



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

**Human Services Agency**  
**Office of Housing**

**DATE:** November 12, 2002

**BOARD MEETING DATE:** December 3, 2002

**TO:** Honorable Board of Supervisors

**FROM:** **Maureen Borland, Director, Human Services Agency** *KE for MB*  
**Steve Cervantes, Director, Office of Housing**

**SUBJECT:** Resolution authorizing the execution of an agreement with the City of  
Daly City - Daly City Community Service Center to provide Core  
Services

**Recommendation**

Adopt a Resolution:

1. Waiving the formal Request for Proposal (RFP) process; and
2. Authorizing the execution of an Agreement with of the Daly City Community Service Center to provide Core services from August 1, 2002 through June 30, 2003, in the amount of \$116,322; and
3. Authorizing the Director of the Human Services Agency to execute subsequent Amendments and minor modifications not to exceed \$25,000 per funding source.

**Background**

The Daly City Community Service Center is a Core Service Agency providing services to the residents of San Mateo County. Seven Core service provider agencies provide San Mateo County residents with information and referral, emergency assistance, case management and other services. The emergency assistance, information and other services provided by the Core services providers offer access to the County's Human Services Agency delivery system. This past year Daly City Community Service Center has been successful in meeting their performance measures.

**Discussion**

A formal Request for Proposal (RFP) was not completed because this provider is a sole source. Daly City Community Service Center has been the provider of these unique Core services in their area for San Mateo County residents for the past ten years. Therefore, it is

in the best interest of the County to continue contracting with Daly City community Service Center. This Agreement was delayed due to the process of the Core Agencies coming together to develop a comprehensive Agreement to reflect their services. The following are Performance Measures for this Agreement.

**Performance Measures**

<b>Performance Measures</b>	<b>FY 2002-03</b>
Rental Assistance: Number/percentage of households stably housed 6 months after rental assistance.	250/80%
Emergency Services: Number of households provided emergency services.	650

County Counsel has reviewed and approved this Agreement as to form. Risk Management has reviewed and approved the contractors insurance coverage.

**Vision Alignment**

This action keeps the commitment of: Leaders work together across boundaries to preserve and enhance the quality of life and goal number 23: Leaders throughout the County provide the impetus for broader regional solutions in land use, housing, childcare, education, health and transportation. The Agreement contributes to this commitment and goal by providing San Mateo County residents with information, general assistance, case management, emergency material assistance and employment related activities through the seven Core Agencies.

**Fiscal Impact**

Funding under this Agreement is for \$116,322 of which, \$65,027 is from the Human Services Agency Reserves and \$51,295 is from the General Fund. The Net County Cost impact is included in the Agency's FY 2002-03 budget.

**RECOMMENDED**  
*Paul Seaman*  
ASSISTANT COUNTY MANAGER