



# REQUEST FOR PROPOSALS

## Title: San Mateo County Food System Alliance Network Manager Services

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The County of San Mateo is seeking proposals from any and all qualified organizations to provide Network Manager Services to coordinate and manage the San Mateo Food System Alliance (SMFSA). The purpose of the RFP is to identify a contractor that will take responsibility for staffing to provide Network Manager Services for the SMFSA. The SMFSA brings together stakeholders representing all aspects of the local food system, including agricultural producers, urban food growers, anti-hunger groups, institutional food service providers, nutrition education professionals, and those working on policies that impact the local food system and economy. Since the SMFSA was established in 2006, the work to bring together stakeholders has been led using a facilitated model. In response to the recommendation in the recently completed [\*Vision for a San Mateo County Food and Farm Bill\*](#), the San Mateo County Health System and San Mateo County Office of Sustainability, who provide the core funding, in partnership with the SMFSA members has decided to shift from a facilitated model to a Network Manager model. The Network Manager services should be located within a backbone organization that will provide the necessary support to increase the SMFSA's collective capacity to address the challenges of a food system marked by social and economic inequity. The tentative target start date and term for the proposed services is December, 2018 and will go through June, 2021, subject to negotiation of a final agreement.

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<b>Solicitation Number</b>	#854
<b>Number of contracts expected to be awarded</b>	1
<b>Estimated Value or Range per contract</b>	\$375,000
<b>Funding Sources</b>	<input type="checkbox"/> Federal <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Other
<b>Expected Contract Duration</b>	30 months
<b>Options to Renew</b>	2 options of 12 months each
<b>Hard copy proposals required</b>	1 original; 1copies;
<b>County Mailing Address</b> <i>(for hard-copy communication &amp; proposal submissions)</i>	County of San Mateo Health System 225 37 <sup>th</sup> Avenue, Room 178 San Mateo , CA 94403
<b>Authorized Contact Person</b>	Juvy Ann Reyes
<b>Authorized Contact Person E-mail</b>	<a href="mailto:jareyes@smcgov.org">jareyes@smcgov.org</a>
<b>E-mail Address for Protests</b>	<a href="mailto:sjohnson@smcgov.org">sjohnson@smcgov.org</a>
<b>RFP Released</b>	July 9, 2018
<b>Pre-proposal meeting date and time</b>	July 23, 2018 3:00 PST
<b>Pre-proposal meeting location</b>	225 37 <sup>th</sup> Avenue, room 20, San Mateo
<b>Deadline for Questions, Comments and Exceptions</b>	July 27, 2018 5:00 PST
<b>Proposal Due Date and Time</b>	August 10, 2018 5:00 PST
<b>Interviews</b>	Week of August 13 , 2018
<b>Submission to County Board for approval</b>	November 13, 2018
<b>Anticipated Contract Award Date</b>	December 1, 2018

# TABLE OF CONTENTS

<b>SECTION I - DEFINITIONS</b> .....	<b>3</b>
<b>SECTION II - INSTRUCTIONS FOR PROPOSERS</b> .....	<b>5</b>
2.1 PRE-SUBMITTAL ACTIVITIES .....	5
A. <i>Registration</i> .....	5
B. <i>Questions, Comments, Exceptions</i> .....	5
C. <i>Revisions to the Solicitation</i> .....	5
D. <i>Contact with County Employees</i> .....	5
E. <i>Pre-proposal conference and site visits</i> .....	6
2.2 PROPOSAL CONTENT REQUIREMENTS.....	6
A. <i>Proposal Format</i> .....	6
B. <i>Technical Proposal Contents</i> .....	6
C. <i>Supplementary Documents</i> .....	6
D. <i>Price Proposal</i> .....	6
2.3 PROPOSAL SUBMISSION .....	7
A. <i>Submit proposals as directed below.</i> .....	7
B. <i>Errors in Proposals</i> .....	7
2.4 PROPOSER CERTIFICATIONS.....	7
2.5 WITHDRAWAL OF PROPOSALS.....	8
2.6 NO COMMITMENT .....	8
2.7 ESTIMATED QUANTITIES .....	8
2.8 PROPOSER SELECTION .....	8
A. <i>Determination of Responsiveness</i> .....	8
B. <i>Proposal Evaluation</i> .....	8
C. <i>Determination of Responsibility</i> .....	8
2.9 CONTRACT AWARD .....	9
A. <i>Notice of Intent to Award</i> .....	9
B. <i>Award Procedure</i> .....	9
C. <i>Commencement of Performance</i> .....	9
2.10 PROTESTS.....	9
A. <i>Protest Eligibility, Format, and Address</i> .....	9
B. <i>Protest Deadlines</i> .....	9
C. <i>Protest Contents</i> .....	9
D. <i>Reply to Protest</i> .....	10
E. <i>No Stay of Procurement Action during Protest</i> .....	10
2.11 PUBLIC RECORDS.....	10
A. <i>General</i> .....	10
B. <i>Confidential Information</i> .....	10
<b>SECTION III - QUALIFICATIONS, EXPERIENCE, AND EVALUATION CRITERIA</b> .....	<b>11</b>
3.1 MINIMUM QUALIFICATIONS.....	11
3.2 ORGANIZATIONAL CAPACITY AND EXPERIENCE.....	11
A. <i>Organizational Capacity:</i> .....	11
B. <i>Desired Experience</i> .....	11
3.3 REFERENCES.....	11
3.4 EVALUATION CRITERIA.....	12

**SECTION IV - INSURANCE ..... 13**  
    4.1    SPECIAL INSURANCE REQUIREMENTS - CYBER LIABILITY .....13  
**SECTION V - STANDARD TERMS AND CONDITIONS ..... 15**  
**SECTION VI - SCOPE OF WORK AND SPECIAL PROVISIONS ..... 16**  
    6.1    SUMMARY.....16  
    6.2    FINGERPRINTING AND BACKGROUND CHECKS.....19  
    6.3    PREVAILING RATES.....19

## **SECTION I - DEFINITIONS**

**Business Day:** Monday through Friday except for holidays as observed per the California Government Code.

**Confidential Information:** Information in any form that is not generally known and treated as confidential by a party, including business, financial, statistical, and non-public personal information, trade secrets, know-how, applications, documentation, schematics, procedures, Personally Identifiable Information, information covered by legal privilege, and other proprietary information that may be disclosed or incorporated in materials provided to one party by the other, whether or not designated as confidential, whether or not intentionally or unintentionally disclosed, and whether or not subject to legal protections or restrictions.

**Contract Materials:** finished or unfinished documents, data, studies, maps, photographs, reports, specifications, lists, manuals, software, and other written or recorded materials produced or acquired by the Contractor pursuant to the Contract for or on behalf of the County, whether or not copyrighted.

**Contract:** The agreement between San Mateo County and Contractor awarded pursuant to this solicitation.

**Contractor:** The person or other entity awarded a Contract in conformance with the terms of this solicitation and any subsequently-agreed upon terms.

**County Data:** All information, data, and other content, including Confidential Information and other information whether or not made available by San Mateo County or San Mateo County's agents, representatives or users, to a Contractor or potential Contractor or their employees, agents, representatives or Subcontractors, and any information, data and content directly derived from the foregoing, including data reflecting user access or use.

**County Systems:** The information technology infrastructure of San Mateo County or any of its designees, including computers, software, databases, networks, and related electronic systems.

**County:** San Mateo County

**Deliverables:** Goods or services required to be provided to San Mateo County under the Contract.

**DUNS (Data Universal Numbering System):** a proprietary nine-digit number issued by Dun and Bradstreet, Inc. to identify unique business entities.

**Force Majeure:** An event or circumstance not caused by or under the control of a party, and beyond the reasonable anticipation of the affected party, which prevents the party from complying with any of its obligations under the Contract, including acts of God, fires, floods, explosions, riots, wars, hurricane, sabotage, terrorism, vandalism, accident, governmental acts, and other events.

**Hosting:** Storage, maintenance, and management of hardware, software, and San Mateo County Data by a party other than San Mateo County, on machines and at locations other than those operated by San Mateo County, where a party other than San Mateo County has regular responsibility for back-up, disaster recovery, security, upgrades, replacement, and overall responsibility for ensuring that all hardware and software continues to function as intended.

**Key Employee:** Employees of the Contractor jointly identified by San Mateo County and the Contractor as possessing unique skill and experience that was a material consideration in San Mateo County's decision to award a contract.

**Maintenance Updates:** Any revision, update, improvement, modification, enhancement, correction, bug fix, patch, or new release for a system, platform, software or other product, including any change made as a result of applicable federal, State, or local law.

**Major Change:** A change to the specified performance, maintainability, operation, power requirements, compatibility, measurement, user interface, reliability, quantity, scale, quality, terms, delivery method, or

requirement of any product or service that affects the obligations of the parties or reflects a substantial alteration in circumstances surrounding the agreement, or is of such a nature that knowledge of the change would affect a person's decision-making process.

PII (Personally Identifiable Information): information in any format that can be used to identify a specific individual, either used alone or combined with other private or public information that can be linked in some way to a specific individual.

Project Manager: The individual identified by San Mateo County as San Mateo County's primary contact for the receipt and management of the goods and services required under the Contract.

PST: Pacific Standard Time, including Pacific Daylight Time when in effect

Subcontractor: Firms engaged by the Contractor to perform work or provide goods pursuant to the Contract, including vendors and suppliers

Task Order or Purchase Order: A written request from San Mateo County to a vendor to provide goods or services, indicating types, quantities, prices and delivery criteria.

## **SECTION II - INSTRUCTIONS FOR PROPOSERS**

### **2.1 PRE-SUBMITTAL ACTIVITIES**

#### **A. Registration**

- (1) Organizations or individuals interested in responding to this solicitation must register online with the County of San Mateo at:

<https://www.publicpurchase.com/gems/register/vendor/register>

- (2) The County does not maintain the Public Purchase system and is not liable for site failures or technical problems. To resolve technical issues, contact Public Purchase at:  
[http://www.publicpurchase.com/gems/help/mainhelp.html?frame1=public/info.html&frame2=public/info\\_register.html](http://www.publicpurchase.com/gems/help/mainhelp.html?frame1=public/info.html&frame2=public/info_register.html)

#### **B. Questions, Comments, Exceptions**

Submit questions, comments, and exceptions, including notifications of apparent errors, to the Public Purchase site by the Deadline for Questions, Comments and Exceptions. Questions and comments received after the deadline may not be acknowledged.

- (1) Request for changes

If requesting changes to a part of this solicitation, identify the specific words or phrases and the sections and paragraphs in which they occur. State the reason for each request and provide alternative suggested language. Failure to submit requests by the deadline will be deemed a waiver of any exception. The County's consideration of a suggestion does not imply acceptance. If sufficient proposals are received with no requested changes, the County may reject those requesting changes.

- (2) Request for Substitution of Specified Equipment, Material, or Process

- (a) Unless otherwise stated in the solicitation, references to items or processes by trade names, models or catalog numbers are to be regarded as establishing a standard of quality and not construed as limiting competition.
- (b) If requesting a substitution for a required item, submit requests by the Deadline for Questions, Comments, and Exceptions. Furnish all necessary information required for the County, in its sole judgment, to make a determination as to the comparative quality and suitability of any suggested alternatives. The County's decision will be final. If alternatives are accepted, the County will issue an addendum to the solicitation.

#### **C. Revisions to the Solicitation**

The County may cancel, revise, or reissue this solicitation, in whole or in part, for any reason. Revisions will be posted as addenda on <http://www.publicpurchase.com/>. No other revision of this solicitation will be valid. Proposers are responsible for ensuring that they have received all addenda from Public Purchase.

#### **D. Contact with County Employees**

Violation of the following prohibitions may result in a proposer being found non-responsible, barred from participating in this or future procurements, and becoming subject to other legal penalties.

- (1) As of the issuance date of this RFP and continuing until it is canceled or an award is made, no proposer or person acting on behalf of a prospective proposer may discuss any matter relating to the RFP with any officer, agent, or employee of the County, other than through Public Purchase, to the Authorized Contact Person, or as outlined in the evaluation or protest procedures.
- (2) Proposers may not agree to pay any consideration to any company or person to influence the award of a contract by the County, nor engage in behavior that may be reasonably construed by the public as having the effect or intent of influencing the award of a contract.

E. Pre-proposal conference and site visits

If a pre-proposal conference or site visit is scheduled, answers to questions raised prior to and at the events will be posted on Public Purchase.

## 2.2 PROPOSAL CONTENT REQUIREMENTS

A. Proposal Format

Number all pages of the proposal. Label and order each section as follows:

- (1) Cover letter - no longer than one page, signed by an individual authorized to execute legal documents for the proposer, identifying the materials submitted.
- (2) Authorized contacts - identify the name and title the person to contact regarding the proposal, as well as all other individuals authorized to represent the organization in contract negotiations.
- (3) Table of Contents, listing all major topics and their respective page numbers.
- (4) Exceptions to the solicitation, or to the final revised solicitation, if any.
- (5) Technical Proposal
- (6) Supplementary Documents, as requested
- (7) Price Proposal

B. Technical Proposal Contents

- (1) Explain responses so as to be understood by people unfamiliar with industry jargon. Use drawings, diagrams, schematics and illustrations as needed, but do not simply refer readers to an exhibit or other section of the proposal in lieu of a complete response.
- (2) Addressing each requirement outlined in this solicitation in the order presented, describe how the requested goods and services will be provided.
- (3) If applicable or requested, include a project schedule with milestones, deliverables, dates, and a project management plan.
- (4) Specify any needs for physical space or equipment that the County must provide during the engagement.
- (5) Explain how work, equipment, and knowledge will be transitioned to the County or a new vendor at the end of the contract period.

C. Supplementary Documents

If additional documents and materials are appropriate, or have been requested by the County, provide in the following order as applicable:

- (1) Minimum Qualifications, using County forms if provided.
- (2) Organizational Capacity and Experience, describing work of a similar nature undertaken for a similar entity.
- (3) Financial Documents.
- (4) Samples, drawings, illustrations and related items.
- (5) Attachments, certifications, and forms, executed as applicable.

D. Price Proposal

- (1) Place all cost and pricing data in a separate sealed envelope clearly marked "PRICE PROPOSAL".
- (2) If forms and templates are provided for the Price Proposal, use them without modification. Failure to use the forms or templates provided, or modification of them, may result in rejection of the entire proposal.



- (3) Alternative Price Proposals may be submitted, but only in addition to, not in lieu of, the requested Price Proposal. If submitting an alternative Price Proposal, clearly identify it as an alternative.
- (4) Include prices for the base period of service and if applicable, for each additional year including option years.
- (5) Unless otherwise indicated, when applicable, in the price of an item, include all licenses required for operation, as well as upgrades and revisions to software over the term.

## **2.3 PROPOSAL SUBMISSION**

### **A. Submit proposals as directed below.**

#### **(1) Electronic Submissions**

Include the proposer name and the RFP title and number in each filename. Submit proposals via the Public Purchase website, allowing sufficient time for the upload to complete by the Due Date and Time. Partial uploads will automatically terminate and proposals will be rejected. The Public Purchase submission time will be the official submission time. Contact Public Purchase with technical questions regarding the site. The County will not be responsible for and may not accept proposals that are late due to slow internet connections or for any other failure of the Public Purchase system.

#### **(2) Conflicts between Certain Requirements**

Prior to the submission deadlines and solely relating to a determination of the timeliness of questions, comments, and proposal submissions, information displayed on the Public Purchase site will take precedence in the event of a discrepancy between that information and the information within the solicitation documents. For all other discrepancies, the information in the solicitation documents will take precedence.

#### **(3) Hard copy submissions**

(a) If hard copy submissions are also requested, submit proposals with all required documents in a sealed package to the designated County Mailing Address. Within the package, submit the Technical Proposal and the Price Proposal in separate envelopes. Clearly mark the following information on the outside of the package:

- Proposer Name
- Return address
- Solicitation title
- Solicitation number

(b) Submit proposals and all required documentation so as to physically reach the designated address by the Due Date and Time.

(4) Hand-written responses, whether or not submitted electronically, will be rejected, with the exception that signatures may be hand-written.

### **B. Errors in Proposals**

The County will not be liable for any errors in proposals. Proposals may be rejected as unresponsive if they are incomplete, are missing pages or information, or cannot be opened for any reason. The County may waive minor irregularities but such waiver will not modify any remaining RFP requirements.

## **2.4 PROPOSER CERTIFICATIONS**

By submitting a proposal, each proposer certifies under penalty of perjury that:

- Its submission is not the result of collusion or any other activity that would tend to directly or indirectly influence the selection process; and
- Proposer is able or will be able to comply with all requirements of this solicitation at the time of contract award; and

- Neither proposer, its employees, nor any affiliated firm providing the requested goods and services has prepared plans, specifications, terms or requirements for this solicitation, or has any other actual or potential conflict of interest; and
- Proposer is aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the California Government Code relating to conflict of interest of public officers and employees, and is unaware of any financial or economic interest of any County officer or employee relating to this solicitation.

## **2.5 WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn, modified, or replaced at any time prior to the Due Date and Time. After that time, whether or not a new solicitation is issued for the same subject matter, withdrawal of a proposal may preclude the proposer from participating in the procurement as a proposer or subcontractor, except that an original equipment manufacturer may participate indirectly through a reseller.

## **2.6 NO COMMITMENT**

Neither submission of a proposal nor the County's receipt of proposal materials confers any right to the proposer nor any obligation on the County. This RFP does not commit the County to award a contract, nor will the County defray any costs incurred in preparing proposals or participating in any presentations or negotiations.

## **2.7 ESTIMATED QUANTITIES**

If the solicitation results in an indefinite quantity or a requirements Agreement, the goods and services actually requested by the County may be less than the maximum value of the Agreement and there is no guarantee, either expressed or implied, as to the actual quantity of goods and services that will be authorized under the Agreement.

## **2.8 PROPOSER SELECTION**

At any time in the evaluation process, the County may request clarifications from proposers.

### **A. Determination of Responsiveness**

A responsive proposal conforms to the instructions set forth in this solicitation and any modifications to it. Non-responsive proposals will be rejected. The County, in its sole discretion, may waive non-consequential deviations if the deviations cannot have provided an advantage over other proposers.

### **B. Proposal Evaluation**

The County will establish an evaluation committee which will evaluate responsive proposals based on the criteria specified in the solicitation. The committee may then recommend one or more top-ranked proposers for final negotiation of contract terms, or may invite one or more proposers for oral presentations and demonstrations, following which those proposers may be allowed to amend their proposals. After evaluating presentations and amended proposals, the committee may recommend one or more top-ranked proposers for final negotiation of contract terms.

### **C. Determination of Responsibility**

The County will make a determination of the responsibility of any proposer under consideration for award, taking into consideration matters such as the proposer's integrity, compliance with public policy and laws, past performance, fiscal responsibility, trustworthiness, financial and technical resources, capacity, and experience to satisfactorily carry out its responsibilities. The County will notify any proposer found non-responsible and allow the finding to be contested.

## 2.9 CONTRACT AWARD

### A. Notice of Intent to Award

Once a decision has been made to award a contract to one or more proposers, the County will post a Notice of Intent to Award, notifying the remaining proposers of their non-selection. The posting may be inclusion of the recommendation to award as an agenda item on the Board of Supervisors schedule.

### B. Award Procedure

Contract negotiations are neither an offer nor an implicit guarantee that a contract will be executed. Award, if made, will be to the responsive, responsible proposer offering the overall best value to the County for the services and goods described in this solicitation, or as applicable, for a specific portion of the services and goods described. Any agreement reached will be memorialized in a formal agreement using the attached Standard Agreement template.

### C. Commencement of Performance

After all parties have signed the Agreement, the County will notify the proposer and performance may proceed. Prior to County execution of the Agreement, no County employee may authorize work. Any work performed prior to that time may be uncompensated.

## 2.10 PROTESTS

Protests that do not comply with the protest procedures outlined below will be rejected.

### A. Protest Eligibility, Format, and Address

- (1) Protests or objections may be filed regarding the procurement process, the content of the solicitation or any addenda, or contract award.
- (2) The County will only review protests submitted by an interested party, defined as an actual or prospective proposer whose direct economic interest could be affected by the County's conduct of the solicitation. Subcontractors do not qualify as interested parties.
- (3) Submit protests to the County Procurement Manager by e-mail to [sjohnson@smcgov.org](mailto:sjohnson@smcgov.org) or via hard copy to: County Procurement Manager, 455 County Center, 4<sup>th</sup> Fl, Redwood City, CA 94063

### B. Protest Deadlines

Submit protests with any supplemental materials by 5 p.m. PST, as appropriate, on the deadlines set forth below. The date of filing is the date the County receives the protest, unless received after 5 p.m. PST, or on other than a Business Day, in which case the date of filing will be the next Business Day. Failure to file by the relevant deadline constitutes a waiver of any protest on those grounds. Supplemental materials filed after the relevant deadline may be rejected by the County.

- (1) If relating to the content of the solicitation or to an addendum, file within five Business Days after the date the County releases the solicitation or addendum.
- (2) If relating to any notice of non-responsiveness or non-responsibility, file within five Business Days after the County issues such notice.
- (3) If relating to intent to award, file within five Business Days after the County issues notice of Intent to Award. No protests will be accepted once actual award has been made.

### C. Protest Contents

- (1) The letter of protest must include all of the following elements:
  - (a) Detailed grounds for the protest, fully supported with technical data, test results, documentary evidence, names of witnesses, and other pertinent information related to the subject being protested; and

- (b) The law, rule, regulation, ordinance, provision or policy upon which the protest is based, with an explanation of the violation.
- (2) Protests that simply disagree with decisions of the Evaluation Committee will be rejected.
- D. Reply to Protest  
The County will send a written response to the protestor and to any other party named in the protest.
- E. No Stay of Procurement Action during Protest  
Nothing in these protest requirements will prevent the County from proceeding with negotiations or awarding a purchase order or contract while a protest is pending.

## **2.11 PUBLIC RECORDS**

- A. General
  - (1) All proposals, protests, and information submitted in response to this solicitation will become the property of the County and will be considered public records. As such, they may be subject to public review.
  - (2) Any contract arising from this RFP will be a public record.
  - (3) Submission of any materials in response to this RFP constitutes:
    - (a) Consent to the County's release of such materials under the Public Records Act without notice to the person or entity submitting the materials; and
    - (b) Waiver of all claims against the County and/or its officers, agents, or employees that the County has violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal or materials to be inspected; and
    - (c) Agreement to indemnify and hold harmless the County for release of such information under the Public Records Act; and
    - (d) Acknowledgement that the County will not assert any privileges that may exist on behalf of the person or entity submitting the materials.
- B. Confidential Information
  - (1) The County is not seeking proprietary information and will not assert any privileges that may exist on behalf of the proposer. Proposers are responsible for asserting any applicable privileges or reasons why a document should not be produced in response to a public record request.
  - (2) If submitting information protected from disclosure as a trade secret or any other basis, identify each page of such material subject to protection as "CONFIDENTIAL". If requested material has been designated as confidential, the County will attempt to inform the proposer of the public records request in a timely manner to permit assertion of any applicable privileges.
  - (3) Failure to seek a court order protecting information from disclosure within ten days of the County's notice of a request to the proposer will be deemed agreement to disclosure of the information and the proposer agrees to indemnify and hold the County harmless for release of such information.
  - (4) Requests to treat an entire proposal as confidential will be rejected and deemed agreement to County disclosure of the entire proposal and the proposer agrees to indemnify and hold the County harmless for release of any information requested.
  - (5) Trade secrets will only be considered confidential if claimed to be a trade secret when submitted to the County, marked as confidential, and compliant with Government Code Section 6254.7.

## **SECTION III - QUALIFICATIONS, EXPERIENCE, AND EVALUATION CRITERIA**

### **3.1 MINIMUM QUALIFICATIONS**

Proposals will be accepted only from organizations that meet the following required qualifications at the time of proposal submission:

- The organization should be located in San Mateo County, have a familiarity with the local geography and various cultural communities
- The proposer is legally authorized to do business in the State of California.
- Organization should be an established 501(c) (3) based in San Mateo County
- Demonstrated capacity to lead, hire and manage the SMFSA Network Manager

### **3.2 ORGANIZATIONAL CAPACITY AND EXPERIENCE**

Provide all of the following regarding the prime proposer and if applicable, all joint proposers.

#### **A. Organizational Capacity:**

- (1) Titles and names of staff members who will be on the team responsible for the project, as well as the expected availability of the various individuals.
- (2) All applicable licenses and license numbers relevant to the project, the names of the holders of those licenses, and the names of the agencies issuing the licenses.
- (3) If portions of work will be performed by subcontractors, names of proposed subcontractors other than suppliers and descriptions of their respective responsibilities.

#### **B. Desired Experience**

- (1) Foundational interest in the food system and experience working on at least one aspect of the food system (i.e. farming, healthy food access, urban agriculture, local food procurement etc.)
- (2) Organizational mission that aligns with that of the SMFSA
- (3) Strong understanding of how institutional inequities of contributed to inequities in the food system and experience address these inequities through programs and policies at the local level
- (4) Demonstrated organizational commitment to improving racial, economic and health equity in San Mateo County
- (5) Experience writing and managing state, federal and private philanthropic grants
- (6) Interdisciplinary approach to problem solving
- (7) Experience coordinating a collaborative and facilitating meetings
- (8) Five years coordinating and managing funds- tracking and reporting on outcomes of funds

### **3.3 REFERENCES**

Provide at least three references from successful projects of similar nature to that described in this solicitation, including the name of the organization for which work was performed, and the name, phone number, and e-mail address of an individual at the organization who was responsible for managing and accepting the work. Ensure that contact information is current. If the County cannot contact the reference because of incorrect or out-of-date information, the reference will be deemed not to have been provided.

### **3.4 EVALUATION CRITERIA**

Proposals will be evaluated in accordance with the following evaluation criteria:

- Method and approach -
  - Apparent understanding of the scope of services to be provided
- Experience and organizational capacity
  - Qualifications and experience of both the proposer and key personnel
  - Organizational resources and staff, apparent ability to meet any required timelines or other requirements

**SECTION IV - INSURANCE**

Provide evidence of insurance for each of the checked categories

<input checked="" type="checkbox"/>	<b>General Liability</b> (Including operations, products and completed operations, as applicable.)	<b>\$1,000,000</b> - per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit either must apply separately to this project or must be twice the required occurrence limit.
<input type="checkbox"/>	<b>Automobile Liability</b>	<b>\$1,000,000</b> - per accident for bodily injury and property damage.
<input checked="" type="checkbox"/>	<b>Workers' Compensation</b>	<b>As required by the State of California</b>
<input type="checkbox"/>	<b>Employers' Liability</b>	<b>\$1,000,000</b> - each accident, <b>\$1,000,000</b> policy limit bodily injury by disease, <b>\$1,000,000</b> each employee bodily injury by disease.
<input type="checkbox"/>	<b>Professional Liability</b> (Errors and Omissions)	<b>\$1,000,000</b> - per occurrence.
<input type="checkbox"/>	<b>Cyber Liability</b>	<b>\$5,000,000</b> per occurrence for Privacy and Network Security, <b>\$1,000,000</b> per occurrence for Technology Errors and Omissions To be carried at all times during the term of the Contract and for three years thereafter.
<input type="checkbox"/>	<b>Pollution Liability</b>	\$ - Per Occurrence
<input type="checkbox"/>	<b>Pollution Liability (Aggregate)</b>	\$

**4.1 SPECIAL INSURANCE REQUIREMENTS - CYBER LIABILITY**

If the work involves services or goods related to computers, networks, systems, storage, or access to County Data or to any data that may, alone or in combination with other data, become Confidential Information or Personally Identifiable Information, the following insurance is required.

- (1) Privacy and Network Security

During the term of the Contract and for three years thereafter, maintain coverage for liability and remediation arising out of unauthorized use of or access to County Data or software within Contractor's network or control. Provide coverage for liability claims, computer theft, extortion, network breach, service denial, introduction of malicious code, loss of Confidential Information, or any unintentional act, error, or omission made by users of Contractor's electronic data or systems while providing services to the County. The insurance policy must include coverage for regulatory and

PCI fines and penalties, crisis management expenses, and business interruption. No exclusion/restriction for unencrypted portable devices/media may be on the policy.

(2) Technology Errors and Omissions

During the term of the Contract and for three years thereafter, maintain coverage for liabilities arising from errors, omissions, or negligent acts in rendering or failing to render computer or information technology services and technology products, including at a minimum, coverage for systems analysis, design, development, integration, modification, maintenance, repair, management, or outsourcing any of the foregoing.



**SECTION V - STANDARD TERMS AND CONDITIONS**

These are attached for information only. Do not complete this form. The final agreement between the County and any successful proposer will be based on this template.

## **SECTION VI - SCOPE OF WORK AND SPECIAL PROVISIONS**

### **6.1 SUMMARY**

The purpose of the RFP is to identify a contractor that will take responsibility for staffing the Network Manager for the SMFSA. This RFP seeks responses from any and all qualified organizations to provide Network Manager Services to coordinate and manage the San Mateo Food System Alliance (SMFSA) and support the advancement of its goals and strategies. The San Mateo County Food System Alliance (SMFSA) is a collaboration of community leaders focused on creating a better future for farms, people, communities, and the environment in San Mateo County. Since its founding in 2006, the SMFSA has contributed to the understanding and policies on food system issues. Funding for the services identified in this RFP come from the San Mateo County Health System and the San Mateo County Office of Sustainability.

The SMFSA brings together stakeholders representing all aspects of the local food system, including agricultural producers, urban food growers, anti-hunger providers, school food service providers, nutrition education staff, and those working on food policy. Since the SMFSA was established in 2006, the work to bring together stakeholders has been led using a facilitator model. In response to the recommendation in the recently completed [Vision for a San Mateo County Food and Farm Bill](#), the San Mateo County Health System and San Mateo County Office of Sustainability, who provide core funding for implementation of the SMFSA, have decided to hire a backbone organization that uses a Network Manager-run model to support the work of the SMFSA. The purpose of a network manager-run model is to build and maximize the capacity of the network. Moving to a Network Manager-run model from the Facilitator-led model will allow the SMFSA to expand the scope of work in order to better support partner organizations in achieving the goal of creating an equitable and sustainable food system in San Mateo County. The facilitator model focuses solely on facilitation of the members of the FSA, versus the manager model that engages directly in implementing the core strategies of the FSA.

Recognizing that SMFSA lacks official regulatory power, the influence of the FSA will come from:

1. The credibility earned by the members' dedication to improving the community,
2. Respect for others and integrity in our interactions, and
3. Rising above traditional (and sometimes) adversarial roles.
4. Leveraging the collective membership towards clear actions to advance a healthy, equitable and sustainable food system

#### ***Collective Impact Model***

Research and analysis of best practices for organizing the work of a food system alliance indicates that the collective impact model is well suited to the diverse, complex, and inter-related nature of the problems associated with encouraging an equitable food and farming system, and the diverse actors affecting the various parts of the food and farming system.

There are five elements to a collective impact model, which are assessed in relation to the FSA's current assets and discussed in further detail below:

1. All participants have a common agenda for change including a shared understanding of the problem and a joint approach to solving it through agreed upon actions.
2. Collecting data and measuring results consistently across all the participants ensures shared measurement for alignment and accountability.
3. A plan of action that outlines and coordinates mutually reinforcing activities for each participant.

4. Open and continuous communication is needed across the many players to build trust, assure mutual objectives, and create common motivation.
5. A backbone organization with staff and specific set of skills to serve the entire initiative and coordinate participating organizations and agencies.

While aspects of the Collective Impact Model are currently in place, the backbone organization and the Network Manager they employ will work with SMCFSA members, along with other key stakeholders, to build on existing capacity to strengthen the five elements to ensure successful implementation of the Collective Impact Model. We are open to creative solutions for how to meet the scope of the work within the confines of the budget. See below section on “scope of work” for more details.

### **Qualifications, Requirements and Scope**

The tentative target start date and term for the proposed services is November, 2018 through June, 2021, subject to negotiation of a final agreement.

#### **Organizational Qualifications:**

- Organization should be an established 501(c) (3)
- Administrative infrastructure that allows the organization to manage additional grants and serve as a fiscal sponsor for SMFSA partner organizations when appropriate as the SMFSA pursues additional outside funding to achieve the goal of creating an equitable and sustainable food system in San Mateo County.
- Experience writing and managing state, federal, and private philanthropic grants, with the capacity to re-grant or hold subcontracts
- Organizational mission that aligns with that of the SMFSA
- The organization should be located in or near San Mateo County, have an understanding of the local geography and the various cultural communities that reside here, and ongoing and established relationships with community partners
- Demonstrated experience in contributing to a collective network or action

#### **Experience & Knowledge:**

- Strong understanding of how institutional practices have contributed to inequities in the food system and experience to address these inequities through programs and policies at the local level, with a demonstrated commitment to health equity, and environmental justice
- Intellectual curiosity in food system issues and demonstrable understanding of systems thinking
- Experience with the various cultural and geographic communities in San Mateo County
- Familiarity with the collective impact model and collaborative leadership
- Experience planning and facilitating meetings with diverse partners
- Ability to identify clear outcomes and next steps from thoughtfully facilitated discussions amongst partners with differing interests
- Strong skills in managing complex projects towards timely deliverables with careful participation of necessary stakeholders
- Ability to transform concepts into actionable workplans and operationalizing workplans successful completion

- Exceptional attention to detail and follow-through
- Ability to develop and sustain relationships across sectors, fields and communities
- Ability to approach people and situations with [cultural humility](#)
- Demonstrated high-level of professional integrity in all aspects of their work
- Strong verbal and written communication skills

**Scope of Work:**

- Plan, organize, and facilitate for the SMFSA monthly general meetings, Process Subcommittee meetings, and provide support for other subcommittees, including in-depth facilitation and technical assistance for up to two sub-committees, and backbone support for activities of the SMFSA listed below to achieve the goals in the current and future SMFSA Strategic Plans
- Evaluate and track impact of SMFSA network actions and efficacy of policy and programmatic initiatives of the SMFSA and related committees
- Communicate about relevant issues to SMFSA members, partners, and the general public via email, website and newsletters. Work with SMFSA members to identify communications goals related to informing the general public of the work of the SMFSA and its members
- Build capacity of SMFSA by supporting potential ad-hoc groups, committees and initiatives, with direction from the SMFSA strategic plan. Identify, coordinate and facilitate funding efforts within the network around SMFSA goals, in certain cases taking the role as lead agency when submitting proposals and managing funds.
- Support the implementation of the recommendations outlined in the [Vision for a San Mateo County Food and Farm Bill](#), including efforts to secure funding for additional positions to support the various SMFSA project areas including healthy food access, farm to school, agricultural resources, and urban farm and gardening.
- Maintain the SMFSA technological infrastructure, including the website and Google docs and keep them up to date.
- Connect with individual members of the SMFSA to understand their work, their organization, how the FSA can support them and their organization in service of shared goals, and how the participant and their organizations can support and more strongly engage with the SMFSA.
- Work with Alliance members to assess SMFSA membership and evaluate whether there are any categories of members and/or groups based on their ethnicity, age, or socioeconomic status that are underrepresented on the SMFSA and work to fill any identified gaps.
- Support the development of a 2-year strategic plan and an annual work plan to guide the work of the SMFSA and subcommittees for the upcoming year based on the evaluation of the previous year's efforts and effectiveness.
- Work in partnership with SMFSA members, develop a funding plan with the goal of hiring additional staff to support efforts in the following areas: healthy food access, farm to school, agricultural resources, and urban farm and gardening.
- Expand participation of Farm to School committee to include additional local institutional purchasers such as hospitals.
- Support Farm to School committee members' work to align local institutions' food procurement standards and policies.

- Participate in regional initiatives and efforts to build an inclusive and equitable food supply chain ecosystem, including efforts to support equity within the food systems workforce.
- Support the County of San Mateo in identifying, creating, and maintaining strong relationships with food recovery services and organizations.
  - “Food recovery” means actions to acquire food for human consumption which otherwise would be disposed through receiving, storing, or processing food, with or without payment.
  - “Food recovery organization” means a charitable nonprofit organization under section 501c of the federal Internal Revenue Code that distributes food to the public. Food recovery organization includes but is not limited to: a food bank, nonprofit charitable organization, o nonprofit charitable temporary food facility regulated under the applicable CA Health and Safety Code sections.
- Support operators to locate and contract with food recovery services and organizations suitable for the type and amount of food waste they generate.
- Assist food waste recovery services and organizations to maintain proper records and reporting procedures.
- And otherwise provide support and assistance in achieving the goals of [SB 1383](#)

## 6.2 FINGERPRINTING AND BACKGROUND CHECKS

May need background checks for children, inmates, school access, etc.

## 6.3 PREVAILING RATES

The services contemplated under this procurement include “public works”. For all such work funded by this Agreement, the Contractor is required to comply with state prevailing wage law, Chapter 1 of Part 7 of Division 2 of the Labor Code, commencing with Section 1720 and Title 8, California Code of Regulations, Chapter 8, Subchapter 3, commencing with Section 16000, for any “public works” as that term is defined in the statutes, including all applicable flowdown provisions. For purposes of complying with prevailing wage laws, the Contractor must comply with the provisions applicable to an awarding body.

### TAB 1 Qualifications and Experience:

- 1) Provide a statement of qualifications for your organization, including an organization chart, a statement of the size organization, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this RFP.
- 2) Describe why you are interested in this project and indicate why your organization is qualified to successfully perform the work proposed by this application. Describe previous experience working in one or more areas of the food system.
- 3) Describe your how your organization will meet the Scope of Work described above.
- 4) Demonstrate your capacity to begin activities by December 2018.
- 5) Describe your organization’s experience in San Mateo County. Do you have existing relationships or previous projects working with under-resourced communities in San Mateo County? If so, please describe. What partnerships will you form to implement this work? What relationships do you already hold with key stakeholders?
- 6) Describe your experience working with vulnerable populations, people of color, youth and children and people from diverse backgrounds.
- 7) Through your training, and previous experience, describe your organizational commitment to advancing equity.

- 8) Describe your knowledge and background in policy and systems change interventions.
- 9) Describe your knowledge and understanding of the Collective Impact Model.
- 10) Describe your experience in supporting or implementing Farm to Institution procurement practices (i.e farm to school).
- 11) Describe your experience with food recovery efforts, either as an organization or in partnership with other organizations.
- 12) Describe your experience managing projects.
- 13) Describe your experience facilitating meetings between diverse stakeholders, with potentially diverse points of view.

**TAB 2 Philosophies and Service Model:**

**This section describes your philosophy and service model for meeting the services required by this RFP.**

- 1) Provide a work plan and timeline to describe how you will meet the goals of the County described in this RFP. Please describe any modifications or additions to the suggested work program outlined in Section II Scope of Work.
- 2) Describe your experience related to working to support a collaborative effort like the SMFSA.
- 3) Describe how you will use an outcome driven approach in developing the annual SMFSA strategic plan. How will you develop a strategic plan that brings partners and collaborations together to focus on a common set of outcomes and hold those partners and collaborations accountable?
- 4) Demonstrate your understanding of the SMFSA and the key institutions that make it up.
- 5) How could you build capacity and systems change into the work of the SMFSA?
- 6) List your needs for physical space and/or equipment at the County to host required meetings, if any.
- 7) Identify how you will meet all other aspects of the scope of work and related requirements stated above. List any items that you cannot provide.
- 8) Describe your ability to serve as the fiscal agent for this project, including acting as a fiscal sponsor to direct funds to partner agencies and organizations.
- 9) In the event of a routine problem, who is to be contacted within your organization?
- 10) In the event of the identification of a problem by the County, its clients/patients, and/or other applicable constituents, describe how you will address such problems and the timeframe for addressing them.

**TAB 4 Claims, Licensure, Non-Discrimination, and Health Insurance Portability and Accountability Act (HIPAA) Violations Against Your Organization:**

- 1) List any current licensure, HIPAA, non-discrimination claims against you/your organization and those having occurred in the past five years, especially any resulting in claims or legal judgments against you.

**TAB 5 Cost Analyses and Budget for Services:**

- 1) Provide a detailed budget including percent of staff time, staff titles, benefits, programmatic expenses and indirect expenses (not to exceed 12%)
- 2) Describe the ability of your organization to fiscally manage this project.

**TAB 6 Cooperative Purchasing:**

1) List any additional services that you foresee may be necessary, if any, and list the proposed costs for such services. We expect the project would be fully funded with this contract.

**TAB 7 Quality/Program Evaluations:**

Each program may have specific quality/evaluation issues, below are some examples:

1) Describe your experience conducting a process and/or impact evaluation for collaborative initiatives or programs.