



CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: SAP Public Services, Inc.		2. Amount: \$2,668,791.01	
3. Fund/Account #: 5011 / 389112		4. Department Name: Information Technology	
5. Contract Description: SAP Order Form No. 305182982 SAP S/4 HANA Migration Project			
6. Contract Monitor: Lois Boisseau		8. Contract Type: CONSULTANT	
7. Dept/Office Director: Jeff McKnight			
9. Type of Procurement: Other			

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

☒☐

Purchasing

☐☐

Risk Management

☐☐

County Attorney

☐☐

SECTION III - REVIEW AND APPROVAL TO EXECUTE

APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

☐☐

McKnight, Jeff

Digitally signed by McKnight, Jeff
Date: 2024.04.15 08:16:26 -04'00'

Purchasing

☒☐

Bowers, Mary

Digitally signed by Bowers, Mary
Date: 2024.04.12 15:13:27 -04'00'

Risk Management

☒☐

Watson, Michael

Digitally signed by Watson, Michael
Date: 2024.04.16 15:49:46 -04'00'

County Attorney

☒☐

Esseesse, Alexander

Digitally signed by Esseesse, Alexander
Date: 2024.04.09 11:55:17 -04'00'

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	<input type="checkbox"/>
Department	<input type="checkbox"/>
Program	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>
Cost Center, Fund, and G/L Account	<input type="checkbox"/>
Vendor Information (SAP Vendor #)	<input type="checkbox"/>
Contract Status, Title, Type, and Amount	<input type="checkbox"/>
Storage Location (SAP)	<input type="checkbox"/>
Contract Approval Date, Effective Date, and Expiration Date	<input type="checkbox"/>
Contract Absolute End Date (No Additional Renewals/Extensions)	<input type="checkbox"/>
Material Group	<input type="checkbox"/>
Contract Documents Uploaded in CM database (Contract Form with County Attorney/ Risk Management/ Purchasing Approval; Signed/Executed Contract)	<input type="checkbox"/>
"Right To Audit" Clause Included in Contract	<input type="checkbox"/>
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	<input type="checkbox"/>