



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Human Services Agency



**Date:** May 14, 2013  
**Board Meeting Date:** June 4, 2013  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Beverly Beasley Johnson, JD, Director, Human Services Agency  
**Subject:** Agreement with Second Harvest Food Bank

**RECOMMENDATION:**

Adopt a Resolution waiving the Request for Proposal process and authorizing an agreement with Second Harvest Food Bank to provide the Food Assistance Program, in the amount of \$150,588 and the Operation Brown Bag Program, in the amount of \$39,114, for the term of July 1, 2013 through June 30, 2016, for an aggregated amount of \$189,702.

**BACKGROUND:**

Every year San Mateo County residents turn to private agencies in order to obtain sufficient food for themselves and their families. Some reasons residents seek assistance are: high housing costs, cutbacks in government funded services, confusion regarding eligibility for government assistance, the reluctance to use food stamps, layoffs and the growing disparity between the cost of living and low salaries. In FY 2012-13 Second Harvest Food Bank distributed an estimated 4 million pounds of nutritious food to low-income families in need in San Mateo County.

**DISCUSSION:**

Second Harvest Food Bank is the primary source of donated, surplus and purchased food for non-profit agencies in Santa Clara and San Mateo Counties. Second Harvest Food Bank provides food efficiently through their direct service programs and by collaborating with a network of 316 partner non-profit agencies operating 445 programs at 834 different food distribution sites, including shelters, food pantries, soup kitchens, children's programs, senior meal sites and residential programs.

It is in the County's best interest to waive the Request for Proposal process and enter into an agreement with Second Harvest in order to prevent the interruption of food services to San Mateo County's low-income families and seniors. Also, Second Harvest Food Bank is the only source of donated, surplus, and purchased food for non-profit

agencies in Santa Clara and San Mateo Counties and therefore it should be considered a sole source provider.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. County Counsel has reviewed and approved the agreement and Resolution as to form and the Contractor meets the insurance requirements.

Approval of this Agreement contributes to the Shared Vision 2025 outcome of a Prosperous Community by providing food services to residents of San Mateo County.

**PERFORMANCE MEASURE(S):**

<b>Measure</b>	<b>FY 2012-13 Actual</b>	<b>FY 2013-16 Projected</b>
Collection and distribution of food within San Mateo County to non-profit agencies serving low-income individuals.	4 million pounds per year	4 million pounds per year

**FISCAL IMPACT:**

The term of the agreement is July 1, 2013 through June 30, 2016. The total obligation of the agreement is \$189,702. Funding for this agreement is 100% Net County Cost. Funding will be included in the FY 2013-2016 Recommended Budgets.