

PURPOSE FOR RFP

This request for proposals (RFP), notice is hereby given that Curaleaf Holdings, LLC is seeking a firm to design and develop a Carbon Neutrality and Recycling Action Plan.

2. This RFP provides complete information on the services being sought, the submittal requirements, and timeline. Copies of the RFP may be downloaded directly from this site:

<http://curaleaf.com>

Interested firms may submit proposals meeting the requirements defined in the RFP to:

Amanda Bielski and Jed McWhorter

Phone: 781-451-0315

Email: Amanda.bielski@curaleaf.com

3. Proposals must be received by 5:00 p.m. November 22, 2021

To ensure receipt of any addenda to the RFP, please contact the person listed above to register as an interested firm.

4. Any questions regarding this RFP must be received in writing prior to 10/29/2021 by 5:00 p.m. Questions received after this date may not receive responses. Questions should be directed to Amanda Bielski. All written questions will be answered in an addendum emailed to interested firms.

5. Questions received after this date will not receive a response or be the subject of addenda. Firms who are registered as interested firms will receive the addendum via email.

B. BACKGROUND AND SCOPE OF SERVICES

Background for the Carbon Neutrality and Renewable Energy Action Plan

In April of 2021, Curaleaf created an environmental sustainability taskforce to work with an external environmental consulting group to conduct a companywide assessment of the organization's current carbon footprint and make recommendations to consider in phase 2 of setting a carbon neutrality goal and executable plan. This request for proposal is the continuation of the commitment to carbon neutrality.

In July 2021, Curaleaf's environmental sustainability taskforce accepted the final report from a vendor and created a plan to secure a new vendor for phase 2 to further advance the company's goal to create a pathway to carbon neutrality in the next 5 years.

This RFP engagement will result in a Carbon Neutrality and Recyclable Action Plan for Curaleaf Holdings, LLC.

Cannabis cultivation methods have an unavoidable influence on the environment in different degrees. Outdoor cultivation is the traditional and original method of cannabis cultivation. Although with low costs, it is subject to weather and natural resources. Improper soil and water resources management and pest control may induce critical environmental issues. On the contrary, indoor cultivation (including greenhouse cultivation) enables full control over all aspects of the plants, such as light and temperature, but is constrained by higher costs, energy demand, and associated environmental implications. Reducing the global environmental impact of agriculture is vital to maintain environmental sustainability. However, there is a lack of systemic principles towards the sustainable farming of cannabis because its environmental impacts remain unclear. In the wake of the unprecedented legalization of cannabis, there is a pressing need for a complete review of its environmental assessment.ⁱ

To that end, Curaleaf seeks to complete its internal environmental assessment and chart a path to carbon neutrality.

Scope of Services

The strategic sections and deliverables listed below are the basic and minimal requirements in order to be considered as responsive to this Request for Proposals. Based upon your prior experience with cannabis related environmental sustainability efforts and emission reduction plans, you are encouraged to include other items, suggestions, and recommendations.

Each strategic section requires that the consultant will:

- a. Review and validate existing Curaleaf baseline information
- b. Quantify carbon equivalent reductions in metric tons to date
- c. Quantify carbon equivalent reductions/savings in gallons and/or consumption, where applicable
- d. Invite appropriate Curaleaf staff to all briefings and future meetings
- e. Engage Curaleaf staff in action items
- f. Survey best practices for reduction targets and strategies
- g. Include Curaleaf staff in peer review of publications

Strategic Sections

1. Water Demand and Pollution Analysis and Action Plan Strategy

- a. Develop recommended reduction targets, including 5-year benchmarks
- b. Identify near-term actions that can be achieved by 2025 with measurable indicators.

- c. Quantify each proposed measure's cost and benefit, where possible, and include internal and external factors that would affect cost and benefits
- d. Estimate timeline of implementation for recommended measures
- e. Identify who will be responsible for each measure. Identify associated co-benefits of each measure

2. Energy Demands and Carbon Footprint Analysis and Action

- a. Prepare inventory all of Curaleaf's environmental sustainability efforts to date including (recycling, packaging redesign and vape pen battery changes)
- b. Develop a strategy for reviewing potential new opportunities
- c. Coordinate data collection from strategies into tracking metrics

3. Financial Implications of Carbon Neutrality and Recycling Action Plan

- e. Carbon equivalent savings and a recommended system for accounting for carbon
- f. Return on investment for carbon and/or cost savings
- g. Identify and evaluate financing techniques for energy projects
- h. Return on investment and a lifecycle cost analysis of each recommended strategy

4. Legal, Policy, & Regulatory Review – There are significant legal and regulatory issues associated with the comprehensive Carbon Neutrality and Recycling Action Plan. The following information is needed.

- a. Identify and evaluate potential barriers to the action plan based upon current city, state, and federal laws and regulations
- b. Recommend possible legislative/regulatory actions to address barriers

Deliverables

Develop a Carbon Neutrality and Recycling Plan Report

As mentioned in the background section of this RFP, Curaleaf is working to develop an approach to reach their goals for carbon reduction and sustainable practices for vertical integrated operations across multiple state regulatory regimes. The primary deliverable to be provided through the requested services is a customized and achievable action plan for the company.

This includes understanding the company's current carbon footprint, energy use and technological solutions, barriers, legal implications, and potential financial models for implementation.

Carbon Neutrality Plan

- a. Perform the analysis and the technical writing/review of the full report document,

- including integration of Strategic Sections 1- 6 through at least two drafts and the final report. This report will include a detailed implementation plan geared toward reducing carbon footprint and increasing energy efficiency within company operations. Provide a written background summary of the company’s current sustainability efforts (national and state level)
- b. Provide a prioritized comprehensive integrated matrix as a decision support tool for the the Curaleaf that includes all steps/activities/strategies, their cost range, lead responsible department, carbon reduction range, energy reductions, timing, etc.
 - c. Provide professional quality design and printing of report as well as an electronic version suitable for Curaleaf’s website.
 - d. Attend and support internal and external meetings as necessary.
 - e. Assessment of the current regulatory framework for cannabis policy and environment policy related agriculture and related sectors.
 - f. Development of recommendations/opportunities for community partnerships with private businesses, utility companies, renewable energy providers, non-governmental organizations, and other relevant parties.
 - g. Support Curaleaf staff for public meetings or presentations and development of educational and outreach materials related to the plan or plan development process.
 - h. Education and Outreach – both with internal and external partners
 - i. Prepare meeting notes for all meetings for the duration of the project.
 - j. Prepare documentation for the project in a format suitable for the company’s website.

I. SCHEDULE

Preliminary Project Schedule	Timeline
Review Proposals and Interviews	November 2021
Intent to Award notification	December 2021
Approval by Executive Committee	January 2022
Contract Award and Execution	February 2022

Proposal Format

Proposals should be submitted in a format that allows for uniform review and easy access to information by the Evaluation Committee. The proposals should be clear and concise, with the substantive portion of the proposal limited to 20 pages (single-sided). Additional pages shall be allowed for staff resumes, references and other general proposal information. Emphasis should be placed on the specific qualifications of the people who will actually provide the services and the firm's ability to manage the service. To assist in the evaluation process the proposal shall contain at least the following information:

- 1) Transmittal Letter and Signature Page: Provide a brief cover letter stating your firm's commitment to provide the services as needed in this RFP, including a brief narrative describing the firm, its history, and data relative to the firm's size.
- 2) Basic Qualifications
 - a) Provide the firm's experience with renewable energy, climate adaptation, and/or sustainability planning and energy policy efforts at the industry, community or local government level in the last 5 years;
 - b) A complete list with brief descriptions of recent renewable energy, climate adaptation, or sustainability planning efforts at the industry, community or local government level the firm has participated in in the last 5 years;
 - c) Information describing the firm's knowledge or experience coordinating with utilities and renewable energy providers;
 - d) Provide the firm's experience with energy policy, implementation or development of emerging strategies or approaches to promote or enable to use of environmentally friendly practices in the cannabis eco system, or agriculture eco system at the national and state level;
 - e) Provide examples of your experience coordinating with relevant government agencies or other organizations with key knowledge of cannabis specific and/or related to energy regulations, energy efficiency and renewable energy policy and implementation;
- 3) Company Qualifications
 - a) Do you qualify as a diverse supplier? If so, under what circumstance?

- b) Years in Business
- c) Annual Revenue
- d) Number of employees
- e) Please share your organization's diversity, equity, and inclusion (DEI) efforts

4) Staff Qualifications

- a) Provide an overview of the qualifications of your project manager and key project staff, including anticipated sub-consultants; including the identification of appropriate personnel with detailed knowledge of renewable energy, climate adaptation or sustainability planning and detailed knowledge of the regulatory context of cannabis and environmental policy and experience working within tightly regulated industry across multiple jurisdictions
- b) Describe who will perform the various tasks and what will be their level of involvement and responsibilities and give their qualifications for this specific project;
- c) Include resumes of individuals;
- d) Provide a list of at least three (3) projects in the last 5 years of this nature for each person listed, with brief descriptions, which show ability to complete projects. Include organization name, address, contact person's name, phone number, email address and name and type of project; and
- e) Indicate the location of the office that agent(s) will work out of while services will be performed.

2) Approach to Project

- a) Include a statement describing how you would approach this project and how you will work with the members of the project team;
- b) Describe your approach to completing the essential renewable energy plan elements identified in the Scope of Work; and
- c) Describe experience conducting project related meetings and scoping meetings.

3) Examples of Work

- a) Provide specific example(s) of your firm's ability to deliver on multistate environmental sustainability plan development projects prepared for large cannabis companies or similar sectors. Where available, online links to example plans/documents should be provided for reference during proposal review

O. SELECTION CRITERIA

1. Evaluation and Selection

a. Each member of the Evaluation Committee will individually review and rank each proposal by the criteria described. The full Evaluation Committee will then convene to review and discuss these evaluations and arrive at a composite ranking for each firm. At this point firms with the lowest ranking will be eliminated from further consideration. If more than one firm remains under consideration, the evaluation team may interview such firms and then reach consensus on the best qualified firm.

b. Environmental task force members will conduct reference checks by contacting those individuals submitted by the

Respondent with their proposal in response to this RFP.

c. References checks will not be ranked separately, but will be used to validate information included in the Proposal submitted by Respondents. The information obtained for the reference checks may also impact the rankings assigned by the selection committee for the proposals and interviews.

2. Proposals will be ranked using the following:

25%: Project Approach and Understanding of Project Objectives and Constraints

25%: Fee Schedule fees are reasonable and when combined with the qualifications, promise high value to Curaleaf.

20%: Experience Working on Similar Projects

15%: Demonstrated Ability to Meet Project Schedules and Budgets

10%: Management, Team Organization and Skill Experience of Key Team Members

5%: Other Factors as determined by the Selection Panel (Examples: References, Quality of Presentation Materials, Responsiveness, etc.)

P. FEE SCHEDULE: Comprehensive list of all unit price fees that might apply in the delivery of the service area. To include typical reimbursable expenses and mark-up rates for sub-contracted work. These fees are to apply for the life of the contract, including the at-will extension of the contract for an additional year.

Q. NON-CONTACT PROVISION: Interested firms shall be prohibited from contacting any company

official or employee during the course of the pre-submittal, interview, negotiations, precontracting, or other process of this solicitation, except to participate in the pre-proposal conference and to submit questions via the process identified in this RFP.

Any such contact shall be grounds for disqualification of any firm who may have initiated such contact. Company that is awarded the proposal will be required to sign an NDA regarding Curaleafs disclosed information.

ⁱⁱ Zheng, Z., Fiddes, K. & Yang, L. A narrative review on environmental impacts of cannabis cultivation. *J Cannabis Res* 3, 35 (2021). <https://doi.org/10.1186/s42238-021-00090-0>