



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

July 2, 2025

Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

RE: Authorization to Enter into a Professional Services Agreement with Corporate Business Solutions for the SAP General Ledger Upgrade

Dear Honorable Members:

Please find enclosed a resolution from the Department of Information and Support Services seeking legislative authorization to enter into a professional services agreement between Corporate Business Solutions and Erie County for the upgrade of the SAP General Ledger.

Should your Honorable Body require further information, please contact Chief Information Officer Michael Breeden. Thank you in advance for your consideration.

Sincerely yours,

A handwritten signature in blue ink, reading "Mark C. Poloncarz". The signature is fluid and cursive, with the first name "Mark" and last name "Poloncarz" clearly visible.

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/MB
Enclosure

cc: Michael Breeden, CIO

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Information and Support Services
Re: Authorization to Enter into a Professional Services Agreement with Corporate Business Solutions for the SAP General Ledger Upgrade
Date: July 2, 2025

SUMMARY

Legislative authorization is requested to approve the professional services agreement between Corporate Business Solutions (CBS) and Erie County for the upgrade of the SAP General Ledger.

FISCAL IMPLICATIONS

\$650,000 for the upgrade and conversion of the General Ledger. Funds are available in Fund 410, Funds Center 105, Capital Project A.25006 – SAP Upgrade Project.

REASONS FOR RECOMMENDATION

The Department of Information and Support Services (DISS) must upgrade the SAP enterprise resource planning system to the newest version as SAP is ending support on the version the County is running. The current version is over 20 years old. The upgrade of the General Ledger is the first step in this upgrade process. A request for Proposals was issued and a review committee determined that CBS was the preferred contractor to work with the County to conduct the upgrade.

CONSEQUENCES OF NEGATIVE ACTION

It is recommended that the County upgrade the General Ledger before moving to the new S.4 HANA version of SAP.

STEPS FOLLOWING APPROVAL

Upon approval of this resolution, CBS will be retained via a contract, and they will work with DISS, , the Comptroller's Office, and Division of Budget and Management to upgrade, convert and test the new General Ledger in SAP.

COMPTROLLER'S OFFICE REVIEW

The proposed legislation has been reviewed by the Office of the Comptroller and is related to an authorized capital project for which there are sufficient appropriations for the action proposed.

This will be a cash advance against the 2025 bond sale.
Timothy C. Callan 6/17/25

TIMOTHY C. CALLAN
Deputy Comptroller
Comptroller's Office

Fund 410, Fund Center 105, A.25006

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF INFORMATION AND SUPPORT SERVICES

Re: Authorization to Accept Professional Service contract

WHEREAS, the Erie County Department of Information and Support Services (DISS) is responsible for the delivery of a comprehensive range of Information Technology and Record Management services for Erie County; and

WHEREAS, DISS recommends that the County upgrade the SAP enterprise resource planning software as the current version the County is running is no longer supported; and

WHEREAS, in advance of the upgrade of to the new SAP S.4 HANA version, it is necessary to upgrade the SAP General Ledger; and

WHEREAS, the Department of Information and Support Services issued a Request for Proposals (RFP #2025-027VF) and a review committee consisting of representatives from DISS, the Division of Budget and Management and the Comptroller's Office recommended that the County hire Corporate Business Solutions to conduct the General Ledger upgrade.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the County Executive or Deputy County Executive to enter into contract with Corporate Business Solutions for the SAP General Ledger upgrade project in an amount not to exceed \$650,000; and be it further

RESOLVED, that sufficient funds to cover the cost of this contract already exist in Fund 410, Funds Center 105, Capital Project A.25006 – SAP Upgrade Project; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the County Executive's Office, Comptroller's Office, Division of Budget and Management, Department of Law, and the Department of Information and Support Services, and the Department of Law.

TO: COMPTROLLER'S OFFICE

PROPOSED RESOLUTIONS REQUIRING RULE 55

CONTRACT APPROVAL CHECKLIST
CONFIRMATION OF AVAILABILITY OF FUNDS IN CAPITAL PROJECTS


REQUESTING DEPARTMENT

COMPLETE ITEMS 1 THROUGH 5

- | | |
|-----------------------|-------------------------------------|
| 1. CONTRACTOR'S NAME | <u>Corporate Business Solutions</u> |
| 2. AMOUNT OF CONTRACT | <u>Not to exceed \$650,000</u> |
| 3. PROJECT NUMBER | <u>A.25006</u> |
| 4. PROJECT TITLE | <u>SAP Upgrade Project</u> |
| 5. DEPARTMENT CONTACT | <u>Michael Breeden, DISS</u> |

COMPTROLLER'S OFFICE

COMPLETE ITEMS 6 AND 7

- | | |
|------------------------------------|--|
| 6. AVAILABILITY OF FUNDS | <u>\$2,000,000.00</u> |
| 7. PERFORMED BY | <u></u> |
| Date Sent to Comptroller's Office: | <u>June 16, 2025</u> |

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Round 1 Scoring

	CBS Corporate Business Solutions	Phoenix Business Consulting	Consultadd Inc.	Revelation Technologies	Savantis	2i Solutions / Brilasoft
Reviewer 1	55	63	53	47	49	45
Reviewer 2	88	94	87	57	69	75
Reviewer 3	75	83	62	48	48	50
Reviewer 4	82	94	76	58	56	77
Reviewer 5	76	81	63	46	55	51
Total	376	415	341	256	277	298
Average	62.7	69.2	56.8	42.7	46.2	49.7

Round 2 Scoring

	CBS Corporate Business Solutions	Phoenix Business Consulting	Consultadd Inc.	Natuvion
Reviewer 1	75	61	53	55
Reviewer 2	93	82	75	71
Reviewer 3	83	83	62	63
Reviewer 4	89	89	74	65
Reviewer 5	87	79	61	63
Total	427	394	325	317
Average	71.2	65.7	54.2	52.8

Division of Support Services

Recommendation for RFP 2025-027VF

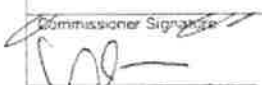


Date: 06/09/2025

The review panel has completed its task of evaluating the proposals for the above-named RFP. The proposals were graded individually by each panel member as well as by Administration as to compliance with the RFP requirements and fiscal compliance/soundness.

Agency	TOTAL SCORE	RANKING by Score	Current Funding Amount	Requested Amount	Recommended Award	RANKING by Vote
Corporate Business Solutions	427	1st	\$2,000,000	\$650,000	\$650,000	1

It is recommended that Corporate Business Solutions be funded as outlined above for Erie County in 2025. Supporting documentation is included in this packet.

The Division of Support Services has complied with all applicable provisions of Section 26.08 of the Erie County Administrative Code.

Signature	Printed Name	Date
	Joseph Ippolito	6/16/25
Commissioner Signature	Printed Name	Date
	Michael Breeden	6/16/25
County Executive Sign	Printed Name	Date
	Lisa Chinera	6/18/25

Once reviewed and approved, please return for processing. Thank you.