

Town of Natick - DRAFT - Request for Information

Adult Use Marijuana Establishments

The Town of Natick (the “Town”) invites interested parties to submit an application in response to this Request for Information for individuals/companies seeking to operate an Adult Use Marijuana Establishment in the Town. Selected applicants will be invited to negotiate a Host Community Agreement with the Board of Selectmen (the “Board”) and move forward with the local permitting and licensing processes.

This is not a binding Request for Proposals (RFP), but an invitation for interested parties to submit an “Adult Use Marijuana Establishment Plan” to the Town. The Town will use the RFI submittals to gauge interest and determine suitability of potential applicants. Following analysis of the RFI submittals, the Town reserves the right to enter into negotiations with one or more respondents to the RFI for a Host Community Agreement. Respondents interested in any available licenses issued by the Cannabis Control Commission should follow this process.

The RFI is available at [WEBSITE]

The Town is accepting responses for any available licenses issued by the Cannabis Control Commission. The deadline for submission of the RFI is as follows:

License Type	Number Allowed	Deadline for RFI Submission
Marijuana Retailer	2	TBD
Marijuana Cultivator	No Cap	Rolling
Marijuana Product Manufacturer	No Cap	Rolling
Craft Marijuana Cooperative	No Cap	Rolling
Microbusiness	No Cap	Rolling
Delivery-Only	No Cap	Rolling
Marijuana Transporter	No Cap	Rolling
Independent Testing Laboratory	No Cap	Rolling
Marijuana Research Facility	No Cap	Rolling

Overview of Application Process

The information provided will be evaluated by [TBD] according to the guidelines described in the Addendum A.

The Town reserves the right to reject any application it deems to be incomplete, however it may, at its discretion, request that the omitted information or further clarifications be provided by the Applicant.

Applicants may be asked to appear before [TBD] to present their information in person and respond to questions.

Upon completion of the evaluation process [TBD] will present its findings to the Board of Selectmen and make recommendations regarding which, if any, applicant or applicants should receive further consideration by the Board.

Further consideration by the Board may include, but is not limited to, negotiation of a Host Community Agreement with the recommended Applicants.

Submission Requirements

Applicants shall submit [] hardcopies and one electronic copy of RFI proposals in an envelope clearly marked "Adult Use Marijuana Establishment RFI." Information regarding security and any other information considered proprietary shall be sealed in an inner envelope marked "Confidential." Submittals shall be delivered to:

[NAME]

[ADDRESS]

Included in the envelope shall be a check made out to "Town of Natick" in the amount of \$500 to cover the cost of the RFI Review. Each RFI submission shall include the following information:

1. **Cover Letter** – Please submit a 1-2 page cover letter summarizing the Applicant's proposal and indicating why the Applicant should be selected to operate a Marijuana Establishment in the Town.
2. **Application of Intent** –
 - a. Documentation that the Marijuana Establishment is an entity registered to do business in Massachusetts.
 - b. Certificate of good standing, issued within the previous 90 days from submission of RFI from the Corporations Division of the Secretary of the Commonwealth.
 - c. A list of all Persons or Entities having Direct or Indirect Control of the Marijuana Establishment, as defined in 935 CMR 500.002.
 - d. Documentation detailing the amounts and sources of capital resources available to the applicant from any individual or entity that will be contributing capital resources for purposes of establishing or operating the Marijuana Establishment.
 - e. Documentation of the proposed address for the Marijuana Establishment and evidence of property interest or site control in the form of clear title, an option to purchase, a legally enforceable agreement to give title, or documentation evidencing permission to use the premises.
 - f. Evidence that the proposed location complies with applicable buffer zones and zoning requirements.
3. **Management and Operations Profile** -
 - a. Proposed timeline for achieving operation of the Marijuana Establishment and evidence the Marijuana Establishment will be ready to operate within the intended timeline.
 - b. Demonstration of Marijuana Establishment's plan to obtain liability insurance policy.
 - c. Detailed summary of operating policies and procedures from the Marijuana Establishment, including, but not limited to, the following (to the extent applicable to the proposed operations):
 - i. Security

- ii. Personnel policies
 - iii. Prevention of diversion of marijuana to minors or the illicit market
 - iv. Marijuana storage
 - v. Transportation and onsite delivery
 - vi. Delivery to customers
 - vii. Cultivation process and procedures, including evidence of plans for compliance with Cannabis Control Commission best practices for energy use, water consumption and pesticide controls.
 - viii. Product Manufacturing process and procedures
 - ix. Retail dispensing procedures
 - x. Research process and procedures
 - xi. Testing process and procedures
 - xii. Record keeping and maintenance of financial records
 - d. Qualifications of all Close Associates with managerial or operational control.
 - e. Certification that no Person Having Direct or Indirect Control of the Marijuana Establishment has committed any offense(s) that would result in a Presumptive Negative Suitability Determination under 935 CMR 500.802 Tables B-D.
 - f. Disclosure of ownership interest of any Person Having Direct or Indirect Control of the proposed Marijuana Establishment in any other licensed Marijuana Establishments within the Commonwealth or elsewhere (license pending or otherwise approved).
 - g. Training plans for employees
- 4. Plan for Positive Community Impacts:**
- a. Description the any community or local ties to the Natick community [TBD].
 - b. Proposed hours of operation
 - c. Proposal for ensuring the protecting public health
 - d. Proposal for full and part-time employment and anticipated benefits packages for employees.
 - e. A proposal demonstrating municipal benefits the Marijuana Establishment will provide to the Town, financial or otherwise.
 - f. Diversity plan to promote equity among minorities, women, veterans, people with disabilities, people of all gender identities and sexual orientation. [TBD]
 - g. Status as Economic Empowerment or Social Equity Applicant.

Community Outreach Hearing

Following the submission of the RFI, the Applicant shall schedule a Community Outreach Meeting, in coordination with the Community and Economic Development Director for purposes of selecting a date and location for the Community Outreach Meeting that will minimize conflict with the meeting schedules of other municipal boards requiring notification of this meeting and in order to ensure availability and attendance of appropriate municipal representatives at the meeting. Applicants are encouraged to make use of municipally-owned meeting space for Community Outreach Meetings and shall reserve public space on the same terms as applicable to other private entities.

The Community Outreach Meeting shall include, at a minimum, disclosure of the following information:

1. The type(s) of Marijuana Establishments to be located at the proposed address.
2. Information adequate to demonstrate that the location will be maintained securely.
3. Steps to be taken by the Marijuana Establishment to prevent diversion to minors.
4. A plan by the Marijuana Establishment to positively impact the community.

Application Review

The Applications will be reviewed by [TBD], which will make a recommendation to the Board as to whether an Applicant has met the minimum criteria to proceed with negotiation of a Host Community Agreement. In the case of Marijuana Retailers for which there are a limited number of licenses, the [TBD] evaluation will include a ranking of applicants based on the review criteria in Appendix A.

The Town reserves the right to reject any and all applications if deemed to be in the Town's best interest.

The Town does not discriminate on the basis of race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other protected status.

Selection Process

Submittals will be evaluated by [TBD] according to the evaluation criteria described in Addendum A. Applicants deemed qualified by the Subcommittee will be invited to enter into negotiations with the Board of Selectmen which may include, but is not limited to, negotiation of a Host Community Agreement.

To augment the information provided in the submittal, additional information, interviews and/or presentations may be required by [TBD] or the Board.

Neither the Town, its Board, employees or [TBD] will be liable for any costs incurred by the applicant for preparation of their response to this RFI or their participation in subsequent interviews or presentations.

Compliance with RFI Requirements

Applicants responding to this RFI are expected to follow its requirements. Failure to comply with the requirements of any portion of this RFI may result in disqualification from the review process.

Ownership of Documents

Any material submitted by applicants shall become the property of the Town.

Public Record

Any personal or financial identifiers (e.g. SSNs, bank account numbers, etc.) contained in submittal documents shall be redacted by the applicant prior to submittal.

All information contained in submittals and not redacted as above may be open for public inspection. All proprietary and security-related information furnished by the applicant will be treated as confidential by the Town to the extent permitted by Massachusetts public records law.

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ADDENDUM A

REVIEW CRITERIA

The [TBD] shall review responses to the Adult Use Marijuana Establishment RFI in accordance with the following review criteria to make recommendations to the Board of Selectmen with to the applicant it considers to have submitted proposals deemed to be in the best interest of the Town:

- ❖ Knowledge and understanding of licensing procedures
- ❖ Prior cannabis experience
- ❖ Quality of management and operations plans
- ❖ Proposal feasibility – both market and financial
- ❖ Proposed development timeline and ability to bring Marijuana Establishment to timely commencement
- ❖ Community connection and local residency [TBD]
- ❖ Parking and traffic management
- ❖ Financial commitments and other inducements
- ❖ Geographic diversity in proposed locations
- ❖ Demonstration of opportunities Economic empowerment/Social Equity Applicants [TBD]
- ❖ Potential for detrimental municipal impacts
- ❖ Integration of the proposal with overall goals of the Town of Natick