



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER: OFFICE OF SUSTAINABILITY

File #: 21-345

Board Meeting Date: 5/4/2021

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Carolyn Bloede, Director, Office of Sustainability

Subject: Contract for administrative and management services for the San Mateo Food System Alliance network

RECOMMENDATION:

Adopt a resolution authorizing an agreement with Acterra: Action for a Healthy Planet to provide administrative and management services for the San Mateo Food System Alliance network for the term of July 1, 2021 through June 30, 2024, in an amount not to exceed \$450,000.

BACKGROUND:

San Mateo County is committed to creating a sustainable food system for both agricultural producers and residents that ensures equitable access to healthy food. In 2006, the County supported the formation of the San Mateo Food System Alliance (SMFSA) to bring together stakeholders and partners from across the food system from production to processing, distribution, preparation, retail, consumption, and waste. Members of the SMFSA include community-based organizations, food bank representatives, the San Mateo Resource Conservation District, and County departments such as County Office of Sustainability (OOS), and Public Health, Policy, and Planning (PHPP).

Previously, organizations such as Ag Innovations and the California Alliance of Family Farmers were contracted by PHPP and OOS to help manage and coordinate the activities of the SMFSA. On November 9, 2020, after a Request for Proposals process, PHPP entered into an agreement with Acterra: Action for a Healthy Planet (Acterra) to provide these services. The agreement was for \$80,000 with a term from November 15, 2020 through June 30, 2021.

DISCUSSION:

Based on the satisfactory work completed by Acterra to date, PHPP and OOS have agreed to extend the current agreement with Acterra, which will be administered by OOS.

Under the agreement, Acterra will continue to provide much needed administrative and management services to the SMFSA network including coordinating and facilitating regular meetings with the group; building relationships with various stakeholders; implementing the SMFSA Strategic Plan; and

providing other support to the SMFSA as necessary.

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

FISCAL IMPACT:

The term of this agreement is from July 1, 2021 through June 30, 2024 for an amount not to exceed \$450,000. This agreement is funded in half (\$225,000) from the AB 939 Fund Account, which is comprised of funds specifically for waste reduction and diversion activities. The remaining half of the agreement (\$225,000) will be funded by Net County Cost through PHPP. Funds have been included in the FY 2020-21 Adopted Budget.

ATTACHMENTS:

A. Agreement with Acterra