



December 7, 2023

Commercial Cannabis Business – Dispensary Request for Proposals

Addendum/Clarification No. 1

The following amendment is hereby incorporated into the Commercial Cannabis Business – Dispensary RFP and shall become part of the specifications for the Overview of the Application Process and Fee Structure in the Phase I – Background Section for the Commercial Cannabis Business – Dispensary Request for Proposals.

Amendment:

1. *Overview of the Application Process and Fee Structure – Phase I – Background Section:*

- The Lindsay Public Safety Department, located at 185 N Gale Hill Ave., Lindsay, CA 93247, does not currently have FBI level service for Cannabis Licensees as part of Live Scan Transactions and is not expected to have the service granted prior to the final selection announcement. For additional details pertaining to this amendment, please see the document attached herein.

This completes the items included in this Addendum No.1 for the City of Lindsay, Commercial Cannabis Business – Dispensary Request for Proposals. This Addendum shall be signed and submitted with the Request for Proposal application package.

Applicant

Date

Overview of the Application Process and Fee Structure

The application process is structured with three phases, outlined below. The non-refundable application processing fees associated with each step of the process are outlined following the description of each phase. Fees for Phases I and II are due at the time of application submittal on December 11, 2023, at 3:00 PM. Fees for Phase III shall be required only for those applicants who advance beyond Phase II.

Phase I – Background

Phase I requires each applicant to complete the Phase I background materials, which includes the attached live scan form and commercial cannabis employee permit application, as well as an indemnification agreement to hold harmless the City of Lindsay. Each applicant will be required to submit to a criminal background investigation. Fingerprints and Photograph shall be required from each applicant as part of this process.

All applicants must pass the background investigation in order to proceed forward to Phase II. Once applications are received, applicants will be contacted to schedule a time to conduct the live scan. ~~at the Lindsay Public Safety Department. Live scans must be conducted in person at the Lindsay Public Safety Department located at 185 N. Gale Hill Ave., Lindsay, CA 93247.~~ **NOTE: The Lindsay Public Safety Department, located at 185 N Gale Hill Ave., Lindsay, CA 93247, does not currently have FBI level service for Cannabis Licensees as part of Live Scan Transactions and is not expected to have the service granted prior to the final selection announcement. Applicants will be required to undergo a background investigation service and badge production with the City of Lindsay's contracted background agency to proceed forward to Phase II. Final selection applicants will be permitted to proceed with employment under this provision with the understanding that once the City of Lindsay has been granted FBI service, any and all applicants will need to undergo a Live Scan Service, which may result in disqualification from continued employment.**

Phase I Fees: \$500 non-refundable application fee for **each applicant** payable to the "City of Lindsay."

Phase II – Overview

All applicants that successfully pass the Phase I criminal background investigation will advance to the second phase of the application process, which will include the Public Safety Director's review of the completed Commercial Cannabis Retail dispensary Regulatory Permit Application in addition to the narrative descriptions of the (1) proposed business plan summary and budgets, (2) site location and development plan, (3) proof of capitalization, (4) management team, (5) proof of existing successful retail cannabis dispensary operation, (6) summary of security practices, and (7) community benefits.

All application materials will be objectively scored and ranked according to the application requirements outlined below.

Phase II Fees: \$2,500 non-refundable application fee due at time of initial application submittal, payable in one check to the "City of Lindsay". If Background check is not cleared and applicant withdraws their application, the \$2,500 application fee will not be refunded.