
**Cannabis Control Commission
Memorandum**

TO: Cannabis Control Commission

FROM: Shawn Collins, Executive Director

SUBJECT: Business Intelligence and Open Data Initiatives

DATE: September 6, 2018

The purpose of this memorandum is to outline the process the Cannabis Control Commission (Commission) has employed to procure an Open Data Solution and make recommendations to begin contract negotiations.

Recognizing the deadlines that the Commission faces to have systems configured, deployed, and operational, this procurement process has been intentionally aggressive. While the procurement timeline may be condensed, the process has at all times remained fair, open, and competitive. The procurement management team (PMT) invested many hours reviewing and evaluating each response and attending demonstrations where appropriate.

This recommendation reflects their hard work and input.

PROCESS & TIMELINE

DATE	TASK
July 18, 2018	Procurement kick-off
July 27, 2018	Deadline for Inquiries from Bidders
July 31, 2018	Responses Posted to Bidder Inquiries
August 6, 2018	Bidders' Proposals and Forms Due
August 15-17, 2018	Vendors Notified Regarding Demonstrations (Optional)
August 20-21, 2018	Vendor Demonstrations
September 6, 2018	PMT recommendation to Commission

The procurement process began with the Commission's approval of the request for proposals (RFP) on July 12, 2018. The RFP was then posted to the Commission's website, as well as on COMMBUYS on July 18, 2018.

The RFP garnered 5 total responses. Some vendors submitted for consultative efforts, and others proposed solutions for both Open Data and Business Intelligence combined. Once compiled, the PMT, which consisted of seven members, convened and evaluated each response. The evaluation consisted of reviewing for application completeness, strategy and ability to meet timelines, prior experience, supplier diversity, and cost. The original pool of five was reduced to one submission to proceed to the demonstration phase.

The demonstration was held on August 20, 2018. Leading up to the selection, though, vendors had the ability to engage in frequent (almost daily) calls or correspondence with the Commission in order to answer questions and conduct both security and accessibility reviews. All seven PMT members attended the demonstration.

Open Data and Business Intelligence

Based on deliberation conducted on August 20, 2018 the PMT recommends that negotiations commence with the Open Data and Business Intelligence candidate Socrata, Inc., based in Seattle, Washington.

The PMT evaluated all RFR respondents and was confident that each vendor would be capable of a successful rollout. However, certain distinguishing factors led to the PMT unanimously recommending Socrata, Inc. Those factors are:

- Functionality of reporting on and exporting relevant data;
- Ability to meet complex timelines;
- Security model indicated as FedRamp moderate and controls in compliance with NIST 800-53;
- Proposed engagement model;
- References and previous implementation of *CTHRU* for the Comptroller of the Commonwealth; and
- Familiarity with the industry based on their open data dashboard reporting for the Washington State Liquor and Cannabis Board (<https://data.lcb.wa.gov/stories/s/WSLCB-Marijuana-Dashboard/hbnp-ia6v/>)

As indicated, Socrata, Inc. is also the vendor responsible for the Open Data solution for the Office of the Comptroller for the Commonwealth of Massachusetts. Having a relationship with and access to a vendor already familiar with the Commonwealth as well as the nature of the Commission will be particularly valuable.

The PMT is confident that Socrata, Inc. is well-equipped to deploy their product quickly,

allowing the Commission to develop robust Key Performance Indicators as well as publish actionable public data. Success will also require involvement, input, and oversight from Commission staff as well as the Commission's licensing and seed-to-sale vendors throughout the implementation process.

Finally, although subject to any final negotiation and Commission approval, the cost estimates provided by Socrata, Inc. fit within the Commission's allocated budget.

CONCLUSION & NEXT STEPS

Based on the information above, and after thorough review and deliberation, the PMT makes the unanimous recommendation to begin contract negotiations with Socrata, Inc. for a Business Intelligence and Open data solution.

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 for the support of the Office of the Comptroller, the Executive Office of Technology Services and Security, and Commission staff, during this procurement process.