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## MEMORANDUM

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**TO:** Cannabis Control Commission

**FROM:** Shawn Collins, Executive Director

**SUBJECT:** Office Space RFPs

**DATE:** April 3, 2018

**CC:**

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The purpose of this memorandum is to outline the process the Cannabis Control Commission (Commission) will take to secure long-term office space. Throughout the procurement, the Commission will be supported, and in some cases led, by the Division of Capital Asset Management and Maintenance (DCAMM).

In order to secure office space, the Commission will need to approve the issuance of a Request for Proposals (RFP). This RFP will be drafted and prepared by DCAMM.

At this time, I would recommend that the Commission approve the issuance of two RFPs. The first would seek office space for the Commission's main headquarters. The second would seek space for a satellite office.

### PROCESS & TIMELINE

Once released, an RFP will need to be published in the Central Register, on CommBUYS, as well as in various newspapers. The procurement is typically published for a period of 6 weeks.

Once responses are received, DCAMM completes an initial review for completeness and responsiveness. After an initial review, Commission staff will accompany DCAMM on site visits, typically over a 2-week period. The amount of visits is typically dependent upon the volume of responses.

After site visits, Commission staff will consult with DCAMM and evaluate remaining proposals. At this point, a recommendation will be made to the Commission for selection of a proposal and DCAMM will commence lease negotiations.

### RECOMMENDATION

In order to proceed with the issuance of RFPs, there are several decisions that the Commission will need to make. In seeking your approval to issue the RFPs, I also make the following recommendations:

Issue/Question	Headquarters	Satellite
<b>Search Area</b>	Worcester	¼ mile radius to rapid transit stop (Metro Boston)
<b>Square Footage</b>	13,100	5,000
<b>Lease Term</b>	10 years	10 years
<b>Desired Occupancy Date</b>	May 2019	May 2019

Incorporated into the square footage of each location is adequate space to house Commission personnel (including swing space for staff who may work at times in both locations), as well as conference room or meeting space. The head counts used to generate the relevant square footage for each location also anticipates the migration of the Medical Use of Marijuana Program from the Department of Public Health. Finally, it is expected that the headquarters will include adequate space for the Commission’s ongoing public meetings.

## CONCLUSION & NEXT STEPS

The Commission’s current office space affords a maximum of 4,000 square feet. The lease runs through May 2019. It is therefore necessary that we get underway with procuring a long-term headquarters, with sufficient space to accommodate a larger staff, as soon as possible. Further, if the Commission agrees to relocate a significant portion of operations to Worcester, it will be important to maintain some operations in the Metro Boston area.

Therefore, I seek the Commission’s approval to issue two separate RFPs for the its headquarters and satellite offices. I also ask that the Commission approve the decision points reference above, which will be incorporated into each respective RFP.