



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
**Office of Sustainability**



**DATE:** May 17, 2016  
**BOARD MEETING DATE:** June 21, 2016  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** Jim Eggemeyer, Director of the Office of Sustainability  
**SUBJECT:** The Sustainability Academy Contract Amendment

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Cascadia Consulting Group, Inc. to provide the Sustainability Academy (formerly known as the RecycleWorks Volunteer Academy) consulting services by extending the end date of the agreement from June 30, 2016 to June 30, 2017 and increasing the amount by \$99,056 to an amount not to exceed \$186,558, with the option to further extend the term through June 30, 2018, in an amount not to exceed \$283,072.

**BACKGROUND:**

The Sustainability Academy (Academy) is an educational outreach program designed to train and empower the San Mateo County community. Residents, students, and employees in San Mateo County are offered training at no-cost and provided the skills and knowledge to volunteer in their communities to educate others about sustainability. The Academy's offerings include two eight-week course cohorts, single-session workshops, and webinars.

Through an RFP process completed in June 2015, the Office of Sustainability (OOS) has an existing Agreement with Cascadia Consulting Group, Inc. for FY 2015-16 in an amount of \$87,502. The contract expires on June 30, 2016.

**DISCUSSION:**

The Academy was launched in FY 2014-15 after development of a work plan to expand the educational offerings of the County's Master Composter Program. The Master Composter Program focused on only one element of resource conservation – solid waste. The new program expands on the existing program by providing education on additional resource conservation topic areas, including energy, water, green building, green business, pollution prevention and transportation, at no cost to the participant. The Academy offerings include in-class courses, workshops, and webinars. For select Academy offerings, participants are required to volunteer their time to educate others in

their community about resource conservation and sustainability. Volunteer time commitment ranges from five to 40 hours, depending on the Academy offering.

OOS staff tracks volunteer hours using an online database, which allows the Academy course graduates to choose shifts to volunteer at various community outreach events across San Mateo County throughout the year. When relevant, the Academy course graduates may also fulfill their volunteer hours by “greening” their workplace or home, or carrying out special community projects, once approved by OOS staff.

Cascadia Consulting Group, Inc. is successfully meeting the program deliverables of the existing Agreement. The Amendment to the existing Agreement is provided as Exhibit A to this staff report.

County Counsel has reviewed and approved the amendment and resolution as to form.

Approval of this amendment contributes to the Shared Vision 2025 outcome of a Collaborative Community by 1) making available to residents, students, and business employees a no-cost educational opportunity and 2) empowering community members with the right knowledge and skills for them to be able to engage and educate others in their San Mateo County community through volunteerism.

**PERFORMANCE MEASURE:**

Sustainability Academy Offering	Satisfaction with Course Content* Scale: (1) Dissatisfied to (5) Highly Satisfied		
	FY2015-16 Results	FY2016-17 Goals	FY2017-18 Goals
8-Week Master Courses	4.6	4.6	4.7
Half-Day Workshops	3.9	4.1	4.2
Webinars	4.2	4.3	4.3
<b>Average:</b>	<b>4.2</b>	<b>4.4</b>	<b>4.5</b>

\*Based on participant surveys

**FISCAL IMPACT:**

The proposed term of the amended agreement will extend the end date of the Agreement from June 30, 2016 to June 30, 2017 and increase the amount by \$99,056 to an amount not to exceed \$186,558, with the option to further extend the term through June 30, 2018 and increase the amount to not exceed \$283,072. Funds in the amount of up to \$186,558 are included in the OOS FY 2015-17 Adopted Budget. Funds in the amount of up to \$96,514 for the Academy’s FY 2017-18 program year will be included in the OOS FY 2017-19 budget.