



Washington State Liquor and Cannabis Board

Pre-Bid Conference

2024-02: Social Equity in Cannabis

July 15, 2024

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Washington State Liquor and Cannabis Board

Mission

Promote public safety, public health, and trust through fair administration, education, and enforcement of liquor, cannabis, tobacco, and vapor laws.



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Pre-Bid Administration

- Safety and comfort
- Teams webinar
- Washington's Electronic Business Solution ([WEBS](#))



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Disclaimer

- Bidders should only rely on written postings and amendments issued via WEBS. All other communications will be considered unofficial and non-binding on WSLCB. Should bidders rely on any other communication, they do so at their own risk and expense.



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Agenda

- Introductions
- Background/History
- Current bidding opportunity
- Additional resources



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Background

- 2012: Initiative 502 legalized recreational cannabis sales, mandated WSLCB to oversee the adult-use market
- 2020: Legislature created the Social Equity in Cannabis Program
 - To reduce barriers to entry to the cannabis industry for individuals and communities most adversely impacted by the enforcement of cannabis related laws
- ESSB 2870 enabled WSLCB to re-issue cannabis retailer licenses that were no longer in use, or to issue cannabis retailer licenses that were allowed but not previously issued by the Board pursuant to the new Social Equity in Cannabis Program
- 2023: Licensing began processing first round of applications



Procurement Scope

Social Equity in Cannabis License Application Project

- Arises from 2023 Senate Bill 5080
- Added 52 retailer licenses available for Social Equity applicants and added options for up to 100 processor and 10 producer licensees
- Third-party contractor is required to determine whether applicants meet the qualifications and score them using a rubric developed by WSLCB



Procurement Scope (continued)

- Contractor will conduct a fair, impartial application process for the award of cannabis retailer, producer, and processor licenses for the Social Equity in Cannabis Program
- Provide ongoing support during the applicant appeals process
- Opportunity to perform up to 3 phases of work under this RFP
 - This is still to be determined



Exhibit A-Preliminary Scope of Work

- Development, planning and implementation, including project kick-off planning and discovery
- Create an online application process, working with WSLCB's IT team
- Ongoing administrative activities
 - Provide translation services to applicants via electronically and/or by phone for whom English is not their primary language
- Review and evaluate application materials to determine applicant's eligibility
- Score eligible applicants using a scoring rubric provided by WSLCB
- Provide WSLCB with final results
- Administrative hearings
 - Provide declarations and hearing testimony through the appeals process



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Exhibit A-Preliminary Scope of Work

The Social Equity in Cannabis Program statutes are located at [RCW 69.50.335](#) and the Program's rules are defined in Washington Administrative Code (WAC) [WAC 314-55-570](#).

The WSLCB anticipates modifications to the WAC prior to performance of this project which will determine/govern the applicant review process.



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Minimum Qualifications

- Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Bidder (ASB).
- Bidders must be a United States (U.S.) Entity. If awarded Bidders use staff or subcontractors that are foreign entities or reside abroad, they still must comply with all U.S. and Washington State employment regulations and any specific requirements.



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Desirable Qualifications

1. Knowledge and experience in administering and evaluating grant, licensing, or other similar applications; or experience in administering complex surveys with reporting requirements; or other similar activities.
2. Adequate resources to perform the work described in the Scope of Work (SOW)
3. Project management experience.
4. Ability to configure Information Technology (IT) system as necessary for intake, processing, storage of files and documents that can interface with WSLCB System as described in the SOW.
5. Experience in implementing successful communications strategies.
6. Understanding of Cannabis Social Equity Washington State Laws and Rules.
7. Experience in services to diverse populations.
8. Ability to demonstrate an application intake and evaluation process that is empirical, fair, and impartial.



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Bid Evaluation Summary

Category	Maximum Points Possible
C.4 Technical Proposal	140 points
C.4.i. Project Approach/Methodology	20 points
C.4.ii Work Plan	20 points
C.4.iii Project Schedule	20 points
C.4.iv Deliverables	20 points
C.4.vi Technology Approach	20 points
C.4.viii Outcomes and Performance Measurement	20 points
C.4.ix Risks	20 points
C.5 Management Proposal	80 points
C.5.i Project Team Structure/Internal Controls	20 points
C.5.ii Project Management	20 points
C.5.iii Communications Approach	20 points
C.5.iv Experience of the Bidder/Staff	20 points
C.6 Cost Proposal	20 points
C.6.i Identification of Costs	20 points
Subtotal	240 points
Reference Checks (if determined necessary by WSLCB)	Pass/Fail
Oral Presentations (if determined necessary by WSLCB)	Pass/Fail
GRAND TOTAL FOR PROPOSAL	240 points



Additional Information

- Period of performance
 - Begin in or about October 2024 and end on or about June 30, 2026
 - WSLCB reserves the right to amend to extend the contract for 4 additional contract years through 2027, 2028, 2029 and 2030
- Funding
 - Not to exceed \$500,000 per year for this project
 - Proposals more than this amount will be rejected as non-responsive and will not be evaluated
 - Exact financial terms will be determined during contract negotiation



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How to Submit a Bid

- Review all solicitation and contract terms
- Submit a bid before the due date and time
- Email bid submittals to: lcb bids@lcb.wa.gov.
- Provide all completed Exhibits:
 - Letter of Submittal (1 page)
 - Exhibit D-Contract Intake Form
 - Exhibit E-Certifications and Assurances
 - Exhibit F-Business Enterprise Certification
 - Exhibit G-Qualification Affirmations
 - Technical, Management and Cost Proposal



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Question and Answer Period

- Bidders are encouraged to ask questions
- Q&A are posted in WEBS
- Some Q&A may lead to solicitation amendments



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Timeline and Next Steps

Q & A Period Ends

July 31, 2024, 3:00 p.m. Pacific Standard Time

Bid Deadline

August 7, 2024, 3:00 p.m. Pacific Standard Time

Apparent Successful
Bidder (ASB)

September 11, 2024

Contract Award

Estimated October 4, 2024



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Complaints/Debriefs/Protests

- **Complaints**
 - Complaint period ends 5 business days before the bid due date.
- **Debrief Conferences**
 - Bidders have 3 business days to request a Debrief Conference after announcement of Apparent Successful Bidder(s).
- **Protests**
 - Must have participated in debrief conference
 - Bidders may protest the award **only** for three reasons:
 - Bias, discrimination, or conflict of interest of an evaluator;
 - Error in computing evaluation scores; or
 - Non-compliance with any procedures described in the Competitive Solicitation.



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Additional Resources

- [Washington Electronic Business Solution \(WEBS\)](#)
- [Statewide Payee Desk](#)
- [APEX \(formally known as Procurement Technical Assistance Center \(PTAC\)\)](#)
- [Washington State Office of Minority & Women's Business Enterprises \(OMWBE\)](#)
- [Washington Department of Veterans Affairs](#)
- [Washington Department of Revenue](#)
- [Washington Secretary of State](#)



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Thank You!