



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Health System



**Date:** August 18, 2015  
**Board Meeting Date:** September 22, 2015  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Louise Rogers, Chief, Health System  
Lisa Mancini, Director, Aging and Adult Services

**Subject:** Agreement with the City of Pacifica to provide congregate nutrition, home delivered meals, supplemental home delivered meals and transportation services

**RECOMMENDATION:**

Adopt a resolution authorizing an agreement with the City of Pacifica to provide congregate nutrition, home delivered meals, supplemental home delivered meals, and transportation services for the term of July 1, 2015 through June 30, 2016, in an amount not to exceed \$196,136.

**BACKGROUND:**

On April 14, 2015, your Board, as the Area Agency on Aging (AAA), approved the AAA FY 2015-16 Update to the Area Plan for Older Adults and Adults with Disabilities (Plan). This Plan provides a profile of the County's senior population, identifies activities to improve and expand existing services, as well as to develop new programs designed to address the current countywide needs, and recommends services to be funded with San Mateo County's Older Americans Act (OAA) funding allocations.

In November 2012, Aging and Adult Services (AAS) issued a Request for Proposals (RFP) to provide services to older adults and adults with disabilities for the term July 1, 2013, through June 30, 2015. The City of Pacifica (Pacifica) was selected by the RFP Evaluation Committee and ultimately provided congregate nutrition, home-delivered meals, supplemental home-delivered meals, and transportation services for the aforementioned term.

**DISCUSSION:**

Under the proposed agreement, Pacifica will provide congregate nutrition services to individuals 60 years and older. Pacifica's nutrition services will target those in economic and social need, with particular attention to low-income minority individuals, older

individuals with limited English proficiency, and older individuals residing in rural areas. In addition, Pacifica will provide home-delivered meals, and transportation services to individuals 60 years and older. Finally, Pacifica will provide supplemental home delivered meals to individuals under 60 through a County-sponsored program.

This agreement is late because of delays receiving and processing OAA funding through the California Department of Aging.

AAS is requesting to waive the RFP process at this time in order to allow for uninterrupted services while AAS completes a community needs assessment and develops an area plan that will inform program needs and allow a more comprehensive RFP for the OAA programs.

AAS requests your Board to authorize the Chief of the Health System or designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

The agreement and resolution have been reviewed and approved by County Counsel as to form. This agreement is on the Continuing Resolution.

This agreement contributes to the Shared Vision 2025 outcome of a Healthy Community by providing home and community based services to individuals aged 60 and above. It is anticipated that approximately 28,000 individuals (60 and above) will receive meals served through the Area Agency on Aging.

**PERFORMANCE MEASURE(S):**

Measure	FY 2014-15 Actual	FY 2015-16 Projected
Number meals served to individuals aged 60 and above through the Area Agency on Aging.	27,093	28,000

**FISCAL IMPACT:**

The term of the agreement is July 1, 2015, through June 30, 2016, for an amount not to exceed \$196,136. Of this amount, \$169,265 is funded by OAA and \$4,770 is funded from the Meals on Wheels Trust Fund. The remaining \$22,101 is net county cost. Payment provisions for these services are essentially the same as the prior contract. Funds for these services are included in the AAS FY 2015-16 Recommended Budget.