

Cannabis Storefront Dispensary Permit RFQ

The following Request for Qualifications (RFQ) is provided in accordance with the City of Sacramento's process to issue a Storefront Cannabis Dispensary Permit ("the Process"). (Resolution No. 2020-0338). Any and all terms that are defined in the Process or the City's Cannabis Opportunity Reinvestment and Equity ("CORE") Program (Resolution No. 2018-0323), if used herein shall have the same meaning given in the Process or the CORE Program.

Applicants must fully complete and submit a Statement of Qualifications (SOQ) through this portal no later than 11:59 p.m. on February 19, 2021.

This opportunity is open to all individuals who are CORE Program participants in classification 1 and 2 (see descriptions below). Submissions are limited to one per person with a unique email, name and date of birth. If a second response is received from the same individual using a different email address, only the first submission will be valid and any succeeding submissions will be rejected. The date of birth will be used only to differentiate responses submitted by individuals with the same name. Individuals who currently have an ownership interest in a storefront dispensary shall not obtain an ownership in another storefront dispensary (SCC section 5.150.355) and therefore not eligible to respond to the RFQ.

Classification 1.

A current or former resident of the City of Sacramento who previously resided or currently resides in a low-income household and was either: a) arrested or convicted for a cannabis related crime in Sacramento between the years 1980 and 2011; or is b) an immediate family member of an individual described in subsection a of Classification 1 or Classification 2.

Classification 2.

A current or former resident of the City of Sacramento who has lived in a low-income household for at least five (5) years, between the years of 1980 and 2011 in the

following zip codes: 95811, 95815, 95817, 95820, 95823, 95824, 95826, 95828, 95818, 95838 and 95832.

The 10 highest scoring applicants will be offered the opportunity to apply for a Storefront Cannabis Dispensary Permit.

Any SOQ that is non-responsive or received after the specified submission deadline will not be considered (Resolution No. 2020-0338, section 8)

There are four evaluation categories that make 100 points, namely:

- I. Introduction/Cover Letter
- II. Qualifications/Experience
- III. Reference Letter
- IV. Overall Presentation/Appearance of SOQ

A description of each category and the corresponding points are in the attached document.

All questions or inquiries regarding this RFQ should be submitted through the online questions page no later than January 29, 2021. Please note that all questions and answers can be viewed by everyone responding to this RFQ. **Please make sure not to include any personal or confidential information in your questions.**

FILES



Criteria_and_Scores_Table__Final_.pdf
82.4 KB

CONTACT EMAIL

cannabis@cityofsacramento.org

DEADLINE

Feb 19 at 11:59pm

In your local timezone (GMT -8)

QUESTIONS DUE

Jan 29 at 11:59pm

In your local timezone (GMT -8)

TIMELINE

RFQ Opens - 1/7/21

Questions - 1/7/21 - 1/29/21

RFQ Closes - 2/19/21

Evaluation Period - week of 2/22/21 - 3/15/21

Announcement of selected SOQs - End of March 2021

REMIND ME

Enter your email to receive a reminder before the deadline arrives.

Remind me

Cannabis Storefront Dispensary Permit RFQ

New response

Name *

Email *

Instructions

This form will automatically save your answers as you type into each field. If you entered your correct email address above, you may exit and resume your response at any time prior to the submission deadline.

If you are using the same computer and web browser (with cookies enabled), the system will remember you and allow you to resume your draft. If you are using a different computer or web browser, then the system will send a link to your email address above that will authenticate you prior to allowing you to resume your draft.

Have a question? Ask it here: <https://cityofsac.forms.fm/cannabis-storefront-dispensary-permit-rfq/questions>

Date of Birth *

MM

DD YYYY
/ /

Mailing Address *

Address

City

State

ZIP Code

Country

Daytime Phone Number *

Alternate Phone Number

Preferred Method of Contact *

Email

Mail

Phone

CORE Classification *

Classification 1

Classification 2

Classification 1.

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95811, 95815, 95817, 95820, 95823, 95824, 95826, 95828, 95818, 95838 and 95832.

I. INTRODUCTION/COVER LETTER. (THIS SECTION IS WORTH A MAXIMUM OF 10 POINTS)

Cover Letter - Max. score 10 pts..

Your signed cover letter must contain the following elements:

1. Information about you (Max. score 3 pts.)
2. Relevant information on how the war on drugs has impacted your status as a social equity applicant. (Max. score 4 pts.)
3. Your interest in a cannabis storefront dispensary, highlighting any relevant qualifications. (Max. score 3 pts.)

Cover Letter *

Upload a file

We'll accept .pdf

Letter may not exceed two (2) pages.

II. QUALIFICATIONS, EXPERIENCE, AND BUSINESS-READINESS TO SUCCESSFULLY OPERATE A STOREFRONT CANNABIS DISPENSARY IN THE CITY OF SACRAMENTO. (THIS SECTION IS WORTH A MAXIMUM OF 75 POINTS).

A. Background, Training and Education - Max. score 20 pts.

1. Résumé - Max. 3 pts. *

Upload a file

We'll accept .pdf

No more than 2 pages, 12-pt. font, single-spaced.

2. Discuss any professional experience including any relevant background in the areas of business management/administration, general leadership, accounting, inventory management, etc. - Max. score 5 pts. *

Enter up to 3000 characters.

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3. Discuss professional certifications, classes, trainings and workshops, including those offered by CORE facilitators, you have taken to be successful in the cannabis industry - Max. score 5 pts. *

Enter up to 1500 characters.

0

4. Describe any informal trainings and/or previous experience in the cannabis industry - Max. score 4 pts. *

Enter up to 1500 characters.

0

5. Provide examples of successful projects completed and your role in its/their success - Max. score 3 pts ...

Enter up to 1500 characters.

0

B. A business plan focused on a strategy for achieving success and sustainability and contains the components below - Max. score 55 pts.

1. Proposed business' mission statement - Max. score 4 pts *

Enter up to 500 characters.

0

2. Describe your proposed organizational structure and how you propose to maintain 51% ownership and profit-sharing over time. - Max. score 7 pts. *

Organizational chart (optional)

Upload a file

We'll accept .pdf

3. A detailed timeline from selection to opening - Max. score 8 pts. ...*

Upload a file

We'll accept .pdf

4. A detailed budget with a proposed funding strategy - Max. score 10 pts. ...*

Upload a file

We'll accept .pdf

Budget document should not exceed one (1) page.

5. An operational plan including how to successfully operate in the regulatory cannabis marketplace - Max. score 10 pts. ...*

Enter up to 7500 characters.

0

6. A workforce development plan, including recruitment and hiring strategies, staff development and retention plan- Max. score 6 pts. ...*

Enter up to 2000 characters.

0

7. A marketing plan which may include a description of how your storefront dispensary will be unique or different from others in order to attract and retain customers. Max. score 10 pts. *

Enter up to 3500 characters.

0

III. REFERENCE LETTER. (THIS SECTION IS WORTH 5 POINTS).

Professional reference letter - Max. score 5 pts. ...*

Upload a file

We'll accept .pdf

Please provide one (1) professional reference letter. Letter may not exceed a maximum of one (1) page.

IV. OVERALL PRESENTATION AND APPEARANCE OF ENTIRE SOQ. (THIS SECTION IS WORTH 10 POINTS.)

CERTIFICATIONS

- I certify that for 10 years, at least 51% of the ownership interest in the storefront cannabis dispensary will be held by one or more CORE Program participants in classifications 1 or 2 ...*
- I certify that for 10 years, the owner(s) of the dispensary who are CORE Program participants will receive at least 51% of the storefront cannabis dispensary's profits. ...*
- I certify under the penalty of perjury that all the information contained herein are true and verifiable ...*
- I have reviewed all the information provided above and hereby submit this response to the RFQ. ...*

Today's Date ...*

MM

DD YYYY
/ /

DEMOGRAPHIC SURVEY (OPTIONAL)

Completing this section is voluntary. If you choose to complete this section, please be assured that your responses will not be shared with the evaluators, nor will your answers affect your scores.

1. Gender *

- Male
- Female
- Gender Non-Conforming
- Decline to state
- Other

3. Race/Ethnicity

- White
- Black or African American
- Asian
- Middle Eastern or North African
- Native Hawaiian or Other Pacific Islander
- Decline to state
- Other

4. Income (Personal Annual Income)

- \$0-\$25,000
- \$25,001 - \$49,000
- \$49,001 - \$75,000
- \$75,001 and above
- Decline to state

5. Prior Convictions

- Yes
- No
- Decline to state

6. Veteran Status

- Yes (Veteran)
- No (Non-veteran)
- Decline to state

Please click the Preview button below and then the Submit button on the next page. The City cannot see your response unless you submit it on the next page. You will receive an email confirmation after successfully submitting your response.

