
MEMORANDUM

TO: Cannabis Control Commission

FROM: Shawn Collins, Executive Director

SUBJECT: Investigative Services Procurement

DATE: April 3, 2018

CC:

The purpose of this memorandum is to outline the process the Cannabis Control Commission (Commission) has employed to procure an investigative services vendor. The procurement management team (PMT) invested several hours reviewing and evaluating each response and interviewing bidders.

This recommendation reflects their hard work and input.

PROCESS & TIMELINE

DATE	TASK
March 1, 2018	Request for Responses Posted
March 8, 2018	Written Inquiries/Questions Due
March 16, 2018	Commission Response to Inquiries
March 19, 2018	Bidder Proposals Due
March 26-30, 2018	Vendor Interviews
April 3, 2018	PMT recommendation to Commission

The procurement process began with the Commission's authorization of the request for proposals (RFP) on February 13, 2018. The RFP was then prepared and posted to the Commission's web site, as well as on COMMBUYS.

The RFP garnered 7 complete responses. Once compiled, the PMT, which consisted of 5 members, convened and evaluated each response. The original pool of 7 was reduced to 3 submissions to proceed to the interview phase.

Interviews and demonstrations were held at in the Commission's offices during the week of March 26th.

RECOMMENDATION

Based on deliberation conducted on March 30, 2018 the PMT recommends that negotiations commence with investigative services bidder Creative Services, Inc. (CSI).

The PMT interviewed 3 potential investigative services vendors and was confident that each entity would be capable of success. However, there were certain distinguishing factors that led to the PMT unanimously recommending CSI. Those were:

- CSI is a Massachusetts-based company, headquartered in Mansfield, MA;
- CSI is currently a vendor for the Department of Public Health and the Medical Use of Marijuana Program, providing their investigative services and background checks;
- Consequently, CSI has relevant and local experience with cannabis licensing and regulatory structures, and has conducted several thousand related background checks on individuals, and entities;
- CSI is well-equipped to advise the Commission on the background check process, especially as it pertains to license applicants, as we continue to build our staff, and our procedures; and
- CSI provided the Commission with competitive pricing models.

As indicated, CSI is currently contracted with the Department of Public Health and the Medical Use of Marijuana Program. They have been since the inception of that program. As we continue to develop our team as well as our protocols, that insight will be particularly valuable.

Finally, although subject to any final negotiation and Commission approval, the pricing provided by CSI was competitive in comparison to other responses.

CONCLUSION & NEXT STEPS

Based on the information above, and after many hours of review and deliberation, the PMT makes the unanimous recommendation to begin contract negotiations with CSI for investigative services. This recommendation does not conclude the procurement process, but instead advances it to the final stage. Any final award is subject to successful contract negotiations, and any final contract would require the approval of the Commission.

Finally, it is important to note that this recommendation is the product of a team effort. The Commission is grateful to the PMT for investing the energy necessary to generate this timely recommendation.