

**Town of Winchendon**  
**REQUEST FOR QUALIFICATIONS**  
**Adult Use Marijuana Retail Licensure**

**NOTICE**

The Town of Winchendon Board of Selectmen, acting through its Town Manager, seeks Requests for Qualifications from those interested in obtaining an Adult Use Marijuana Retail license to operate an Adult Use Marijuana Retail facility within the Town of Winchendon, of which a limited number will be issued.

**SUBMISSION OF PROPOSAL**

To receive consideration, responses must be submitted in accordance with the following instructions:

1. All response submittals shall be sealed and delivered to:

Keith Hickey – Town Manager  
109 Front St  
Winchendon MA 01475;
2. Submit response by 2:00 p.m. June 11, 2018; and
3. The envelope must be clearly marked “Adult Use Marijuana Retail License”; and
4. Include a check made out to “the Town of Winchendon” in the amount of \$500.00 to be held pending qualifications review.
5. Modifications to submissions may be submitted prior to the date and time specified for receipt of submissions; and
6. The Town reserves the right to reject any and all responses, and has the right, at its sole discretion, to accept the submittals it considers most favorable to the Town’s interest and the right to waive minor irregularities in procedures.

By: Keith Hickey, Town Manager

May 15, 2018

# **ADULT USE MARIJUANA RETAIL LICENSURE INSTRUCTIONS TO SUBMITTERS**

## **I. INTRODUCTION AND BACKGROUND**

The Town of Winchendon Board of Selectmen, acting through its Town Manager, seeks Requests for Qualifications from those interested in obtaining an Adult Use Marijuana Retail license to operate an Adult Use Marijuana Retail facility within the Town of Winchendon to which a limited number will be issued.

## **II. Background**

Chapter 334 of the Acts of 2016, entitled, “Regulation and Taxation of Marijuana Act”, as amended by Chapter 55 of the Acts of 2017, “An Act to Ensure Safe Access to Marijuana”, and regulations 935 CMR 500.000, allow the Town of Winchendon to adopt local regulations and policies concerning local licensing of Adult Use Marijuana Facilities.

Chapter 94G Sec. 3: The “Local Control” policy includes the towns ability to determine the “*the time, place and manner*” of marijuana operations. To set out to establish such “Local Control” the Town of Winchendon, through town meeting vote approved both a General Bylaw (Article 40) and Zoning Bylaw (Article 6.2.2) determining a cap of no more than three (3) Adult Use Marijuana Retail Licenses shall be issued by the Town of Winchendon through whose licensing authority is the Board of Selectmen.

Zoning Regulations (Article 6.2), adopted by town meeting vote, address legal, planning, public safety issues, and potential impacts of such facilities. The Winchendon Zoning Bylaws include the siting of Adult Use Marijuana Retail Facilities to an Overlay District that are defined within the Town’s Zoning map, name a Special Permit Granting Authority; the Planning Board, Definitions, Application Requirements, Site Requirements, Reporting, and Fees.

## **III. PROPOSAL REQUIREMENTS**

All proposals must include a check made out to the “Town of Winchendon” in the amount of \$500.00 and provide cover letter to the attention of Keith Hickey, Town Manager signed by a person legally authorized to bind the applicant to its proposal. The letter shall include a brief overview of your approach to operate an Adult Use Marijuana Retail Facility with supporting documentation that includes;

1. Name, DBA or business name; documentation of MA business Registration; and required certificates of good standing;
2. Proposed address for facility and proof of property interest (i.e. deed, lease or NOI to lease);
3. Contact Information for primary point of contact(s) to discuss application issues;
4. Names of all executives, managers, persons, or entities having direct or indirect; authority over management, policies or security operations; and description of prior cannabis experience for each if applicable;

5. Names of persons contributing more than 10% or more of capitol to operate; and description of prior cannabis experience if applicable;
6. Notarized CORI Acknowledgement form for all persons listed in items 3, 4 & 5;
7. Proposed Timeline and Development Plan (building reuse, new build) to be operational
8. Summary of Business Plan;
9. Employee staffing – Jobs creation, potential benefit to the town;
10. Intent to seek license from other Massachusetts communities; if so where?

#### IV. EVALUATION PROCESS

##### *Completion of RFQ addressing all supporting information*

1. **Highly Advantageous** – Demonstrates a **superior** knowledge and understanding of the Adult Use Marijuana Retail licensing procedures. The proposal is well written, clearly and completely addresses the required supporting information, is comprehensive and excels in its overall approach in displaying the ability to operate an Adult Use Marijuana Retail facility in compliance with all rules and regulations.
2. **Advantageous** – Demonstrates a **thorough** knowledge and understanding of the Adult Use Marijuana Retail licensing procedures. The proposal is well written, clearly and completely addresses the required supporting information, is comprehensive and is adequate in its overall approach in displaying the ability to operate an Adult Use Marijuana Retail facility in compliance with all rules and regulations.
3. **Not Advantageous** – Demonstrates **some** knowledge and understanding of the Adult Use Retail Marijuana Licensing procedures but is less than comprehensive and is less than adequate in its approach to display the ability to operate an Adult Use Marijuana Retail facility in compliance with all rules and regulations.
4. **Unacceptable** – The proposal addresses the Adult Use Marijuana Retail licensing procedures but is **less than adequate** in addressing the supporting information nor displays the ability to operate an Adult Use Marijuana Retail facility in compliance with all rules and regulations.

##### *Key personnel and Prior Cannabis Experience*

1. **Highly Advantageous** – RFQ has provided contact Information for primary point of contact(s); Names of executives, managers, persons, or entities having direct or indirect; authority over management, policies or security operations and names of persons contributing more than 10% or more of capitol to operate. **All of which have prior experience** in the cannabis industry.
2. **Advantageous** –RFQ has provided contact Information for primary point of contact(s); Names of executives, managers, persons, or entities having direct or indirect; authority over management, policies or security operations and names of persons contributing more than 10% or more of capitol to operate. Of which **half have prior experience** in the cannabis industry.
3. **Not Advantageous** – RFQ has provided contact Information for primary point of contact(s); Names of executives, managers, persons, or entities having direct or indirect; authority over management, policies or security operations and names of persons contributing more than

10% or more of capital to operate. Of which **one quarter have prior experience** in the cannabis industry.

4. **Unacceptable** – RFQ has provided contact Information for primary point of contact(s); Names of executives, managers, persons, or entities having direct or indirect; authority over management, policies or security operations and names of persons contributing more than 10% or more of capital to operate. Of which **none have prior experience** in the cannabis industry.

### ***Summary of Business Plan***

1. **Highly Advantageous** – Business plan displays a **superior** amount of resources and staffing to accomplish goals set forth in the Business Plan.
2. **Advantageous** – Business plan displays an **adequate** amount of resources and staffing to accomplish goals set forth in the Business Plan.
3. **Not Advantageous** – Business plan displays a **fair** amount of resources and staffing to accomplish goals set forth in the Business Plan.
4. **Unacceptable** – Business Plan displays a **limited** amount of resources and staffing to accomplish goals set forth in the Business Plan.

### ***Proposed timeline and Development Plan***

1. **Highly Advantageous** – RFQ outlines the **superior** ability to meet or **exceed** the ability to maintain the proposed timeline and development plan.
2. **Advantageous** – RFQ outlines the **moderate ability** to maintain the proposed timeline and development plan.
3. **Not Advantageous** – RFQ outline **does not display the ability** to maintain the proposed timeline and development plan.
4. **Unacceptable** – RFQ outline does not indicate a proposed timeline and development plan

### ***Staffing, Jobs creation - potential benefit to town***

1. **Highly Advantageous** – RFQ outlines the potential to hire **20+ employees** and a **commitment** to hire locally where possible.
2. **Advantageous** – RFQ outlines the potential to hire a minimum of **10 employees** and will **consider a commitment** to hire locally where possible.
3. **Not Advantageous** – RFQ outlines the potential to hire a minimum of **5 employees** with **no commitment** to hire locally.
4. **Unacceptable** – RFQ outlines the potential to hire **less than 5 employees** with **no intention** to hire locally.

***Applicants who are residents of the Town of Winchendon will be given priority in the event of a tie in scoring.***

## **GENERAL INFORMATION**

### **A. Selection Process**

Additional information, interviews and or presentations may be required at the option of the

Town. In no event shall the Town, Board of Selectmen, Officers or employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies. The 5 most qualified will be invited to negotiate a Community Host Agreement (CHA) and schedule the Community Outreach meeting. Deposits will be returned to all applicants not deemed qualified. Results of the Community Outreach Meeting will determine the 3 applicants that will be issued an Adult Use Retail Marijuana License from the Town of Winchendon once all State licensing procedures and local permitting is successfully completed.

#### **B. Compliance with Rules**

Proposers responding to this RFQ must follow its procedures and requirements. Failure to comply with any portion of this RFQ may result with the rejection of your Proposal.

#### **C. Proposal Withdrawal**

Any proposal may be withdrawn at any time before the “Proposal Due” date and time by providing a written request for the withdrawal to the Town Manager. A duly authorized representative of the submitting entity shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new proposal as long as it’s prior to the close date.

#### **D. Appeals**

Proposers who wish to appeal a disqualification of their proposal may submit the appeal in writing to the Town Manager’s Office within five (5) working days of the postmarked Notice of Disqualification. Disagreement with the process, e.g., scoring by evaluators, or otherwise, is not subject to appeal.

#### **E. Ownership of Documents**

Any material submitted by a proposer shall become the property of the Town.

#### **F. Public Record**

All Proposers and information submitted by proposers are not open for public inspection until after the evaluation process is complete. Except for exempt materials, all Proposers and information submitted by proposers will be available for viewing after the evaluation process is complete and results thereof is sent to all participating parties.

#### **G. Confidentiality of Information**

All information and data furnished by the proposer to the Town and all other documents to which the proposer’s employees have access during the preparation and submittal shall be treated as confidential by the Town, to the extent permitted by Massachusetts law. Any oral or written disclosure to unauthorized individuals is prohibited.