office

**DATE:** September 7, 2009

**SUBJECT:** Amendment to Purchase Order No. 4500031738  
SAP Portal Administrator – VCarve, Inc.

### **Background:**

The South Florida Water Management District (the District) was in the process of upgrading the SAP systems. A SAP Portal Administrator was needed to provide portal administration expertise, maintenance, system level configuration support and coaching/mentoring of District Technical staff in support of the software.

### **How this helps meet the District's 10-year Strategic Plan:**

The SAP Portal and its administration is a critical component towards the improved our current system, business processes and therefore the Mission Support program, as it becomes necessary to generate, present and analyze financial information to adjust the annual work plan and the strategic plan given the expected revenue reductions in upcoming years.

### **Funding Source:**

This amendment is in the amount of \$63,395 of which Ad valorem funds are budgeted in FY09.

### **This Board item impacts what areas of the District, both resource areas and geography:**

The upgrades affect business processes across the District, including processes in Budget, Procurement, Finance, Operations and Maintenance, Project Management, Information Technology, and Human Resources.

### **What concerns could this Board item raise?**

The current agreement needs to be ratified in order to pay the last invoices owed to the vendor. This was due to an administrative oversight; however, we have made changes in our administrative processing so that we can avoid these situations in the future. The consultant is no longer at the District.

### **Why should the Governing Board approve this item?**

The Governing Board should approve so that the District can pay the last invoices owed.

If you have any questions, please do not hesitate to call me at ext. 6212.

PED/bc  
Resolution