

**State of Maine
Master Score Sheet**

RFP# 202402046

Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

| Bidder Name: | | Dirigo Safety, LLC | Maine Executive Protection & Security | Tetra Growth Systems LLC d/b/a Canna Business Services |
|--|-------------------|--------------------|---------------------------------------|--|
| Proposed Cost: | | \$267,318 | \$196,000 | \$477,600 |
| Scoring Sections | Points Available | | | |
| Section I: Preliminary Information | Pass/Fail | Pass | Pass | Pass |
| Section II: Organization Qualifications and Experience | 45 | 45 | 22.5 | 27.5 |
| Section III: Proposed Services | 30 | 30 | 15 | 15 |
| Section IV: Cost Proposal | 25 | 18.3 | 25 | 10.3 |
| TOTAL | <u>100</u> | <u>93.3</u> | <u>62.5</u> | <u>52.8</u> |

Award Justification Statement
RFP# 202402046
Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

I. Summary

The State of Maine sought proposals for services to assist the State of Maine, Department of Administrative and Financial Services (“Department” or “DAFS”), Office of Cannabis Policy (“OCP”) with ensuring licensees and registrants are in compliance with State statutes and regulations.

II. Evaluation Process

Upon receipt of the RFP Evaluator Forms and the Agreement Disclosure Statements, the three proposals were shared with the three RFP evaluators:

- Vernon Malloch, Deputy Director of Operations
- Michael Field, Director of Compliance
- Mark Desjardin, Field Investigator Supervisor

Evaluators individually reviewed each proposal against the RFP and submitted individual notes to the RFP Coordinator.

A Team Consensus Meeting was held on April 30, 2024.

III. Qualifications & Experience

- Experience with State of Maine agencies, including Bureau of Highway Safety, Department of Health and Human Services/ Enforcement of Underage Drinking Laws (EUDL) grant, Office of Cannabis Policy, Maine Chiefs of Police Association.
- Relevant experience with compliance-based work.
- Experience in in-service law enforcement training and operating policy development and accreditation.
- Experience with evidence collection and chain of custody.
- Mattox has a long history of law enforcement, including investigations, drafting and execution of operating plans – which will be relevant to implementation, management, and monitoring.
- Experience with developing compliance teams, ensuring teams conduct inspections according to a protocol; providing training on that protocol; reporting on activities at specific times and in specific mediums; and maintaining required records to provide on demand, all while adhering to State law and following Department mandated directives. (Enforcement of Underage Drinking Laws.)
- Subcontracting with the Maine Sheriffs’ Association – who has direct experience with the cannabis compliance proposal – to perform the operations proponent. (Dirigo will conduct the training, reporting, record keeping requirements, and be responsible for the overall administration).

- Dirigo Safety, LLC has subcontracted with the Maine Sheriffs' Association (MSA) previously and has a working relationship.
- Projects:
 - i. EUDL: Administrative oversight to support recruitment of underage agents to perform retail compliance checks. Conduct over 1,500 retail compliance checks each contract year, throughout all 16 Maine counties. Wrote and created training for the most current EUDL detail and compliance check protocols.
 - ii. OCP's Cannabis Liaison Officer Training. Training presented to law enforcement officers covering the overview of cannabis law for both the regulated programs. Experience from teaching all over the state gives Dirigo Safety, LLC a unique perspective on current retail and medical cannabis issues. Well prepared to create the necessary SOPs.
 - iii. Maine Chiefs of Police Association. Policy development consultation business, including investigations, compliance checks, undercover buys, complaint follow ups, confidentiality, record keeping and reporting writing.

IV. Proposed Services

Staff:

- Will use MSA staff to engage in compliance checks. MSA already uses vetted, trained, and compensated staff for underage alcohol checks.
- Trainings by Dirigo Safety's well-educated staff re: cannabis industry; professional training organization.

Equipment:

- Any equipment needed will be provided.
- Will coordinate the purchase of mobile video systems with OCP. (Details provided in cost proposal.)
- Will provide voice activated audio / video recording device that is compatible with OCP systems. (Details provided in cost proposal.)

Training:

- Will utilize already developed cannabis trainings and incorporate SOPs on procedures for conducting compliance checks, mobile video systems, report writing requirements, evidence handling, chain of custody, timely report submission and emergency notification procedures related to unusual occurrences.
- Will create and implement an SOP on the procedures of administrative hearings and witness testimony, including evidence handling and chain of custody documentation using SOP development team and in-house attorneys.

Operational Plan for Compliance Checks:

- Will develop an operational plan incorporating the objectives of the contract, the guiding SOPs, and applicable statutes and regulations.

Compliance Checks:

- Fully addressed for both adult use retail stores, caregiver retail stores and dispensaries.

Reports:

- Written notification of the identified violation to OCP within one business day;
- Formal report to OCP containing at least the information requested in the RFP within five business days.
- Report template provided.

V. Cost Proposal

Dirigo Safety, LLC's cost proposal falls between the highest and the lowest cost proposals – and much closer to the lowest than the highest - \$267,318.

Lowest Bidder - \$196,000
Highest Bidder - \$477,600

VI. Conclusion

Based on their RFP proposal, Dirigo Safety, LLC is best suited to assist the Office of Cannabis Policy (“OCP”) with ensuring licensees and registrants are in compliance with State statutes and regulations. Dirigo Safety, LLC is familiar with state laws and regulations, the OCP and Maine geography.



**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES
OFFICE OF CANNABIS POLICY**

**Kirsten Figueroa
Commissioner**

**Janet T. Mills
Governor**

SAMPLE AWARD NOTIFICATION LETTER

May 13, 2024

Maine Executive Protection & Security
Adam Pelletier – Owner, CEO
250 Center Street STE 6 #1009
Auburn, ME, 04210-6313

SUBJECT: Notice of Conditional Contract Award under RFP # 202402046, Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

Dear Maine Executive Protection & Security:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- Dirigo Safety, LLC

The bidder listed above received the evaluation team's highest ranking. The Department will be contacting the aforementioned bidder soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

A handwritten signature in blue ink that reads "Tracy Jacques". The signature is written in a cursive style with a long, sweeping underline.

Tracy Jacques, Esq., Director of Special Projects
Office of Cannabis Policy
Maine Department of Administrative and Financial Services
#162 State House Station
Augusta, ME 04330-0162

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES
OFFICE OF CANNABIS POLICY**

**Kirsten Figueroa
Commissioner**

**Janet T. Mills
Governor**

SAMPLE AWARD NOTIFICATION LETTER

May 13, 2024

Tetra Growth Systems LLC d/b/a Canna Business Services
Marissa Cortes, General Manager
3022 S Morgan Point Rd, #186
Mount Pleasant, SC 29466

SUBJECT: Notice of Conditional Contract Award under RFP # 202402046, Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

Dear Canna Business Services:

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

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Tracy Jacques, Esq., Director of Special Projects
Office of Cannabis Policy
Maine Department of Administrative and Financial Services
#162 State House Station
Augusta, ME 04330-0162

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**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES
OFFICE OF CANNABIS POLICY**

**Janet T. Mills
Governor**

**Kirsten Figueroa
Commissioner**

SAMPLE AWARD NOTIFICATION LETTER

May 13, 2024

Dirigo Safety, LLC
Attn: Scot Mattox
95 Main St., Ste. 3
Auburn, ME 04210

SUBJECT: Notice of Conditional Contract Award under RFP # 202402046, Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

Dear Dirigo Safety, LLC:

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Tracy Jacques, Esq., Director of Special Projects
Office of Cannabis Policy
Maine Department of Administrative and Financial Services
#162 State House Station
Augusta, ME 04330-0162

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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Dirigo Safety, LLC

DATE: April 30, 2024

SUMMARY PAGE

Department Name: Department of Administrative and Financial Services

Name of RFP Coordinator: Tracy Jacques

Names of Evaluators: Vernon Malloch, Michael Field, Mark Desjardin

| <u>Pass/Fail Criteria</u> | <u>Pass</u> | <u>Fail</u> |
|--|--------------------------------|------------------------------|
| Section I. Preliminary Information (Eligibility) | X | |
| <u>Scoring Sections</u> | <u>Points Available</u> | <u>Points Awarded</u> |
| Section II. Organization Qualifications and Experience | 45 | 45 |
| Section III. Proposed Services | 30 | 30 |
| Section IV. Cost Proposal | 25 | 18.3 |
| <u>Total Points</u> | <u>100</u> | <u>93.3</u> |

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Dirigo Safety, LLC

DATE: April 30, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

| |
|------------------------------------|
| |
| Section I. Preliminary Information |

Evaluation Team Comments:

Appendix A (Proposal Cover Page) - Discussed and meets requirements

Appendix B (Debarment, Performance and Non-Collusion Certification) - Discussed and meets requirements

All required eligibility documentation stated in PART IV, Section I - Discussed and meets requirements

Resumes included: Scot Mattox (single-member of LLC); Hillary Martin (operations manager for Dirigo Safety, LLC); Mary-Anne LaMarre (subcontractor)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Dirigo Safety, LLC

DATE: April 30, 2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

| | <u>Points Available</u> | <u>Points Awarded</u> |
|--|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | 45 | 45 |

Evaluation Team Comments:

Base score of 22.5 for meeting organizational qualifications and experience; additional points provided for exceeding requirements.

I. Overview of the Organization

- Experience with State of Maine agencies, including Bureau of Highway Safety, Department of Health and Human Services/ Enforcement of Underage Drinking Laws (EUDL) grant, Office of Cannabis Policy, Maine Chiefs of Police Association.
 - i. Relevant experience with compliance-based work.
- Experience in in-service law enforcement training and operating policy development and accreditation.
 - i. Experience with evidence collection and chain of custody.
- Mattox has a long history of law enforcement, including investigations, drafting and execution of operating plans – which will be relevant to implementation, management, and monitoring.
- Experience with developing compliance teams, ensuring teams conduct inspections according to a protocol; providing training on that protocol; reporting on activities at specific times and in specific mediums; and maintaining required records to provide on demand, all while adhering to State law and following Department mandated directives. (Enforcement of Underage Drinking Laws.)
- Projects
 - i. EUDL: Administrative oversight to support recruitment of underage agents to perform retail compliance checks. Conduct over 1,500 retail compliance checks each contract year, throughout all 16 Maine counties. Wrote and created training for the most current EUDL detail and compliance check protocols.
 - ii. OCP’s Cannabis Liaison Officer Training. Training presented to law enforcement officers covering the overview of cannabis law for both the regulated programs. Experience from teaching all over the state gives Dirigo Safety, LLC a unique perspective on current retail and medical cannabis issues. Well prepared to create the necessary SOPs.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Dirigo Safety, LLC

DATE: April 30, 2024

1. Cannabis familiarity.
 - iii. Maine Chiefs of Police Association. Policy development consultation business, including investigations, compliance checks, undercover buys, complaint follow ups, confidentiality, record keeping and reporting writing.
- II. Subcontractors
 - Maine Sheriffs' Association – who has direct experience with the cannabis compliance proposal – to perform the operations proponent. (Dirigo will conduct the training, reporting, record keeping requirements, and be responsible for the overall administration).
 - Dirigo Safety, LLC has subcontracted with the Maine Sheriffs' Association (MSA) previously and has a working relationship.
- III. Organizational Chart
 - Discussed and meets requirements.
- IV. Litigation
 - None
- V. Licensure/Certification
 - N/A
- VI. Certificate of Insurance
 - Discussed and meets requirements.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Dirigo Safety, LLC

DATE: April 30, 2024

**EVALUATION OF SECTION III
Proposed Services**

| | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------|-------------------------|-----------------------|
| Section III. Proposed Services | 30 | 30 |

Evaluation Team Comments:

Base score of 15 for addressing proposed services; additional points provided for exceeding requirements.

Staff:

- Will use MSA staff to engage in compliance checks. MSA already uses vetted, trained, and compensated staff for underage alcohol checks.
- Trainings by Dirigo Safety's well educated staff re: cannabis industry; professional training organization.
- Concern: Fully operational date.

Equipment:

- Any equipment needed will be provided.
- Will coordinate the purchase of mobile video systems with OCP. (Details provided in cost proposal.)
- Will provide voice activated audio / video recording device that is compatible with OCP systems. (Details provided in cost proposal.)

Training:

- Will utilize already developed cannabis trainings and incorporate SOPs on procedures for conducting compliance checks, mobile video systems, report writing requirements, evidence handling, chain of custody, timely report submission and emergency notification procedures related to unusual occurrences.
- Will create and implement an SOP on the procedures of administrative hearings and witness testimony, including evidence handling and chain of custody documentation using SOP development team and in-house attorneys.

Operational Plan for Compliance Checks:

- Will develop an operational plan incorporating the objectives of the contract, the guiding SOPs, and applicable statutes and regulations.

Compliance Checks:

- Fully addressed for both adult use retail stores, caregiver retail stores and dispensaries.

Reports:

- Written notification of the identified violation to OCP within one business day;

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Dirigo Safety, LLC

DATE: April 30, 2024

- Formal report to OCP containing at least the information requested in the RFP within five business days.
- Report template provided.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Dirigo Safety, LLC

DATE: April 30, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

| Lowest Submitted Cost Proposal | , | Cost Proposal Being Scored | x | Score Weight | = | Score |
|-----------------------------------|---|-------------------------------|----------|------------------|----------|-------------|
| \$196,000 | , | \$267,318 | x | 25 points | = | 18.3 |

Evaluation Team Comments:

Noted approximately 50 compliance checks per month (exceeds requested amount).

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Maine Executive Protection & Security

DATE: April 30, 2024

SUMMARY PAGE

Department Name: Department of Administrative and Financial Services

Name of RFP Coordinator: Tracy Jacques

Names of Evaluators: Vernon Malloch, Michael Field, Mark Desjardin

| <u>Pass/Fail Criteria</u> | <u>Pass</u> | <u>Fail</u> |
|--|--------------------------------|------------------------------|
| Section I. Preliminary Information (Eligibility) | X | |
| <u>Scoring Sections</u> | <u>Points Available</u> | <u>Points Awarded</u> |
| Section II. Organization Qualifications and Experience | 45 | 22.5 |
| Section III. Proposed Services | 30 | 15 |
| Section IV. Cost Proposal | 25 | 25 |
| <u>Total Points</u> | <u>100</u> | <u>62.5</u> |

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Maine Executive Protection & Security

DATE: April 30, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

| |
|------------------------------------|
| |
| Section I. Preliminary Information |

Evaluation Team Comments:

Appendix A (Proposal Cover Page) - Discussed and meets requirements

Appendix B (Debarment, Performance and Non-Collusion Certification) - Discussed and meets requirements

All required eligibility documentation stated in PART IV, Section I - Discussed and meets requirements

Resumes included: Adam Pelletier (owner, operator) and Nevin Rand (owner, operator)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Maine Executive Protection & Security

DATE: April 30, 2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

| | <u>Points Available</u> | <u>Points Awarded</u> |
|--|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | 45 | 22.5 |

Base score of 22.5 for meeting organizational qualifications and experience; additional points provided for exceeding requirements.

Evaluation Team Comments:

- I. Overview of the Organization
 - Educational backgrounds.
 - Conducted various types of compliance-based checks, including covert video evidence of individuals suspected of fraud and infidelity.
 - Projects:
 - i. State of Maine – Maine Army National Guard.
 1. Details provided are not responsive to the RFP.
 - ii. Work experience. Licensed private investigators. Covert video surveillance and report writing. Conducted liquor licensing checks. Experience with handling narcotics/evidence and maintaining a chain of custody.
 1. No details provided.
 - iii. Woodland Pulp LLC.
 1. Details provided are not responsive to the RFP.
 - Limited compliance work.
 - Limited regulatory work.
- II. Subcontractors
 - None
- III. Organizational Chart
 - Not provided.
 - Co-owners of Maine Executive Protection & Security will oversee each compliance check, write and enforce SOPs, prepare written reports, and handle evidence collection and distribution.
 - Plan to hire two employees, under the age of 21.
- IV. Litigation
 - None
- V. Licensure/Certification
 - N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Maine Executive Protection & Security

DATE: April 30, 2024

- Contract Security Company;
- Licensed private investigators.

VI. Certificate of Insurance

- Discussed and meets requirements

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Maine Executive Protection & Security

DATE: April 30, 2024

**EVALUATION OF SECTION III
Proposed Services**

| | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------|-------------------------|-----------------------|
| Section III. Proposed Services | 30 | 15 |

Evaluation Team Comments:

Staff:

- Will recruit and train one to two individuals under the age of 21 to complete the compliance checks who will be accompanied by co-owners.
 - Unrealistic given number of stores and state geography.

Equipment

- Will provide all necessary vehicles and audio.
 - No mention of specifics, details or OCP approval.

Training

- Will develop a comprehensive training program.
 - No details or explanation provided.

Operational Plan for Compliance Checks

- Will develop.
 - No details or explanation provided.

Compliance Checks

- No mention of number of checks or how/when to be completed.

Reports

- Will report any identified violations to OCP and submit formal reports within the specified timeframe.
 - No detail on reports or format
 - No template provided

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Maine Executive Protection & Security

DATE: April 30, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

| Lowest Submitted Cost Proposal | , | Cost Proposal Being Scored | x | Score Weight | = | Score |
|-----------------------------------|---|-------------------------------|----------|------------------|----------|-----------|
| \$196,000 | , | \$196,000 | x | 25 points | = | 25 |

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Tetra Growth Systems LLC d/b/a Canna Business Services

DATE: April 30, 2024

SUMMARY PAGE

Department Name: Department of Administrative and Financial Services

Name of RFP Coordinator: Tracy Jacques

Names of Evaluators: Vernon Malloch, Michael Field, Mark Desjardin

| <u>Pass/Fail Criteria</u> | <u>Pass</u> | <u>Fail</u> |
|--|--------------------------------|------------------------------|
| Section I. Preliminary Information (Eligibility) | X | |
| <u>Scoring Sections</u> | <u>Points Available</u> | <u>Points Awarded</u> |
| Section II. Organization Qualifications and Experience | 45 | 27.5 |
| Section III. Proposed Services | 30 | 15 |
| Section IV. Cost Proposal | 25 | 10.3 |
| <u>Total Points</u> | <u>100</u> | <u>52.8</u> |

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Tetra Growth Systems LLC d/b/a Canna Business Services

DATE: April 30, 2024

**OVERVIEW OF SECTION I
Preliminary Information**

| |
|------------------------------------|
| |
| Section I. Preliminary Information |

Evaluation Team Comments:

Appendix A (Proposal Cover Page) - Discussed and meets requirements

Appendix B (Debarment, Performance and Non-Collusion Certification) - Discussed and meets requirements

All required eligibility documentation stated in PART IV, Section I - Discussed and meets requirements

Resumes included: Emily Seelman (chairman), Beth Buresh Panicucci (operations), Marissa Cortes (manager), Lauren Miranda (technical support), Abby Fisher (technical support), Maricela Breedlove (technical support), Erinn Promo (technical support)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Tetra Growth Systems LLC d/b/a Canna Business Services

DATE: April 30, 2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

| | <u>Points Available</u> | <u>Points Awarded</u> |
|--|-------------------------|-----------------------|
| Section II. Organization Qualifications and Experience | 45 | 27.5 |

Evaluation Team Comments:

- I. Overview of the Organization
 - Polished, professional organization.
 - Well-educated organization.
 - Experience with analytical research, data analysis, financial projections, application preparation, expertise in cannabis social equity programs, and regulatory research.
 - i. Cannabis consulting experience. Minimal regulatory compliance work.
 - Project management, buildout supervision, vendor acquisition, navigation of local and state permitting processes.
 - i. Compliance work from an industry side – not regulatory side.
 - Projects:
 - i. State of Washington. Support to participants seeking to enter into the social equity program, and once accepted, ongoing support.
 - ii. City of Long Beach, California. Consultation and business development services to social equity applicants. Data analysis and reporting.
 - iii. The Trep School. support and education to social equity applicants.
- II. Subcontractors
 - None
- III. Organizational Chart
 - Discussed and meets requirements.
 - Compliance Auditors to conduct on-site compliance checks for all licensed Adult Use Retail Stores, Caregiver Retail Stores, and Retail Dispensaries.
 - i. Two of the four provided live out of state
- IV. Litigation
 - None
- V. Licensure/Certification
 - N/A

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Tetra Growth Systems LLC d/b/a Canna Business Services

DATE: April 30, 2024

- Certificate of Minority Owned Business from the State of South Carolina's Small & Minority Business Contracting Certification.

VI. Certificate of Insurance

- Not provided
- Stated that they will obtain any required insurances.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Tetra Growth Systems LLC d/b/a Canna Business Services

DATE: April 30, 2024

**EVALUATION OF SECTION III
Proposed Services**

| | <u>Points Available</u> | <u>Points Awarded</u> |
|--------------------------------|-------------------------|-----------------------|
| Section III. Proposed Services | 30 | 15 |

Evaluation Team Comments:

Staff:

- Compliance Auditors will conduct on-site compliance checks for all licensed Adult Use Retail Stores, Caregiver Retail Stores, and Retail Dispensaries.
 - Two of the four auditors provided in the organizational chart reside out of state.
 - Also, proposal addresses hiring SOPs, which involve leveraging various recruitment channels, including online job boards. Unsure if aware of Maine’s geography and population.
- Will communicate via email, phone, and video conferencing.
 - All electronic? No mention of in-person meetings.

Equipment

- All equipment will be provided. Extensive partnerships with qualified vendors.
 - No mention of specifics, details or OCP approval.
- Team members doing compliance checks expected to use personal vehicle.

Training

- Develop and execute a comprehensive training program and adjacent SOPs, including chain of custody, document witness testimony, and evidence.
 - Chairman is an attorney but did not mention experience with developing SOPs.
- Will prepare a compliance report template and violation issuance template.
 - Did not provide template.
- No mention of SOP for evidence handling.
- No mention of how they will perform checks.
- Covers the basics but no detail provided.

Operational Plan for Compliance Checks

- Aim to complete compliance checks for approximately 490 stores and dispensaries in contract year 1, while keeping in mind the potential growth rate.
- Anticipates that approximately 100 follow-up compliance checks.
- Assessment of each location to strategically assign trained personnel to the designated stores and dispensaries within their pre-assigned region.
- Will utilize Monday.com project management platform in conjunction with Google Calendar.
 - OCP currently does not utilize Monday.com.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Tetra Growth Systems LLC d/b/a Canna Business Services

DATE: April 30, 2024

Reports

- Will utilize the compliance check report template.
 - Not provided
- Reports within 3-5 business days following each compliance check, regardless of violation or not.
- Will issue violation and notify the OCP in writing within 1 business day.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER: Tetra Growth Systems LLC d/b/a Canna Business Services

DATE: April 30, 2024

**EVALUATION OF SECTION IV
Cost Proposal**

| Lowest Submitted Cost Proposal | , | Cost Proposal Being Scored | x | Score Weight | = | Score |
|-----------------------------------|---|-------------------------------|----------|------------------|----------|-------------|
| \$196,000 | , | \$477,600 | x | 25 points | = | 10.3 |

Evaluation Team Comments:

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER NAME: Dirigo Safety LLC

DATE: April 29, 2024

EVALUATOR NAME: Vern Malloch

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

- I. Organization Qualifications and Experience
 - 1. Overview of Organization
 - Sole Member LLC
 - Principal listed along with resume.
 - Relevant experience in compliance-based work - since 2017 underage liquor compliance checks statewide via contract with DHHS
 - Cannabis familiarity via another contract with OCP to train LEO's
 - 2. Subcontractors
 - Maine Sheriffs Association exclusive contractor for this project.
 - Same format as being used for the DHHS underage drinking compliance program.
 - 3. Organizational Chart
 - 4. Etc.

- II. Proposed Services
 - 1. Services to be Provided
 - Compliance checks of med stores / Dispensaries and adult use stores.
 - Proposal is relatively detailed as to the composition of the checks and execution.
 - Develop operational plan with OCP to identify targets within 60 days of contract signing.
 - 2. Implementation – Work Plan
 - Anticipate being fully operational by July 1, 2025 (Q)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER NAME: Dirigo Safety LLC

DATE: April 29, 2024

EVALUATOR NAME: Vern Malloch

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

- Develop SOP and training for all staff before implementation. Detailed list of training areas and topics.
- Will coordinate purchase of recording equipment to ensure compatibility with OCP requirements.
- Report format lists minimum items to be detailed in the reports. Sample form provided.
- Reports submitted to OCP within five days.
- Violations reported to OCP within 1 day.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER NAME: Dirigo Safety, LLC

DATE: April 19, 2024

EVALUATOR NAME: Mike Field

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

- I. Introduction
 - a. P = Currently has several contracts with State of Maine and OCP
 - b. P = Administers current Enforcement of Underage Drinking Laws (EUDL)
 - c. P = Staffed well with employees and contractors

- II. Scope of Services
 - a. P = Currently oversees 1,500 checks annually with EUDL
 - b. P= Current written and training outline for compliance type work
 - c. I,P = Using past compliance contractor, Maine Sheriffs Association, administered by Mary-Anne LaMarre
 - d. P = Has current Standards of Operations for administrative hearings
 - e. P = Outlined detailed on how they would conduct compliance checks, including sample report template

- III. Key RFP Events
 - a. P = met all deadlines for RPF submission
 - b. P = met all requirements for RFP submission

- IV. Proposal Submission Requirements
 - a. P = Costs included
 - b. N = Not the lowest bid
 - c. P = Outlines detailed costs
 - d. P = Offers to remove Axon cameras program for another reasonable product to meet RFP requirements.

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #:202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis
Compliance Services

BIDDER NAME: Dirigo Safety

DATE: April 19, 2024

EVALUATOR NAME: Mark Desjardin

EVALUATOR DEPARTMENT: Department of Administrative and Financial
Services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- *Maine Based*
- *Regulatory experience*

II.

1. Subcontractors

- *Maine Sheriffs Association*
- *Previous experience*

2. Organizational Chart: Scott Maddox

III. Proposed Services

1. Services to be Provided

- *July 2025??*
- *Good description of how the work will be completed*
- *Report example*
- *50 checks per month*

2. Implementation – Work Plan

- *Very detailed breakdown of cost*

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER NAME: Maine Executive Protection & Security

DATE: April 29, 2024

EVALUATOR NAME: Vern Malloch

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Instructions: *The purpose of this form is to record proposal review notes written by individual evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- Principals listed.
- Very limited compliance work – mostly security and workers comp investigations – this is mentioned as compliance based (Q)
- Principals did some liquor compliance work as LEO's at Portland PD. Not enough information regarding the amount of work done and what the details consisted of specifically. (Q)

2. Subcontractors

- Will not use any.

3. Organizational Chart

- Two principals who will conduct all compliance checks.
- Two employees TBD under 21 years of age.

4. Etc.

II. Proposed Services

1. Services to be Provided

- Will perform compliance checks but no mention of the number of checks to be completed annually.
- Very little detail is provided regarding the compliance checks except that they will be recorded and evidence handled appropriately.
- Reports will be submitted within a specified timeframe, but no time frame is given and no details on what the reports will contain or the format.

2. Implementation – Work Plan

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER NAME: Maine Executive Protection & Security

DATE: April 29, 2024

EVALUATOR NAME: Vern Malloch

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

- Will develop a training program and SOPs.
- Will develop operational plans in collaboration with OCP to identify targets.
- Equipment (vehicles and recording devices) will be provided. No description of the recording equipment provided.
- Will need to hire one or two individuals under 21 years of age.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER NAME: Maine Executive Protection and Security

DATE: April 19, 2024

EVALUATOR NAME: Mike Field

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

- I. Introduction
 - a. P = experience former law enforcement, private investigators
 - b. P = some experience as compliance when law enforcement

- II. Scope of Services
 - a. N = Surveillance v. compliance outline and experience
 - b. N = Project one showed no compliance type experience
 - c. N = Scope of services was not outlined well
 - d. N = Security background only
 - e. N = both owners will do all the work and attempt to recruit minors for adult use compliance
 - f. N = Basically copied and pasted scope of services from RFP

- III. Key RFP Events
 - a. P = met all deadlines for RFP submission
 - b. P = met all requirements for RFP submission
 - c. N = Poor RFP submission

- IV. Proposal Submission Requirements
 - a. P = Costs included
 - b. N = Some confusion on understanding costs proposal with out years

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #:202402046

**RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis
Compliance Services**

BIDDER NAME: Maine Executive Protection & Security

DATE: April 19, 2024

EVALUATOR NAME: Mark Desjardin

**EVALUATOR DEPARTMENT: Department of Administrative and Financial
Services**

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Individual Evaluator Comments:

- I. Organization Qualifications and Experience
 1. Overview of Organization
 - Maine Based
 - Regulatory experience is minimal to none
 - It states experience but does not provide examples or confirmation
 - Not a lot of attention to detail
- II.
 1. Subcontractors
 - None
 2. Organizational Chart: Mr. Nevin & Mr. Pelletier
- III. Proposed Services
 1. Services to be Provided
 - Basic outline of services but no details
 - Not details to what reports will contain for information
 - No details on how evidence will be handled
 - No reference to SOP
 2. Implementation – Work Plan
 - Slightly confusing with number of checks per year as number for 2 years is the same.
 - No breakdown of time-line to when checks would be completed

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #:202402046

**RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis
Compliance Services**

BIDDER NAME: Maine Executive Protection & Security

DATE: April 19, 2024

EVALUATOR NAME: Mark Desjardin

**EVALUATOR DEPARTMENT: Department of Administrative and Financial
Services**

- No details on how funds will be spent

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER NAME: Canna Business Services

DATE: April 29, 2024

EVALUATOR NAME: Vern Malloch

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

Instructions: *The purpose of this form is to record proposal review notes written by **individual** evaluators for this Request for Proposals (RFP) process. It is **required** that each individual evaluator make notes for each proposal that he or she reviews. No numerical scoring should take place on these notes, as that is performed only during team consensus evaluation meetings. A separate form is available for team consensus evaluation notes and scoring. Once complete, please submit a copy of this document to your Department's RFP Coordinator or Lead Evaluator for this RFP.*

Individual Evaluator Comments:

I. Organization Qualifications and Experience

1. Overview of Organization

- The names of the principals, directors, officers, and managers are listed (P)
- Experience conducting compliance-based programs – social equity programs across several states.
- Experience with industry and government (I)

2. Subcontractors

- They will not use any subcontractors.
- Org Chart shows 4 compliance auditors but does not say where they are based, and it is not clear if they will do the compliance checks or oversee local operatives (Q)

3. Organizational Chart

4. Etc.

II. Proposed Services

1. Services to be Provided

- Annual check of each licensee (490)
- Follow up with estimated 100 licensees that have failed the initial check.
- Assignments scheduled 2-4 weeks prior.
- Reports completed and forwarded to OCP in 3-5 days.
- Notify OCP of violations in 1 day.

2. Implementation – Work Plan

- Launch meeting.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER NAME: Canna Business Services

DATE: April 29, 2024

EVALUATOR NAME: Vern Malloch

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

- Monthly check ins (one or two)
- Email and Zoom
- Recruit staff locally as needed.
- No description of audio-visual equipment to be used.
- Training of staff covers all the basics but is not detailed
- Will collaborate with OCP on training and reporting standards

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

BIDDER NAME: CANNA Business Services

DATE: April 19, 2024

EVALUATOR NAME: Mike Field

EVALUATOR DEPARTMENT: Department of Administrative and Financial Services

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Individual Evaluator Comments:

- I. Introduction
 - a. P = Very qualified in cannabis industry
 - b. N = Not experienced in compliance programs. Only high level
 - c. N= Not based in Maine. No specific plan on how they will do this in Maine. Only that they will hire within the state

- II. Scope of Services
 - a. N = How to do this from out of state
 - b. N = Communication will be done by phone, email, or video. No in person
 - c. I = Will use money.com as a project records management system
 - d. P = SOP's would be well done
 - e. P, I = will schedule in advance, 2-4 weeks

- III. Key RFP Events
 - a. P = met all deadlines for RPF submission
 - b. P = met all requirements for RFP submission

- IV. Proposal Submission Requirements
 - a. P = Costs included
 - b. N = Very high cost estimate
 - c. N = No breakdown on costs

STATE OF MAINE
INDIVIDUAL EVALUATION NOTES

RFP #:202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis
Compliance Services

BIDDER NAME: Canna Business Services

DATE: April 19, 2024

EVALUATOR NAME: Mark Desjardin

EVALUATOR DEPARTMENT: Department of Administrative and Financial
Services

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Individual Evaluator Comments:

- I. Organization Qualifications and Experience
 1. Overview of Organization
 - Cannabis Industry Consultant
 - Not experienced in regulatory programs
 - Experienced in social equity programs
 2. Subcontractors
 - None
 3. Organizational Chart:
 - Woman Owned and operated
 - Not based in Maine, no current Maine employees
- II. Proposed Services
 1. Services to be Provided
 - Compliance Manager to oversee RFP – No filed regulatory experience mentioned. Appears in-house compliance based.
 2. Implementation – Work Plan
 - 490 checks in 1 year, 100 follow-up
 - Does not really explain how work will be conducted



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance Services

I, Vernon Malloch, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.

Vernon Malloch

Signature

Date



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance
Services

I, Michael Field, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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Signature

4/16/2024

Date



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE
AND FINANCIAL SERVICES

Janet T. Mills
Governor

Kirsten LC Figueroa
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202402046

RFP TITLE: Maine Adult Use Cannabis and Medical Use of Cannabis Compliance
Services

I, Mark Desjardin, accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.


Signature

4-19-24
Date