



89 Main Street, Montpelier, VT 05620-7001 | [ccb.vermont.gov](http://ccb.vermont.gov)

## REQUEST FOR PROPOSAL

### PROJECT TITLE:

Bidder Conference:

Date/Time:

Location:

Issue Date:

Questions Due:

RFP Responses Due by:

### STATE POINT OF CONTACT INFORMATION

Name:

Title:

Email:

Phone #:

### OVERVIEW

Scope and Background: Through this Request for Proposal (RFP) the Cannabis Control Board is seeking to establish contracts with one or more companies that can provide:

Contract Period: The State anticipates the start date will be:

The State anticipates the completion date will be:

Single Point of Contact: All communications concerning this RFP are to be addressed in writing to the State Contact listed above. Actual or attempted contact with any other individual from the State concerning this RFP is strictly prohibited and may result in disqualification.

Questions and Answers: Any bidder requiring clarification of any section of this RFP or wishing to comment on any requirement of the RFP must submit specific questions in writing no later than the deadline for question indicated on the first page of this RFP. Questions may be emailed to the point of contact listed above. Questions or comments not raised in writing on or before the last day of the question period are thereafter waived. At the close of the question period a copy of all questions or comments and the State's response will be provided to bidders as soon as possible after the question period ends, contingent on the number and complexity of the questions.

Changes to this RFP: Any modifications to this RFP will be made in writing by the State through the issuance of an Addendum to this RFP. Modifications from any other source are not to be considered.



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### GENERAL REQUIREMENTS

**Pricing:** Bidders must price the terms of this solicitation at their best pricing. Any and all costs that the Bidder wishes the State to consider must be submitted for consideration. If applicable, all equipment pricing to include F.O.B. delivery to the ordering facility. No request for extra delivery cost will be honored. Prices and/or rates shall remain firm for the initial term of the contract. The pricing policy submitted by Bidder must

- (i) Be clearly structured, accountable, and auditable.
- (ii) Cover the full spectrum of materials and/or services required.

**Statement of Rights:** The State shall have the authority to evaluate responses and select the Bidder(s) as may be determined to be in the best interest of the State and consistent with the goals and performance requirements outlined in this RFP. The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Failure of bidder to respond to a request for additional information or clarification could result in rejection of that bidder's proposal. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions. The State also reserves the right to make purchases outside of awarded contracts where it is deemed in the best interest of the State.

**Executive Order: Climate Change Considerations for Procurements:** For bid amounts exceeding \$25,000.00 Bidders are requested to complete the Climate Change Considerations in State Procurement Certification, which is included in the Certificate of Compliance for this RFP. After consideration of all relevant factors, a bidder that demonstrates business practices that promote clean energy and address climate change as identified in the Certification, shall be given favorable consideration in the competitive bidding process. Such favorable consideration shall be consistent with and not supersede any preference given to resident bidders of the State and/or products raised or manufactured in the State, as explained in the Method of Award section. But, such favorable consideration shall not be employed if prohibited by law or other relevant authority or agreement.

**Method of Award:** Awards will be made in the best interest of the State. The State may award one or more contracts and reserves the right to make additional awards to other compliant bidders at any time if such award is deemed to be in the best interest of the State. All other considerations being equal, preference will be given first to resident bidders of the state and/or to products raised or manufactured in the state, and then to bidders who have practices that promote clean energy and address climate change, as identified in the applicable Certificate of Compliance.

**Evaluation Criteria:** Consideration shall be given to the Bidder's project approach and methodology, qualifications and experience, ability to provide the services within the defined timeline, cost, and/or success in completing similar projects, as applicable, and to the extent specified below.



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Contract Negotiation: Upon completion of the evaluation process, the State may select one or more bidders with which to negotiate a contract, based on the evaluation findings and other criteria deemed relevant for ensuring that the decision made is in the best interest of the State. In the event State is not successful in negotiating a contract with a selected bidder, the State reserves the option of negotiating with another bidder, or to end the proposal process entirely.

Cost of Preparation: Bidder shall be solely responsible for all expenses incurred in the preparation of a response to this RFP and shall be responsible for all expenses associated with any presentations or demonstrations associated with this request and/or any proposals made.

Contract Terms: The selected bidder(s) will be expected to sign a contract with the State, including the Standard Contract Form and Attachment C as attached to this RFP for reference. The contract will obligate the bidder to provide the services and/or products identified in its bid, at the prices listed.

Business Registration: To be awarded a contract by the State of Vermont a bidder (except an individual doing business in his/her own name) must be registered with the Vermont Secretary of State's office <https://sos.vermont.gov/corporations/registration/> and must obtain a Contractor's Business Account Number issued by the Vermont Department of Taxes <http://tax.vermont.gov/>

Insurance Requirements: Vermont State Insurance Specifications are included as an attachment to this RFP for reference. (The insurance requirements are accessible via a link in Attachment C in the Standard Form Agreement but are provided here for convenience) The selected bidder(s) will be expected to provide coverage as outlined in this document. **If applicable to the performance of this work, bidder(s) may be required to carry coverage as outlined in Vermont State Insurance Specifications, item 6, item 9 and item 10.**

Content and Format of Responses: The content and format requirements listed below are the minimum requirements for State evaluation. These requirements are not intended to limit the content of a Bidder's proposal. Bidders may include additional information or offer alternative solutions for the State's consideration. However, the State discourages overly lengthy and costly proposals, and Bidders are advised to include only such information in their response as may be relevant to the requirements of this solicitation.

Unsolicited Bidder-Confidential Information Prohibited: Bidders are hereby expressly directed not to include any confidential information in their proposal submissions, except as specifically permitted below, and so marked. By submitting a proposal in response to this RFP, bidders acknowledge and agree to abide by the terms and conditions outlined in this document, including the prohibition on submitting confidential information. This prohibition reduces the burden on the State while preventing bidder-confidential information from entering the public record.

Disclosure Under Public Records Act: All information received by the State in response to this RFP will become part of the contract file and subject to Vermont public records law. Responses by any bidder may become available to the public once a contract has been executed or otherwise following conclusion of this procurement process, in accordance with the State's Public Records Act, 1 V.S.A. § 315 et seq., or the State may choose to publicly post them.

State Not Responsible for Disclosure of Unmarked Bidder-Confidential Information: It is the sole responsibility of the bidder to ensure that, other than where specifically directed or permitted by this RFP and accordingly marked as described below, no information that should not be publicly disclosed is included in their proposal materials, including any 1) trade secrets or intellectual property, 2) proprietary financial or

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business information, 3) personal information, or 4) any other information that should not be disclosed to the public. For example, bidders should avoid including specific details of their proprietary technologies or methodologies that they consider confidential, and any references to previous client engagements should be presented in a manner that does not disclose the client's confidential information.

References: Provide the names, addresses, and phone numbers of at least three companies with whom you have transacted similar business in the last 12 months. You must include contact names who can talk knowledgeably about performance \*\*\*References optional

Price Schedule: Bidders shall submit their pricing information in the Price Schedule attached to this RFP.

Certificate of Compliance: This form must be completed and submitted as part of the response for the proposal to be considered valid.

Submission Instructions:

- (i) Bids must be received by the State by the due date specified on the front page of this RFP. Late bids will not be considered.
- (ii) The State may, for cause, issue an addendum to change the date and/or time when bids are due. If a change is made, the State will inform all bidders by posting at the webpage indicated on the front page of this RFP
- (iii) Electronic bids will be accepted and is the preferred method of submission. Email bids to the email address located on page 1, State Point of Contact section.
- (iv) Mail or Express Delivery or Hand Delivery is also acceptable. All paper format bids must be addressed to the State of Vermont, Cannabis Control Board, 89 Main Street, Montpelier, VT 05620.

Attachments:

- (i) Executive Order 05-16: Climate Change
- (ii) Executive Order 02-22: Solidarity with the Ukrainian People
- (iii) Sample Standard Form Agreement (for reference only no action required)
- (iv) Attachment C: Standard State Provisions for Contracts and Grants revised October 1, 2024
- (v) Vermont State Insurance Specifications

Specifications:

- (i) Statement of Work
- (ii) Performance Requirements
- (iii) Expectations regarding location, schedule, deadlines and deliverables and/or milestones, if applicable.

Specifications continued...





**References**

Brief Project Description:

Company Name:

Contact Name:

Phone #:

Email:

Brief Project Description:

Company Name:

Contact Name:

Phone #:

Email:

Brief Project Description:

Company Name:

Contact Name:

Phone #:

Email:

**Acknowledgements**

- (i) The undersigned acknowledges the following:
  - a. Basis of award shall be as specified in the “general requirements section of the RFP”.
  - b. To hold their bid open for sixty (60) days after the day the bid is due.
  - c. To accept the provisions of the overview and general requirements.
  - d. To enter and execute a contract, if awarded on the basis of this proposal.
  - e. To accomplish the work, In accordance with the bid documents.
  
- (ii) Acknowledge receipt of the following Addenda:
  - a. Addendum No:                      Dated:
  - b. Addendum No:                      Dated:
  - c. Addendum No:                      Dated:

**Bidder Information**

Company Name:

Company Address:

**Primary point of contact for contracts arising from this proposal**

Contact Name

Telephone #:

Email Address:

eSignature:

Date:



**D. Executive Order 05 – 16: Climate Change Considerations in State Procurements Certification**

**Bidder certifies to the following (Bidder may attach any desired explanation or substantiation. Please also note that Bidder may be asked to provide documentation for any applicable claims):**

1. Bidder owns, leases or utilizes, for business purposes, space that has received:
- Energy Star® Certification
  - LEED®, Green Globes®, or Living Buildings Challenge<sup>SM</sup> Certification
  - Other internationally recognized building certification:
- 

2. Bidder has received incentives or rebates from an Energy Efficiency Utility or Energy Efficiency Program in the last five years for energy efficient improvements made at bidder's place of business. Please explain:
- 

3. Please Check all that apply:
- Bidder can claim on-site renewable power or anaerobic-digester power ("cow-power"). Or bidder consumes renewable electricity through voluntary purchase or offset, provided no such claimed power can be double-claimed by another party.
  - Bidder uses renewable biomass or bio-fuel for the purposes of thermal (heat) energy at its place of business.
  - Bidder's heating system has modern, high-efficiency units (boilers, furnaces, stoves, etc.), having reduced emissions of particulate matter and other air pollutants.
  - Bidder tracks its energy consumption and harmful greenhouse gas emissions. What tool is used to do this? \_\_\_\_\_
  - Bidder promotes the use of plug-in electric vehicles by providing electric vehicle charging, electric fleet vehicles, preferred parking, designated parking, purchase or lease incentives, etc..
  - Bidder offers employees an option for a fossil fuel divestment retirement account.
  - Bidder offers products or services that reduce waste, conserve water, or promote energy efficiency and conservation. Please explain:
- 
- 

4. Please list any additional practices that promote clean energy and take action to address climate change:
- 
- 
-

**E. Executive Order 02 – 22: Solidarity with the Ukrainian People**

- By checking this box, Bidder certifies that none of the goods, products, or materials offered in response to this solicitation are Russian-sourced goods or produced by Russian entities. If Bidder is unable to check the box, it shall indicate in the table below which of the applicable offerings are Russian-sourced goods and/or which are produced by Russian entities.

An additional column is provided for any note or comment that you may have.

Provided Equipment or Product	Note or Comment

Bidder Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

\_\_\_\_\_  
E-Mail: \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_  
Signature of Bidder (or Representative) (Type or Print)

**END OF CERTIFICATE OF COMPLIANCE**