

PREPARED BY:
CANNA BUSINESS SERVICES

PREPARED FOR:
THE CITY OF SAN
BERNARDINO, CALIFORNIA

CANNABIS MONITORING AND FINANCIAL AUDIT SERVICES

*REQUEST FOR PROPOSALS
F-24-1012*

RESPONSE SUBMITTED
SEPTEMBER 25, 2024



1. Executive Summary

Tetra Growth Systems, LLC d/b/a Canna Business Services is pleased to submit the following proposal in response to the City of San Bernardino's Cannabis Compliance & Financial Audit Services RFP F-24-1012.

Canna Business Services is poised to support the City of San Bernardino in its Cannabis Monitoring and Financial Audit Services program by leveraging our team made up of in-house staff and proven and trusted subcontractors with extensive experience and expertise in compliance, auditing, and advisory services within the cannabis industry. Our dedicated team understands the complexities of the regulatory landscape and is committed to ensuring that all cannabis-related activities align with applicable laws and city ordinances.

We propose a comprehensive approach that encompasses the following key services:

- Yearly Financial Audits – Our team will facilitate thorough annual financial audits to ensure licensee compliance with all applicable laws and regulations. Our auditing process is designed to provide relevant insights while adhering to the highest standards of accuracy and integrity.
- Compliance Monitoring – Through inspections, Canna Business Services will monitor businesses' compliance in accordance with city ordinances, state, and local laws. Our approach to compliance monitoring will help quickly identify and address potential issues before they escalate.
- Background Checks – We will conduct background checks on all primary owners as well as employees of the business, as needed, to verify the integrity and qualifications of key personnel seeking to enter the cannabis sector within the City of San Bernardino.
- Plan Review Services – Our team will provide detailed plan review services, analyzing plans for compliance and effectiveness with the goal of facilitating timely approvals.
- Pre-Licensing Inspections – We will conduct virtual pre-licensing inspections to facilitate a streamlined process for businesses seeking to operate within the City. Ensuring not only compliance with City ordinances, local and state regulations, as well as confirming the business's level of operational readiness.

Our team understands how comprehensive and successful cannabis programs are built into regulations and implemented on the state and local levels. We analyze the impact of these programs on cities and states and we understand how state and local communities can improve upon their programs to best serve their residents. Utilizing the team identified herein, our experience in navigating the complexities of the cannabis industry at the state, local, and business levels is extensive and qualifies us to do the work identified in the subject solicitation. We have also worked extensively in California and are intimately familiar with the California cannabis regulations and their implications for applicants on the local level. We even have a registered office for one of our entities, The Canna Mind, in Sacramento, California. We look forward to applying this knowledge and experience to the City of San Bernardino's cannabis program.

As outlined in this proposal, our diverse portfolio of clients not only includes individuals, license applicants, and licensed businesses, but also largely includes cities, counties, states, and Indian nations throughout the country, including multiple services with the City of Long Beach, California and the County of Mendocino, California. Since the introduction of our government agency services, we have saved agencies a whopping \$5,000,000+ and over 10 years in time, by building seamless cannabis programs and helping them avoid the costly learning curves and litigation in the rollout of these programs. Canna Business Services combines technical expertise with a passion for public service. We are excited about the opportunity to collaborate with the City of San Bernardino, ensuring a compliant, transparent, and thriving cannabis industry that benefits the entire community.

Canna Business Services is committed to executing the work according to the agreed-upon schedule once both parties, ourselves and the City of San Bernardino finalize the timeline. Furthermore, after reviewing Exhibit B, the template professional services agreement provided by the City of San Bernardino in the RFP, we do not have any proposed alterations to the contractual terms and conditions.

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3. Identification of Proposer

Legal Name of Company: Tetra Growth Systems, LLC d/b/a Canna Business Services

Legal Address of Company: 3022 S Morgan Point Rd, #186, Mount Pleasant, SC 29466

Legal Form of Company: Single-Member Limited Liability Company

Point of Contact: Beth Panicucci, Director of Operations,
Beth@CannaBusinessServices.com, 412-282-7375

California Business License Number: 202251417486

4. Staffing Resources

a. Canna Business Services' Staffing and Key Personnel

(i) Dedicated Team for Cannabis Monitoring and Financial Audits

We have a dedicated team of 10 highly skilled and experienced professionals who will be assigned to perform cannabis monitoring and financial audit services for the City of San Bernardino. Our team includes experts from various disciplines, ensuring comprehensive coverage of the City's proposed scope of work and beyond. Each Canna Business Services' staff member holds relevant job titles and qualifications, enabling them to provide exceptional service. Additionally, our firm has the capacity to scale resources and provide additional personnel as needed and as requested by the City, ensuring flexibility and timely responsiveness throughout the duration of the contract. This allows us to meet any change in demands while maintaining the highest level of quality work.

As a woman-owned-and-operated team, our staff brings expertise from a variety of fields: including lawyers, state grant writers and auditors, competitive cannabis application project preparers, former cannabis operators, regulatory compliance specialists, brand developers, state and federal contract professionals, educational providers, and non-profit owners specializing in the provision of services for underrepresented people groups. Our team is adept at cannabis compliance services, saving many companies from compliance issues across the country by conducting preliminary compliance audits with our tried and true processes. Our preferred partner, Sax LLP, is an experienced cannabis accounting firm with a presence in California, who is uniquely qualified to complete financial audits of all types of cannabis businesses. We have completed extensive projects in the public sector during the past five years, specifics are detailed throughout this proposal.

The names and job titles of the staff that will be assigned to this project are as follows:

- Emily Sisneros, Esq.
 - CEO of Canna Business Services – Program Director/Executive
- Beth Panicucci, M.Ed.

- Director of Operations of Canna Business Services – Project Manager and Program Development
- Todd Polyniak, CPA
 - Partner, Cannabis Leader, and CPA at Sax, LLP – Lead Auditor/Accounting
- Marissa Cortes
 - General Manager of Canna Business Services – Project Oversight and Reporting
- January Riggan
 - Executive Assistant and Outreach Coordinator at Canna Business Services – Outreach Coordinator
- Lauren Miranda
 - Technical Support Team Member at Canna Business Services – Technical Assistance Team Lead
- Erinn Promo
 - Technical Support Team Member at Canna Business Services – Technical Assistance Team Member
- Maricela Breedlove
 - Technical Support Team Member at Canna Business Services – Technical Assistance Team Member
- Abby Fisher
 - Technical Support Team Member at Canna Business Services – Technical Assistance Team Member
- Khylla Watson
 - Technical Support Team Member at Canna Business Services – Technical Assistance Team Member

(ii)

Emily Sisneros, Esq., will serve as the Program Director/Executive, providing overall leadership and strategic direction. Beth Panicucci, as Project Manager and Program Development Lead, will oversee daily operations and ensure project milestones are achieved. Todd Polyniak, in the role of Lead Auditor/Accountant, will manage financial oversight and auditing. These three individuals will be principally responsible for working directly with the City of San Bernardino, ensuring that project timelines, workflow, and objectives align with both the proposed scope and the City's goals.

(iii) Canna Business Services' Team Structure and Resumes



Organizational Structure for Cannabis Consulting Services in City of San Bernardino

FOUNDER & CEO

PROFILE SUMMARY

Founder and CEO of Canna Business Services, Emily Sisneros (Seelman), Esq. offers strategic guidance on local and state cannabis programs, licensing, compliance, growth, and more. A former litigation attorney, she simplifies regulatory processes and supports social causes, including anti-human trafficking efforts and various charities.

EDUCATION & CERTIFICATIONS

- Thomas R. Kline School of Law of Duquesne University, Juris Doctor (JD)
 - Associate Editor for Duquesne Law Review journal
 - Representative for Pennsylvania Bar Association
- Grove City College, Bachelor of Science (BS), Business Marketing and Communication Studies

EXPERIENCE

FOUNDER & CEO, CANNA BUSINESS SERVICES

2018-Present

- Help clients navigate the cannabis industry, from state and local regulation development to pre-licensure application support and post-licensure business buildout; served 28 global legal cannabis markets with multiple state and city contracts
- 2024 Realest Women in Cannabis Award Winner; 2023 Woman Owned Business of the Year Nominee; 2023 Excellence in Consultancy Nominee; 2020 Icon Innovation Award Winner
- Achievements include most licenses won in South Dakota, first licensed and open adult-use store in New Jersey, first 100% black-owned and family-run licensed adult-use dispensary, and the client with the largest dispensary in their state; Medical and Adult-Use Awards in nearly every regulated state
- Clients in Australia, Canada, and India; featured in over 30 publications, including Benzinga, Blunt Business, 420 Beginner, MarketWatch, and Yahoo Finance

LEECH TISHMAN, LITIGATION ATTORNEY

2015-2018

- Provided legal services to individuals, businesses, and institutions at one of the largest law firms in Pittsburgh, Pennsylvania
- Established the firm's cannabis division and participating and winning in one of the country's first ultra-competitive limited cannabis licensing rounds

RESEARCH ASSISTANT, LEGAL RESEARCH & WRITING DEPARTMENT, DUQUESNE UNIVERSITY SCHOOL OF LAW

2014-2016

- Composed legal fact patterns and wrote sample memorandums for incoming students
- Collaborated with professor on legal journal article regarding animal laws in Pennsylvania

BETH PANICUCCI



DIRECTOR OF OPERATIONS

PROFILE SUMMARY

Operations expert skilled in strategic planning, SOPs, reporting for growth and efficiency. Specializes in technical support, project management, and cannabis compliance. Proficient in partnerships, marketing, and process optimization. Adept in training, hiring, and sales.

EDUCATION & CERTIFICATIONS

- Liberty University, Lynchburg, VA - M.Ed. in Educational Leadership and Administration
- Grove City College, Grove City, PA - B.A. in Social Studies Secondary Education
 - Minor: Business
- OSHA Academy Occupational Safety and Health - Emergency Action and Fire Prevention Plans

EXPERIENCE

DIRECTOR OF OPERATIONS, CANNA BUSINESS SERVICES

2019-Present

- Manage local and state government contracts, ensuring compliance and project success
- Create onboarding and training materials for technical support staff and project managers, ensuring seamless integration
- Implement and optimize project management systems (Google Sheets, Excel, Monday.com) to enhance workflow and team collaboration
- Oversee and contribute to writing and editing business plans, security plans, and operating plans for state and local grant and business license applications in the cannabis industry

TECHNOLOGY INSTRUCTIONAL COACH, LANGSTON HUGHES MIDDLE SCHOOL SBTS

2017-2019

- Social Media Manager, Website Curator, and certified Google Level 1 and Common Sense Media Educator
- Designed and presented professional development for 100+ staff, enhancing tasks and student engagement through diverse learning models
- Organized school-wide tech best practices, trained staff in educational technology programs, and coached on classroom tech integration

7TH GRADE U.S. HISTORY EDUCATOR, FAIRFAX COUNTY PUBLIC SCHOOLS

2012-2017

- Mentored new teachers in lesson planning, grading, classroom management; earned Teacher of the Year Award
- Led team in bi-weekly meetings, overseeing agendas, curriculum, assessments, and more
- Co-taught with an ELL teacher to enhance curriculum accessibility, boosting test scores and writing skills



TODD POLYNIAK, CPA



PARTNER

PROFILE SUMMARY

Todd is a Partner at Sax, LLP with over 30 years of in-depth auditing, accounting, and advisory experience, serving a multitude of industries.

EDUCATION & CERTIFICATIONS

- Rutgers University, Bachelor's Degree
- a Masters Certificate in Cannabis from the Cannabis Training University
- Certified Public Accountant (CPA) in New York and New Jersey
- Member, Finance and Audit Committee, East Orange General Hospital
- Former Treasurer, Mental Health Association of Essex County

EXPERIENCE

PARTNER, CANNABIS LEADER, SAX, LLP

- Partner at Sax with over 30 years of extensive auditing, accounting, and advisory experience across multiple industries
- Lead Auditor for the Sax team, leveraging extensive industry knowledge to ensure high-quality auditing and compliance services
- Currently leads Sax's Cannabis Practice, providing advisory services to cultivators, dispensaries, extractors, investors, and manufacturers on structuring entities and accounting practices within the evolving regulatory landscape
- Member of the firm's Healthcare Practice, providing consultative guidance on corporate compliance programs and regulatory changes impacting the senior living industry
- Expertise in helping healthcare facilities navigate Department of Health, Medicaid, Medicare, and IRS compliance while enhancing the patient and resident experience
- Passionate advisor to nonprofit organizations, delivering high-quality compliance services and advisory support to help them realize their full potential
- Former Partner-in-Charge of the firm's Accounting & Auditing Department, overseeing policies and procedures for attestation engagements
- Committed to building strong client relationships by delivering accurate, timely, and meaningful financial information
- Actively involved in training clients and staff on new accounting and auditing standards from the Financial Accounting Standards Board (FASB) and the Auditing Standards Board (ASB)
- Head of the firm's Innovation Committee, supporting growth and innovation, fostering a healthy firm culture, and attracting top talent
- Successfully initiated and developed multiple practice areas within Sax, driving them from conception to long-term success



MARISSA CORTES



GENERAL MANAGER

PROFILE SUMMARY

Experienced executive with a decade of driving operational excellence in the cannabis industry. Specializes in legalization, licensing, and operations, passionate about enhancing brand mission and fostering a people-focused dispensary industry. Skilled in streamlining decision-making and aligning strategies with policy changes.

EDUCATION & CERTIFICATIONS

- METRC (Marijuana Enforcement Tracking Reporting Compliance) certified - 2014-present

EXPERIENCE

GENERAL MANAGER, CANNA BUSINESS SERVICES

2023-Present

- Manages day-to-day operations, streamlining processes for enhanced efficiency and overall productivity
- Supervises human resources to uphold company culture
- Directs financial forecasting and resource allocation for fiscal responsibility and sustainability
- Optimizes accounts payable procedures, ensuring timely invoice processing, cost-effective payment strategies, and positive vendor relationships for improved cash flow and financial efficiency

CEO, POLICE & THIEVES DISPENSARIES

2021-2023

- Successfully transitioned company to full-scale operations in a regulated market
- Managed team across two retail locations to achieve short- and long-term goals
- Conducted audits, tracked analytics, and implemented corrective measures for financial and performance improvement
- Produced detailed performance reports for key leaders, monitoring task progress, resource costs, and budget allocation

DIRECTOR OF COMPLIANCE & PROJECT MANAGER, HIGHER YIELDS CONSULTING

2018-2021

- Managed diverse start-up, competitive application, and compliance projects to successful completion and client satisfaction
- Prepared applications in 15+ US states and various countries with high approval rates
- Developed compliance auditing program for cannabis banking institutions across US
- Supported clients in the implementation, operation, and reconciliation of Metrc in multiple states



JANUARY RIGGIN



OUTREACH COORDINATOR

PROFILE SUMMARY

An experienced Outreach Coordinator adept at overseeing CRM and outreach strategies at Canna Business Services, while also leading a non-profit organization, Soap2Hope. With expertise in customer service, team management, and strategic planning, she excels in managing correspondence, fundraising, and stakeholder relationships.

EXPERIENCE

OUTREACH COORDINATOR, CANNA BUSINESS SERVICES

2020-Present

- Oversee the implementation and management of the CRM system, ensuring accurate data collection and organization
- Conduct a wide range of clerical and administrative tasks, contributing to the smooth operation of the company
- Plan and execute outreach strategies, enhancing community engagement and brand visibility
- Coordinate and manage schedules for business-related tasks, ensuring timely completion and adherence to deadlines
- Provide exceptional customer service, fostering strong relationships with clients and stakeholders
- Demonstrate exceptional organizational skills, effectively managing multiple tasks and projects simultaneously

EXECUTIVE DIRECTOR & FOUNDER, SOAP2HOPE

2019-Present

- Lead and manage a non-profit organization, overseeing all aspects of operations, finances, programs, staff, and volunteers
- Develop and implement strategic plans to guide the organization's growth and success.
- Drive fundraising efforts and cultivate stakeholder relationships to support and advance the organization's mission and goals
- Oversee the management and compliance of federal and state grants awarded to the organization



TECHNICAL SUPPORT TEAM MEMBER

PROFILE SUMMARY

Experienced technical support professional adept in client management, compliance, and creative design, driving impactful outcomes across industries. From crafting competitive licensing applications to supporting procurement contracts, her proficiency in Google and Adobe Suites, coupled with strong customer service and marketing skills, consistently delivers results.

EDUCATION & CERTIFICATIONS

- Grove City College, B.A. in History
 - Minor in Political Science

EXPERIENCE

TECHNICAL SUPPORT TEAM , CANNA BUSINESS SERVICES

2020-Present

- Expertise in client management, ensuring satisfaction and effective communication
- Actively engaged in crafting competitive applications, Standard Operating Procedures (SOPs), business plans, and more
- Supports local and state agencies in the development and successful implementation of cannabis programs
- Spearheads the development of content, material preparation, and the successful execution of engaging webinars and workshops

BOOKSELLER, BARNES & NOBLE

2014-2016

- Efficiently managed daily operations of the sales floor, ensuring a seamless and organized shopping experience for customers
- Integral part of the team handling the processing and packing of all textbook orders, demonstrating precision and attention to detail
- Provided exceptional customer service by promptly addressing online orders, inventory inquiries, and general questions, fostering positive customer relationships and satisfaction

OFFICE ASSISTANT, INTEGRITY IMPROVEMENTS

2010-2014

- Developed and implemented an efficient inventory system, streamlining operations and ensuring accurate tracking of supplies
- Played a key role in enhancing overall office productivity through effective management of administrative tasks and documentation



TECHNICAL SUPPORT TEAM MEMBER

PROFILE SUMMARY

An experienced technical writer and researcher with a strong background in the cannabis industry and engineering sectors. Excels in preparing competitive business applications, developing educational materials, and creating engaging content. Proficient in technical writing, compliance, and time management, with meticulous attention to detail.

EDUCATION & CERTIFICATIONS

- University of Michigan, College of Literature, Science, and the Arts, Bachelor of Arts in English Language and Literature, General

EXPERIENCE

TECHNICAL SUPPORT TEAM , CANNA BUSINESS SERVICES

2021-Present

- Lead the preparation of competitive business applications, ensuring compliance with market research and regulatory requirements
- Support the development and implementation of local and state cannabis social equity programs, conducting client-facing meetings
- Develop educational materials on cannabis regulations, compliance, and best business practices for industry stakeholders
- Create engaging content for webinars and workshops on business operations, compliance, and social equity
- Demonstrate strong technical writing, time management, and meticulous attention to detail, with proficiency in Google Drive, Microsoft Office, and Monday.com Platform

J.M. MILLER ENGINEERING ASSOCIATES, INC., TECHNICAL WRITER & RESEARCHER

2018-Present

- Abstract court depositions and create spreadsheets with expert opinions and foundations to isolate key information for engineers to incorporate into their testing and reporting
- Supervises organizing case files, client communications, maintaining the company website, and drafting technical publications that are ultimately published on the company's website

UNIVERSITY OF MICHIGAN – SWEETLAND CENTER FOR WRITING, PEER WRITING CONSULTANT

2014-2020

- Consult undergraduate students on diverse writing assignments, providing tailored feedback and improvement suggestions
- Mentor new peer consultants, aiding their adaptation and enhancing their consulting skills and strategies



TECHNICAL SUPPORT TEAM MEMBER

PROFILE SUMMARY

Skilled writing professional adept in precise technical documentation and compliance, with expertise in writing and editing competitive applications, business plans, and more. Proficient in document management and cross-functional collaboration, contributing to streamlined workflows and enhanced brand recognition. Bilingual in English and Spanish, with over 4 years of experience in copywriting and marketing coordination.

EDUCATION & CERTIFICATIONS

- Oregon State University, B.A. Psychology

EXPERIENCE

TECHNICAL SUPPORT TEAM , CANNA BUSINESS SERVICES

2020-Present

- Develops comprehensive technical content, ensuring accuracy and adherence to industry standards, guidelines, and regulations in documentation
- Provides valuable support in the development of competitive cannabis business applications, leveraging industry expertise and attention to detail
- Plays a key role in advancing social equity initiatives and programs, actively contributing to client success and contract fulfillment
- Demonstrates commitment to excellence by consistently delivering high-quality technical content and support services
- Collaborates effectively with team members and stakeholders to drive innovation and achieve project objectives

CROUD ADVERTISEMENT AGENCY, COPYWRITER

2022-Present

- Craft compelling and persuasive copy tailored to client needs and target audiences, ensuring consistency with brand voice and messaging guidelines
- Collaborate closely with creative teams, marketers, and clients to brainstorm ideas, develop concepts, and refine copy for various digital and traditional advertising campaigns

URGE INTERACTIVE AGENCY, COPYWRITER

2022-2023

- Generated engaging and impactful copy for diverse digital marketing campaigns, including website content, social media posts, email newsletters, and advertising materials
- Worked closely with design and marketing teams to ensure alignment between copywriting and visual elements, maintaining brand consistency and driving campaign success

ABBY FISHER



TECHNICAL SUPPORT TEAM MEMBER

PROFILE SUMMARY

Technical support professional excelling in client management, compliance, and creative design, making significant contributions across diverse industries. From crafting competitive cannabis licensing applications to supporting the development and implementation of local and state procurement contracts, her extensive proficiency in Google and Adobe Suites, customer service, and marketing consistently drives impactful outcomes.

EDUCATION & CERTIFICATIONS

- Geneva College, Beaver Falls, PA, Bachelor of Arts in Visual Communications
- The Art Institute of Pittsburgh, Pittsburgh PA
 - Web Design Major as part of a Geneva College Study Abroad Program

EXPERIENCE

TECHNICAL SUPPORT TEAM , CANNA BUSINESS SERVICES

2020-Present

- Provide extensive technical support for various local and state cannabis programs
- Prepare educational materials and prepare content for and hosts webinars and workshops
- Prepare competitive applications for clients seeking to obtain local or state cannabis licenses
- Research and write comprehensive technical reports, standard operating procedures, business plans, operating plans, and more
- Client management and facilitates and hosts virtual meetings with clients

CONTRACTOR, NEW LIFE PRESBYTERIAN CHURCH

2020-Present

- Promote and advertise church services and events through various platforms
- Create a monthly newsletter to keep church members up to date on current happenings
- Edit writings and letters before distribution to the congregation
- Design new graphics and media for classes, studies, sermon series, events, etc.

PHOTOGRAPHER, ABBY FISHER PHOTOGRAPHY

2014-2020

- Shoot proposals, engagement sessions, weddings, senior portraits, as well as public and private events
- Produce professional wedding videos using iMovie and Adobe Premiere
- Proficient in editing photos using Adobe Lightroom



TECHNICAL SUPPORT TEAM MEMBER

PROFILE SUMMARY

Professional writer and editor with experience in technical writing, creative writing, and content editing. Proficient in producing high-quality, well-researched written materials across various topics and industries. Skilled in editing content to ensure clarity, proper grammar, and adherence to client guidelines. Possesses strong communication, problem-solving, and organizational skills.

EDUCATION & CERTIFICATIONS

- William Paterson University, Master of Fine Arts in Creative and Professional Writing
- Bloomfield College, Bachelor of Arts in English Writing

EXPERIENCE

TECHNICAL SUPPORT TEAM , CANNA BUSINESS SERVICES

2023-Present

- Writes research-based reports, presentation materials, Standard Operating Procedures (SOPS), scripts, business plans, and other technical documentation
- Revises documentation according to client and senior editor suggestions, ensuring documents are clear, consistent, and in adherence with style guidelines
- Researches regulatory and industry information to develop technical documentation
- Collaborates with other writers to develop project materials assigned by the project manager

CONTENT EDITOR, GLOBALLOGIC

2023-Present

- Reviews, critiques, and edits content produced by artificial intelligence (AI) to improve its language performance and capabilities.
- Writes informative, research-based, content on a variety of topics according to in-house style guides and engineer instructions
- Collaborates with team members in evaluating the overall quality of responses generated by AI
- Edits and analyzes AI data to check for errors and inaccuracies

FREELANCE WRITER, ELITE EDITING

2023-Present

- Reads and analyzes a variety of manuscripts and published literary works on a freelance basis
- Writes reviews of literary works and publishes them online. Reviews highlight the books' strengths, themes, and overall structure



(iv) Staff Biographies



Emily Sisneros, Esq., who will function in the role of Program Director/Executive, is the founder, CEO, and valiant leader of Tetra Growth Systems, LLC d/b/a Canna Business Services. Armed with a doctorate degree in law, a degree in business marketing, and extensive experience in the startup industry space, she offers an unparalleled blend of multifaceted knowledge and unwavering dedication.

Emily started as an attorney in one of the largest firms in Pittsburgh, Pennsylvania. During this time, Emily helped build the firm's cannabis division and served in the capacity as a cannabis attorney for its clients, helping clients obtain licenses in the very first licensing round in the Commonwealth. This round ushered in what has since been adopted by almost all limited licensing states thereafter: ultra-competitive, comprehensive regulatory compliant applications. However, while working alongside consultants, she saw the lack of quality in their work and lack of support provided to clients. As a result, she left the firm and began her own consultancy, where she has built a team that provides comprehensive work, support, and education to clients within every facet of the cannabis industry.

Since her start in the cannabis industry in 2016, Emily Sisneros has been supporting clients throughout the country. Canna Business Services, founded in 2018 and in operation for over 5 years, has grown to serve clients all over the world. Her firm is also known as “the consultant to the consultants”, as her firm is frequently used by consulting companies who market themselves as providing comprehensive cannabis industry support but do not have the bandwidth or experience to perform the work.

Representing Canna Business Services, Emily is asked to speak on stages across the country, providing education and industry tips for those interested in starting in the cannabis industry, growing their business, building a brand, or remaining compliant. She regularly speaks on topics related to social equity programs throughout the country and has provided education to social equity license applicants across every state in which a social equity program is implemented.

Canna Business Services is classified as a small business, composed of approximately 15 team members, almost all of whom are females. Its members bring expertise from a variety of fields, including lawyers, state grant writers and auditors, former cannabis operators and compliance experts, published journal editors, federal and local contract professionals, educational providers, and nonprofit owners.

Emily has worked in both the city of Long Beach and the county of Mendocino, on our robust technical assistance programs. She is proud that GoBiz has referred to our implementation of Long Beach’s social equity education and technical assistance program as the best executed in California. Currently, the company is certified as a woman owned Minority Business Enterprise in the state of South Carolina and is in the application process for Federal certification as a Woman-Owned Small Business.



Beth Panicucci, M.Ed, who will perform the role of Project Manager and Program Development, will supervise the day to day, and will function as the main point of contact for the City, seamlessly bridges operational efficiency with cutting-edge technological approaches, ensuring meticulous oversight of team members and effective management of complex, long-term projects.

Equipped with a Master's degree in Education and certifications as a Google Level 1 educator and Common Sense Media Certified Educator, Beth's career has been devoted to advancing technology integration in education and fostering digital communication skills among educators. A seasoned educational professional, Beth specializes in designing and implementing comprehensive professional development programs, particularly in Google Apps for Education and Google Classroom. Her expertise extends to developing blended learning lessons across various grades and supporting literacy and the IB MYP Program through instructional technology integration. The IB MYP program is built on a foundation of rubrics. She has extensive training in creating unbiased rubrics to evaluate both student work and businesses. Her educational background is an asset to our clients. She is renowned for her role in training and coaching teachers on utilizing a wide array of instructional technology tools, including Google Classroom, Peardeck, Newsela, Flipgrid, and SMARTBoard, among others.

Within Canna Business Services, Beth has showcased her prowess in operational strategy and process optimization. Her career highlights include leading senior management teams in developing and executing comprehensive plans and Standard Operating Procedures (SOPs), driving growth, profitability, and operational efficiencies within organizations. Beth excels in implementing robust project management systems and leveraging tools like Google Sheets and Microsoft Excel for seamless project tracking and reporting. Furthermore, Beth's meticulous attention to detail and industry knowledge shines in handling grants, business licenses, and state applications in regulated industries. Her expertise extends to creating and editing extensive business plans and security plans, contributing significantly to the success of Canna Business Services.

Beth has also been certified through OSHAcademy Occupational Safety & Health Course in Fire Prevention Plans, a knowledge that she seamlessly applies to our clients' cannabis businesses. Beth's talent in cultivating enduring relationships with clients, operators, and colleagues has fostered a collaborative ecosystem and propelled business growth. Her focus on process efficiency and measurement has led to the implementation of effective tools for assessing internal and external processes, significantly enhancing client management capacity at Canna Business Services.

Todd Polyniak, who will perform in the role of lead auditor of the Sax LLP team, is a longtime industry professional. Todd is a Partner at Sax with over 30 years of in-depth auditing, accounting, and advisory experience, serving a multitude of industries. Todd has a bachelor's degree in Accounting from Rutgers University, a Masters Certificate in Cannabis from the Cannabis Training University, and is a Certified Public Accountant (CPA) in both New Jersey and New York.

Todd is a Partner at SAX, a Top 100 accounting, tax, and advisory firm in the nation. Due to his extensive knowledge in a wide range of industries, Todd has been tasked with kick-starting several new Practice areas for the firm over the years from conception to long-term success.

Currently, Todd leads Sax's Cannabis Practice, and understands the intricacies of the rapidly expanding and evolving industry, and provides advisory services to cultivators, dispensaries, extractors, investors, and manufacturers to help structure entities and accounting practices. In the challenging and changing regulatory environment, Todd provides guidance on the license application process, proper financial reporting, cash management, internal controls, and minimizing taxes in all aspects of the seed-to-sale process.

Todd has presented over 100 educational programs to professionals and to the public. He has lectured on various accounting and auditing matters for organizations such as Fairleigh Dickinson University, Montclair State University, the Center for Non-Profits, the New Jersey Society of Certified Public Accountants' Continuing Education Program, the State of New Jersey Department of Human Services, and New Jersey Department of Education. In addition, Todd is actively involved in the training and education of clients and staff on the new auditing standards put forth by the Auditing Standards Board.



Marissa Cortes, who will perform the role of Project Oversight and Reporting, is an executive with a robust track record of driving operational excellence and profitability spanning ten years in the cannabis industry.

With a focus on regulatory compliance, licensing, and operations, Marissa brings extensive experience in navigating the complexities of the cannabis industry. Her expertise lies in developing streamlined structures to facilitate effective decision-making across all levels of the organization. Marissa excels in analyzing organizational structures, refining business processes, and aligning internal strategies with crucial policy changes to enhance efficiency and performance.

As a strategic thinker, Marissa possesses a deep understanding of diverse business functions and principles. She leverages this knowledge to optimize operations, control costs, and achieve key financial and quality metrics. Her leadership style fosters innovation and drives continuous process improvement, delivering impactful results. Marissa's strong communication skills and client-centric approach enable her to build and maintain trusting relationships. She excels in dynamic environments, effectively prioritizing tasks and leveraging management technology systems to optimize performance.

Marissa has been instrumental in guiding companies through the intricate landscape of the cannabis industry beginning in 2014. Since then, she has owned, operated, and advised a multitude of cannabis businesses and agencies, led and reported on comprehensive compliance audits for financial institutions, and contributed to various other initiatives within the cannabis sector. Marissa's meticulous approach to compliance, coupled with her strategic leadership, has been pivotal in driving operational excellence and profitability in the companies and agencies she has supported in a myriad of capacities. She continues to set strategic priorities aligned with

overarching objectives, optimizing operational dynamics, and supporting long-term growth initiatives within the cannabis space.

With extensive experience auditing and performing compliance checks for dozens of cannabis businesses spanning Southern to Northern California, Marissa Cortes has conducted thorough assessments both on-site and virtually, adapting to the challenges brought by the pandemic. This involved generating detailed 50-60 page audit reports that scrutinized essential aspects of California and local cannabis regulations, showcasing a deep understanding of the intricate regulatory landscape within the state.

Since Metrc's introduction in California in 2018, Marissa has been crucial in supporting companies across various license types including retail establishments, distributors, and indoor and outdoor cultivations, in implementing, streamlining, and cleaning up (or reconciling) Metrc accounts and processes.



January Riggin is a highly skilled and dynamic professional currently excelling as the Outreach Coordinator and Executive Assistant for our team at Canna Business Services.

Since 2020, January Riggin has been instrumental in managing the company's Customer Relationship Management (CRM) systems, ensuring meticulous data collection, and optimizing company organization. January's proficiency extends to executing clerical and administrative tasks with an exceptional eye for detail. She is particularly adept at overseeing the planning and implementation of effective outreach strategies, showcasing her strong project management and multitasking abilities.

In addition to her role at Canna Business Services, Ms. Riggin is the Founder and Executive Director of Soap2Hope, a non-profit organization she has led since 2019. In this capacity, she manages operations, finances, programs, staff, and volunteers, demonstrating her leadership and team management expertise. Her responsibilities also include strategic planning, fundraising, and nurturing stakeholder relationships, all geared towards fulfilling the organization's mission and goals. Her success in this role is highlighted by her effective oversight of Federal and State grants.

January Riggin's professional toolkit is rich with skills like exceptional customer service, email marketing, and a robust understanding of company policies. She is also skilled in managing correspondence and CRM management, which further underpins her comprehensive expertise in organizational and communication skills.



Lauren Miranda, who will perform the role of Technical Assistance Team Lead, is a Grove City College alumna with a BA in History and a minor in Political Science, is a dedicated Canna Business Services team member, with a flair for managing complex tasks and ensuring excellence in every project.

Currently thriving in her role as a Technical Support Team member and Client Liaison at Canna Business Services, Lauren's skills support cannabis

application clients and social equity applicants. Clients frequently provide overwhelmingly positive feedback for her work in the provision of educational materials. Lauren's academic background, including a study abroad experience at Lorenzo de Medici in Florence, Italy, has provided her with a global perspective and an appreciation for historical and political contexts. This understanding is crucial in navigating the regulatory landscape of the cannabis industry and in supporting applications that align with social equity objectives.

Her prior experience at Barnes & Noble honed her organizational skills and customer service acumen. Lauren's ability to manage the sales floor, process book orders, and cater to online customer inquiries demonstrates her capability to handle multiple tasks efficiently – a vital skill for managing cannabis applications and interacting with diverse clients.

When working in her prior position at Integrity Improvements, Lauren's creation and maintenance of an inventory system, along with organizing employee and customer files and invoices, showcase her adeptness in managing detailed and confidential information. These skills are directly applicable to grant management and project coordination within the cannabis sector, ensuring that all documentation is meticulously handled and organized.

Lauren's prior work at the Oberlin Heritage Center further highlights her capacity for digital archiving and community engagement. Digitizing oral histories and managing social media content reflects her ability to preserve and present information in a compelling and accessible manner. This experience, combined with her assistance in educational programs, aligns well with the demands of educating and guiding social equity applicants in the cannabis industry.

Lauren Miranda is a versatile member of the Canna Business Services team, whose historical and political insight, combined with her technical writing skills and proficiency in client liaison, make her an invaluable asset in supporting cannabis application processes, social equity initiatives, grant management, and project management at the firm.

Lauren works directly on all of our projects with the City of Long Beach and the count of Mendocino and is intimately familiar with California state regulations, their unique challenges, CEQA, and many other requirements. She advises our clients weekly on how to remain compliant with their operating cannabis businesses, as well as provides guidance on how to be successful on both state and local applications in California.



Erinn Promo, who will perform the role of Technical Assistance Team Member, is a dynamic professional with a diverse background in technical writing and the cannabis industry.

Currently serving as a Technical Support Team Member at Canna Business Services since August 2021, Erinn plays a pivotal role in preparing competitive business applications and comprehensive technical writing for reports, standard operating procedures, business plans, and more. In this capacity, Erinn seamlessly integrates market research, compliance measures, and state and local regulatory requirements to ensure the success of clients in the ever-evolving cannabis landscape. Erinn also takes the lead in supporting the development and implementation of social equity programs, demonstrating a commitment to

industry guidelines and fostering positive client relationships through engaging face-to-face meetings.

Beyond client interactions, Erinn's passion for education shines through in the creation of educational materials on cannabis regulations, compliance, and best business practices. This commitment extends to delivering compelling content for webinars and workshops, contributing to the empowerment and knowledge enrichment of stakeholders within the cannabis industry.

Erinn's extensive skills in technical writing and support, Google Drive, Microsoft Office, and Monday.com have been honed through years of experience, including an additional current role as a Technical Writer and Researcher at J.M. Miller Engineering Associates, Inc. since January 2018. In this position, Erinn abstracts court depositions, creates detailed spreadsheets, and supervises the organization of case files. Additionally, Erinn plays a pivotal role in client communications, website maintenance, and drafting technical publications for the company's website.

Erinn's journey in professional development extends to the academic realm, where she served as a Peer Writing Consultant at the University of Michigan's Sweetland Center for Writing from 2016 to 2018. In this capacity, Erinn provided valuable insights and feedback to a diverse group of undergraduate students, covering a wide array of writing assignments. Furthermore, Erinn took on a mentorship role, guiding new Sweetland peer consultants in adapting to the environment and enhancing their skills and consulting strategies. Erinn Promo holds a Bachelor of Arts (B.A.) in English Language and Literature, General, from the University of Michigan's College of Literature, Science, and the Arts.

As a multifaceted professional, Erinn continues to leverage her expertise to make impactful contributions in both the technical writing and cannabis industries.



Maricela Breedlove, who will function in the role of Technical Assistance Team Member, brings a wealth of experience and expertise to the Canna Business Services team.

With a strong foundation in psychology from Oregon State University, Maricela possesses a keen ability to grasp intricate information and distill it into clear, concise, and user-friendly content for clients. Her skill set is multifaceted, with a primary focus on technical writing, social equity program support, and providing crucial education to applicants seeking application and business buildout assistance. Maricela's proficiency in creating precise technical documentation ensures compliance with state regulations and local ordinances, demonstrated through her meticulous editing of local and state applications for cannabis clients.

Furthermore, Maricela's adeptness in document management showcases her strong organizational skills, as she diligently tracks releases, updates, and maintains detailed documentation to uphold compliance standards. Her collaborative approach is evident in her ability to work effectively with cross-functional teams, developing technical content and processes that foster collaboration and adherence to policies. In addition to her technical writing prowess, Maricela boasts over four years of experience in copywriting, content creation, and

marketing coordination, acquired through roles at Croud Advertisement Agency and Urge Interactive Agency. Her leadership in content creation has yielded compelling copy for diverse campaigns, contributing to significant brand recognition. Maricela's ability to provide consultative support in both English and Spanish further enhances her value to the team. Her professional achievements include streamlining documentation workflows, successfully managing multiple high-pressure projects, and implementing user-friendly document formatting and layout improvements to enhance the overall user experience.

Maricela works directly on all our projects with the City of Long Beach and the County of Mendocino, bringing extensive knowledge of California state regulations, CEQA, and the unique challenges they present. She advises clients weekly on maintaining compliance with their cannabis businesses and offers guidance on successfully navigating both state and local applications in California. Maricela Breedlove's versatile skill set, combined with her deep understanding of psychology, makes her an invaluable asset to the Canna Business Services team and its clients.



Abby Fisher, who will function in the role of Technical Assistance Team Member, brings a dynamic blend of creativity and analytical prowess to the Canna Business Services team.

Armed with a Bachelor of Arts in Visual Communications from Geneva College and a degree in Web Design from The Art Institute of Pittsburgh, Abby's diverse skill set encompasses photography, graphic design, web design, and proficient writing, complemented by expertise in the Adobe Suite and both Microsoft and Apple/Mac systems. This rich background uniquely positioned her for providing varying degrees of technical assistance and application support to the cannabis industry.

Since November 2020, Abby has played a pivotal role at Canna Business Services, harnessing her technical support, writing, and research skills to meticulously prepare applications for clients seeking cannabis licenses. Her responsibilities include conducting thorough research on business operations and state-specific cannabis regulations, alongside crafting tailored biographies for client applications. Abby's adeptness at merging analytical research with creative writing allows her to effectively present complex information in an accessible and compelling manner, a skillset essential for compliance auditing.

In addition to her contributions to compliance efforts, Abby has made significant strides in supporting social equity programs, providing education and guidance to clients in Washington State, the city of Long Beach and the county of Mendocino in California. She leads workshops, delivers educational webinars, offers personalized support, and develops educational materials, showcasing her commitment to empowering underserved communities.

Outside of her work with Canna Business Services, Abby serves as a contractor for New Life Presbyterian Church, where she effectively promotes church services and events through engaging newsletters, edited written materials, and vibrant graphics and media. Previously recognized as the Office Employee of the Year at Turner Dairy Farms, Inc., Abby's experience in

customer service and marketing further underscores her ability to excel in roles requiring meticulous research and effective communication.

Abby Fisher's unique blend of creative and analytical abilities, coupled with her unwavering dedication to compliance and social equity, makes her an invaluable asset to Canna Business Services and its mission to support the domestic and international cannabis industry.

Abby works directly on all of our projects with the City of Long Beach and on Mendocino County and is intimately familiar with California state regulations, their unique challenges, CEQA, and many other requirements. She advises our clients weekly on how to remain compliant with their open cannabis businesses, as well as provides guidance on how to be successful on both state and local applications in California. She is also in regular contact with the Department of Cannabis Control (DCC) in the State of California to advocate for our clients' needs.



Khylla Watson, who will perform the role of Technical Assistance Team Member, is a skilled professional writer and editor with deep experience in technical writing, creative writing, and content editing. She excels in producing high-quality, well-researched materials across various topics and industries, ensuring clarity, proper grammar, and adherence to client guidelines. Khylla possesses strong communication, problem-solving, and organizational skills, which she showcases in any role.

Since February 2023, Khylla has been a Technical Support Team Member for Canna Business Services. In this role, she writes research-based reports, presentation materials, standard operating procedures, scripts, business profiles, and other technical documentation. She revises documentation according to client and senior editor suggestions, ensuring clarity and consistency, and researches regulatory and industry information to develop technical content. Khylla also works on local and state government procurement contracts in her role at Canna Business Services, demonstrating her ability to handle complex projects. Her collaboration with other writers and project managers highlights her ability to effectively contribute to team projects.

Khylla also has experience as a Freelance Content Editor at GlobalLogic, where she reviews and edits AI-generated content. Khylla holds an M.F.A. in Creative and Professional Writing from William Paterson University and a B.A. in English Writing from Bloomfield College. Her diverse experience and expertise in writing and editing make her a versatile and valuable professional in the cannabis industry.

b. Subcontractors

(i) Partnering with Sax LLP for Expert Financial Audits

We will subcontract Sax, LLP to perform the following function within the scope of work outlined by the City:

- Facilitating yearly financial audits ensuring compliance with applicable laws

Sax LLP is a top 100 accounting, tax, and advisory firm with over 65 years of experience serving closely held companies, family-owned businesses, nonprofits, and high-net-worth individuals. Sax provides cannabis industry-specific expertise and a comprehensive range of services, driven by a client-focused approach. Through their unique Client Service Delivery Model, Sax helps clients turn their visions into reality, offering strategic advice to save money, optimize operations, and support growth. With a team of passionate, forward-thinking professionals, Sax delivers objective, actionable guidance that ensures compliance and drives success across a wide range of industries. Additional information regarding Sax, LLP can be found throughout this proposal.

5. Fiscal Stability:

- a. The Proposer should provide evidence of corporate stability including:
 - (i) Tetra Growth Systems LLC, d/b/a Canna Business Services' Experian Report

See current Experian report for our firm, beginning on the following page.



Report Originally Retrieved 09/19/2024

Note: This report was requested and billed to your account within the past 7 days.

Search inquiry: (My company)

ProfilePlusSM Report

as of: 09/19/24 12:49 ET

Tetra Growth Systems LLC

Address: 260 Old Lebanon Church Rd
Pittsburgh, PA 15236-3736
United States

Phone: 412-651-1178

Experian BIN: 449116704

SIC Code: 7371-Computer Programming Services

NAICS Code: 541511-Custom Computer Programming Services

Business Type: Corporation

Experian File Established: October 2018

Experian Years on File: 6 Years

Years in Business: More than 6 Years

Filing Data Provided by: Pennsylvania

Date of Incorporation: 09/26/2018

Experian Business Credit Score

83

Business Credit Score



Low Risk



The objective of the Experian Business Credit Score is to predict payment behavior. High Risk means that there is a significant probability of delinquent payment. Low Risk means that there is a good probability of on-time payment.

Key Score Factors:

<https://smallbusiness.experian.com/report.aspx?fu=449116704&dpc=dashboard&pnum=1005&link=5553>

1/4



- Number of good commercial accounts.
- Length of time on Experian's file.
- Pct of new commercial accts to total nbr of accts.
- Balance of commercial accounts recently reported.

Business Credit Scores range from a low of 1 to high of 100 with this company receiving a score of 83. Higher scores indicate lower risk. This score predicts the likelihood of serious credit delinquencies within the next 12 months. This score uses tradeline and collections information, public filings as well as other variables to predict future risk.

Experian Financial Stability Risk Rating

2

Financial Stability Risk Rating



A Financial Stability Risk Rating of 2 indicates a 1.11% potential risk of severe financial distress within the next 12 months.

Key Rating Factors:

- Number of active commercial accounts.
- Risk associated with the company's industry sector.
- Risk associated with the business type.
- Employee size of business.

Financial Stability Risk Ratings range from a low of 1 to high of 5 with this company receiving a rating of 2. Lower ratings indicate lower risk. Experian categorizes all businesses to fit within one of the five risk segments. This rating predicts the likelihood of payment default and/or bankruptcy within the next 12 months. This rating uses tradeline and collections information, public filings as well as other variables to predict future risk.

Credit Summary

This location does not yet have an estimated Days Beyond Terms ([DBT](#)), or a Payment Trend Indicator. This is often the result of too few Payment [Tradelines](#).

Please refer to Experian's 'www.BusinessCreditFacts.com' website for more information on establishing Payment Tradelines.

Lowest 6 Month Balance:	\$303
Highest 6 Month Balance:	\$2,666
Current Total Account Balance:	\$0
Highest Credit Amount Extended:	\$0

Payment [Tradelines](#) (see [charts](#), [detail](#)):

2

Business [Inquiries](#):

0

[UCC Filings](#) (see [detail](#)) (see [summary](#)):

1

✓ **Businesses Scoring Worse:**

82%

✓ **Bankruptcies:**

0



✓ Liens:	0
✓ Judgments Filed:	0
✓ Collections:	0

Payment Trend Summary

Insufficient information to produce
Monthly Payment Trends
chart.

Insufficient information to produce
Quarterly Payment Trends
chart.

Insufficient information to produce
Continuous Payment Trends
chart.

Insufficient information to produce
Newly Reported Payment Trends
chart.

Insufficient information to produce
Combined Payment Trends
chart.



Trade Payment Information

Payment Experiences (Financial Trades)

Supplier Category	Reported Date	Activity Date	Payment Terms	Recent High Credit	Balance	Current	Up to 30 DBT	31-60 DBT	61-90 DBT	>90 DBT	Comments
Fincl Svcs	9/10/24		Rev		\$0						Satisfacto
Fincl Svcs	9/02/24	8/25/24	Rev	\$2,947	\$549						Satisfacto

UCC Filings

Date: 06/28/2020
Filing Number: 2020062801675
Jurisdiction: Sec Of State PA
Secured Party: U.S. Small Business Administration At Birmingham 35203 2 Nor
Collateral: Inventory, Equipment, Hereafter Acquired Property, Other Assets (undefined)
Activity: Filed

UCC Filings Summary

Filing Period	Cautionary Filings	Total Filed	Total Released	Total Continued	Amended / Assigned
JUL-Present 2024	0	0	0	0	0
JAN-JUN 2024	0	0	0	0	0
JUL-DEC 2023	0	0	0	0	0
JAN-JUN 2023	0	0	0	0	0
JUL-DEC 2022	0	0	0	0	0
Prior to JUL 2022	1	1	0	0	0

Cautionary UCC Filings include one or more of the following collateral: Accounts, Accounts Receivable, Contracts, Hereafter acquired property, Leases, Notes Receivable, or Proceeds.

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6. Experience and Technical Competence:

a. Experience

(i) Our Firm's Proven Experience and Technical Efficiency

At Canna Business Services, our unwavering commitment to excellence in the cannabis industry stems from our extensive expertise and proven track record in supporting the development and implementation of robust cannabis programs to government agencies, including cities and counties, across the country. With a dedicated team boasting a collective 50+ years of comprehensive experience across all facets of the cannabis industry, from cannabis license application preparation and evaluation to expert advisement services in business buildout and compliance, we offer an extensive range of services tailored to meet the unique needs of our clients. Our award-winning support services span across the globe, accommodating both English and Non-English speaking clientele across 28 markets, including multiple localities throughout the State of California. Canna Business Services' approach emphasizes effective communication and culturally sensitive methods to ensure the implementation of accessible and inclusive local cannabis programs.

Our expertise is further highlighted in our preparation, review, and evaluation of over 10,000 license application proposal documents nationwide, including business plans, diversity plans, neighborhood and community impact plans, safety and security plans, compliance plans, recordkeeping and reporting plans, ownership qualification forms, and community benefits and investment plans, and more. While many firms may boast general license application experience, few can showcase substantive and meaningful social equity program support experience. Our firm brings a history of in-depth support of municipal agencies in the rollout of their social equity programs, allowing us to provide license application and technical services to over 600 social equity applicants. From conducting analytical research and providing regulatory oversight to offering expertise in cannabis social equity programs, we navigate the intricate landscape of state and local regulations with precision and insight.

We are poised to leverage our unparalleled knowledge and experience to ensure the City's success in fostering a compliant, successful cannabis program. Utilizing our experience in developing and evaluating tens of thousands of pages of license application SOPs, narratives, and plans for all license types across the country, we are confident in our ability to showcase the City of San Bernardino as a leader in the provision of a stand out cannabis program. Our team has been intimately involved in California's ever-evolving legal cannabis landscape, supporting our client base as they navigate state and local licensure and serving local governments in correcting and progressing their cannabis programs. This experience also prepares us to understand the unique challenges that face program participants in both urban and rural areas, as we have supported the City of Long Beach on multiple facets of their program and the County of Mendocino in the provision of technical support for program participants.

Canna Business Services works inextricably with the accounting team at Sax, LLP to build a financial model for our clients that is not based on high level market data, which is commonly how accountant-prepared projections are built, but that we provide real and current data based on our team's in-depth ongoing work across the country. This has allowed our clients to build projections and financial models that are industry-specific, based on real data, and built to place in front of potential investors. We are frequently used by clients with operating businesses in a compliance position where we provide guidance on the impacts of 280E, changes to State 280E laws and the impact of decoupling from the federal 280E laws. We also provide ongoing advisory support to our operational clients as they seek to make operational decisions based on financials. As part of our post-licensure support, we bring in our financial advisory team, to support our client's hiring of qualified financial division employees, such as CFOs, bookkeepers, and CPAs. We train our clients to utilize a 13 week rolling cash flow, so that they can make decisions "looking forward" to the next quarter, rather than looking backwards into financial history. We also teach them how to prepare financial division SOPs, daily bookkeeping reconciliation, transaction categorizations, monthly reconciliations, point of sale and seed to sale platform purchasing and compliance decisions, and more.

Sax has committed to building a robust cannabis consulting practice, headed up by Todd Polyniak, who has over 30 years of in-depth experience, serving a multitude of industries. As the leader of the Sax cannabis team, Todd advises companies on how to best navigate the complicated regulations, and challenging accounting and tax issues in this rapidly evolving market. He is an established thought-leader in the space, with a successful podcast called "Good Morning Cannabis", and is a co-founder of the NY Metro area networking group called "420CANNect". Laws and regulations surrounding the market are evolving fast, and cannabis growers, extractors, distributors, and retailers must be mindful of ever-changing federal and state guidelines to grow and thrive in this competitive industry. This is why Sax believes that it is imperative that you have the right team in your corner - it's not just a CPA, or just an attorney - it's all about surrounding yourself with the right resources to help you achieve your goals. This is where Sax can help - our tenure in the industry has enabled us to build a network of valuable resources to help our cannabis clients navigate these complex waters. Our audit, tax and advisory team provides superior advisory services to all segments of the market. Whether you own or operate a medical or retail dispensary, cultivation facility, or manufacture and distribute products, Sax provides financial guidance from seed-to-sale. We can help your cannabis business navigate a wide range of complex tax issues, such as 280E and 471c, manage and increase cash flow, appropriately prepare financials for review, implement a strong compliance program and build an infrastructure that sets you up for long-term growth and success. Here are some reviews from our clients:

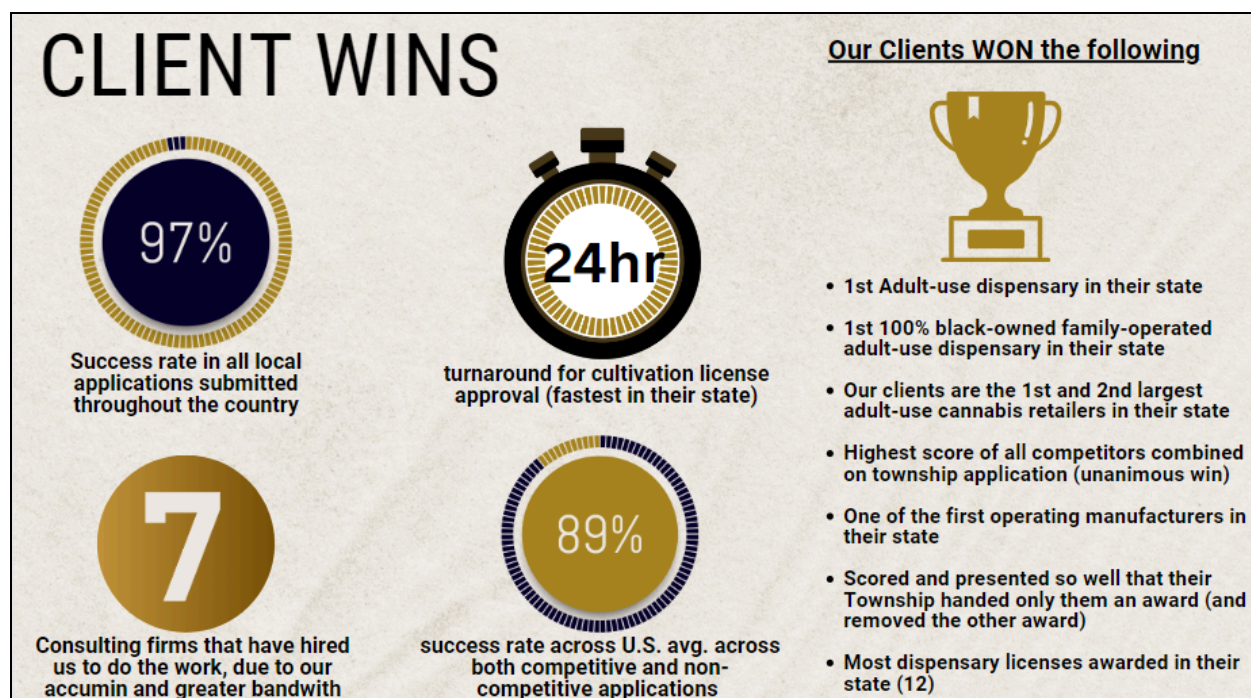
“Your work has always been of the highest quality. Deliverables arrive on time containing insights and guidance for the clients. But more importantly, you always go well beyond the required deliverables and services. There is always context. You always put the client first. You communicate sometimes difficult concepts and issues clearly and in our language.” - John Uzzi

“When opening up our dispensary, finding a good accountant/bookkeeper was a huge pain point for us. With all of the regulations that we have to follow in the cannabis industry, we wanted to do our due diligence in order to find the perfect partner for our company. After months of working together, we couldn’t be happier with Todd and the Sax LLP team.” - Anthony Lotti, CEO

Canna Business Services will dedicate 10 staff members to supporting the City of San Bernardino with cannabis monitoring and financial auditing services. With Canna Business Services’ business registration in California, our domestic California entity, The Canna Mind’s location in Sacramento, California, and our staff located in every time zone across the country, we are confident that we can provide the hours, staff, and support required to successfully and sustainably execute the proposed scope of work.

(ii) Staff Experience in Delivering Similar Services

Since 2017, our team has provided on-site and virtual compliance auditing of licensed California cannabis businesses, giving us keen insights into understanding the complexities that cannabis business owners face. This experience also includes supporting California businesses in implementing the METRC reporting system, a critical aspect to remaining compliant on the state and local level. Our experience spans across the State of California, on both the state and local level, providing substantive services across the entire vertical of business ownership– from license application support, to business buildout and compliance, our Canna Business Academy of education programs for applicants and business owners, and government cannabis and social equity program support services.



Description of Canna Business Services' client wins

(iii) Years of Operation and Public Sector Experience

Canna Business Services has been in the business of providing cannabis business services to individual clients, municipalities, counties, and state agencies for 6 years, since its inception in 2018. Everyone on our team is a subject matter expert, experienced in compliance checks of applications and well versed in California cannabis regulations. We have, collectively, ten years of experience supporting public agencies in the State of California in various capacities with their Cannabis programming. We have worked with a large number of municipalities throughout many states across the U.S. Canna Business Services has educated mayors, city councils, variance boards, and planning boards on how to best create and navigate local and state regulations to support a responsible, compliant cannabis industry. We have also worked deeply with municipalities on building their local cannabis programs and taught them about building applications, presentation requirements, potential pitfalls, and best practices.

(iv) Canna Business Services' References

Name of Project	State of Washington Social Equity in Cannabis Technical Assistance Mentorship Program Request for Proposals
Client Description	State of Washington
Primary Contact	Elijah Moon, Specialized Industry Program, Grant, and Contracts Manager
Contact Information	elijah.moon@commerce.wa.gov (360) 701-8273, 2001 6 th Avenue, Suite 2600, Seattle, WA 98121

Project Summary	Canna Business Services was contracted to provide full-service, effective advice to individuals seeking to participate in the State's social equity program. This contract requires ongoing support to participants seeking to enter into the program, and once accepted, ongoing support for participants embarking on their cannabis business journey. We were selected due to our deep basis of understanding in issues regarding social equity and cannabis prohibition and are working in assisting Social Equity Applicants throughout the country. The State selected contractors experienced in the following fields: Accounting Professionals; Cannabis Business Experts; Financing / Fundraising / Venture Capital Specialist; Legal Professionals; Real Estate professionals; Rules & Regulations; Security Professionals; Social Equity; Taxes; Traceability; and other applicable fields. We are providing learning experiences in the form of pre-recorded webinars, live workshops, one-on-one technical support, and open office hours.
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Name of Project Long Beach, Cannabis 1:1 and Group Technical Support	
Client Description	City of Long Beach, California
Primary Contact	Jimmy Villareal, Cannabis Equity Program Specialist
Contact Information	CannaBizLB@longbeach.gov (562) 570-5250 411 W. Ocean Blvd., 10th Floor Long Beach, CA 90802
Project Summary	Canna Business Services is currently contracted to provide consultation and business development services for social equity applicants seeking to open cannabis businesses in the City of Long Beach, California. We are providing comprehensive data analysis and reports on municipal planning priorities to City stakeholders and social equity applicants to ensure a sustainable buildout of the City's social equity cannabis program. We are educating social equity applicants on business development principles and the technical details of the cannabis industry through workshops and educational materials targeted to specific needs within the community. We are also providing a basic set of course materials on cannabis business startups for social equity applicants to be housed on the City website as a public educational resource. <i>(Services commenced in September 2022, and are ongoing. Our contract was renewed with Long Beach in September 2023 for another 12 months and again in September 2024 for 12 months.)</i>

Name of Project	Technical Assistance, Education, and Business Planning Services for Social Equity Applicants in Mendocino County
Client Description	The County of Mendocino
Primary Contact	Sara McBurney, Senior Program Manager at County of Mendocino
Contact Information	mcburneys@mendocinocounty.gov 707-234-2879 Cannabis Department 860 N. Bush Street, Ukiah, CA 95482
Project Summary	<p>Engaged by the County of Mendocino to provide technical assistance, compliance services, application support, and business education to 300+ social equity qualified applicants in Mendocino County.</p> <p>Canna Business Services will provide asynchronous and synchronous webinar opportunities for cannabis business owners and potential owner-operators in Mendocino County to learn more about compliance and business operations in the cannabis space. Canna Business Services supports applicants throughout both the local and state licensing application processes. We are educating social equity applicants on business development principles and the technical details of the cannabis industry through workshops and educational materials targeted to specific needs within the community.</p> <p>After being selected for this contract, we conducted a meet and greet with the community to an extremely positive reception after they experienced dissatisfaction with their last provider. One community member stated: “I don’t know if it’s possible to fall in love with a technical assistance provider, but I did.”</p>

(v) Local Experience and Knowledge of the City of San Bernardino

Canna Business Services has a thorough understanding of California’s cannabis regulations, including Proposition 64 and San Bernardino Municipal Code Chapter 5.10. We are familiar with the City’s regulatory framework, including the amendments made with Ordinance MC-1503 and the cannabis tax measure approved by voters in 2018. Our experience working with other municipalities in California equips us to navigate San Bernardino’s specific requirements and provide effective monitoring and financial audit services. We are committed to aligning our approach with the City’s objectives and ensuring compliance at both the state and local levels.

b. Project Specific Experience

(i) Overview of Relevant Service Contract Experience

The City of Long Beach, California – Technical Assistance to Cannabis Social Equity Program Participants

- (a) Role of the firm: Our role in the Long Beach Cannabis 1:1 and Group Technical Support project is to provide consultation and business development services for social equity applicants in the City, including data analysis, reports on municipal planning priorities, and educational workshops on cannabis business development.
- (b) Dollar value of the services: \$433,626.00
- (c) Dollar value of the fee: \$150 per hour for all staff assigned to project
- (d) Description of the services: Services previously and currently rendered include providing consultation and business development assistance to social equity applicants, conducting data analysis and creating reports on municipal planning priorities, and delivering targeted workshops and educational materials on cannabis business development. Additionally, we develop foundational startup resources for social equity applicants, which are made publicly available on the City's website to enhance community access to vital information.
- (e) Staffing:
 - Program Principal/Executive
 - Project Manager and Oversight
 - Compliance Specialist
 - Technical Support Team Lead
 - Technical Support Team Members (6)
- (f) Duration of providing services: October 2022-Present. Contract recently renewed for 2024-2025.
- (g) Relationship to client: Our relationship with the City of Long Beach is collaborative and focused on open communication with key stakeholders, particularly with Jimmy Villareal, the Cannabis Equity Program Specialist. This partnership fosters trust, ensuring we effectively align our efforts with the City's goals for social equity in the cannabis industry within Long Beach, California.
- (h) Contact name, position, entity name, telephone number, fax number and e-mail address: Jimmy Villareal, Cannabis Equity Program Specialist, Economic Development Department, City of Long Beach Business Development Bureau, (562) 570-5250, Jimmy.Villarreal@longbeach.gov

The County of Mendocino, California – Cannabis Grant Program Administration Services

- (a) Role of the firm: Our role in the Grant Program Administration Services project for applicable grant program awardees in Mendocino County is to provide comprehensive support and guidance to over 300 qualified Mendocino County licensees, ensuring they navigate the local and state licensing and operational processes, requirements, and regulations effectively while addressing their specific needs within their business and license type.
- (b) Dollar value of the services: \$179,926.32
- (c) Dollar value of the fee: \$150 per hour for all staff assigned to the project
- (d) Description of the services: Canna Business Services currently provides business development education and technical assistance support to qualified applicants and licensees in Mendocino County. Our services include compliance guidance and educational opportunities through both asynchronous and synchronous webinars focused on cannabis business operations, customized support, 1:1 technical support meetings, and more. We develop tailored workshops and materials to address the specific needs of the community, helping applicants understand business development principles and successfully navigate the local and state licensing processes.
- (e) Staffing:
 - Program Principal/Executive
 - Project Manager and Oversight
 - Compliance Specialist
 - Technical Support Team Lead
 - Technical Support Team Members (6)
- (f) Duration of providing services: March 2024 through Present
- (g) Relationship to client: We have built a strong partnership in a short period of time with the County of Mendocino and our point of contact and Senior Program Manager at the County, Sara McBurney. The County has shared positive feedback from program participants regarding Canna Business Services' support.
- (h) Contact name, position, entity name, telephone number, fax number and e-mail address: Sara McBurney, Senior Program Manager, Cannabis Department – County of Mendocino, 707-234-2879, mcburneys@mendocinocounty.gov

The State of Washington Department of Commerce – Social Equity in Cannabis

(a) Role of the firm: For the State of Washington's Social Equity in Cannabis Technical Assistance Mentorship Program, our firm's role was to provide technical support and guidance to applicants looking to apply for a cannabis business license through Washington's social equity program.

(b) Dollar value of the services: \$39,975.00

(c) Dollar value of the fee: \$150 per hour for all staff assigned to project

(d) Description of services: Canna Business Services was contracted to provide full-service, effective guidance to individuals seeking to participate in the State's social equity program. We provided learning experiences in the form of pre-recorded webinars, live workshops, one-on-one technical support, and open office hours.

(e) Staffing:

- Program Principal
- Program Manager
- Principal Application Planner
- Translation Services
- Senior Application Planner (2)

(f) Duration of providing services: February 2022 through June 2022

(g) Relationship to client: In our engagement with the State of Washington for the Social Equity in Cannabis Technical Assistance Mentorship Program, we developed a strong, collaborative relationship with our primary contact, Elijah Moon. Through regular communication and feedback sessions, we tailored our services to meet the needs of program participants, ensuring alignment with the State's objectives. This proactive approach not only facilitated applicants' understanding of the cannabis licensing process but also fostered trust and partnership with the State, resulting in positive outcomes for all involved.

(h) Contact name, position, entity name, telephone number, fax number and e-mail address: Elijah Moon, Specialized Industry Program, Grant, and Contracts Manager, Washington State Department of Commerce, (360) 701-8273, elijah.moon@commerce.wa.gov

(ii) Canna Business Services' Statement of Integrity and Compliance

We affirm that none of the following have occurred at any time since the inception of Canna Business Services in 2018 within the company and its staff members:

- Failure to enter into a contract or professional services agreement once selected.

- Withdrawal of a proposal as a result of an error.
- Termination or failure to complete a contract.
- Debarment by any municipal, county, state, federal, or local agency.
- Involvement in litigation, arbitration, or mediation.
- Conviction of the firm or its principals for violating antitrust laws, bid rigging, collusion, or any related laws.
- Knowing concealment of a deficiency in prior contract performance.
- Falsification of information or submission of fraudulent statements.
- Willful disregard for applicable rules, laws, or regulations.

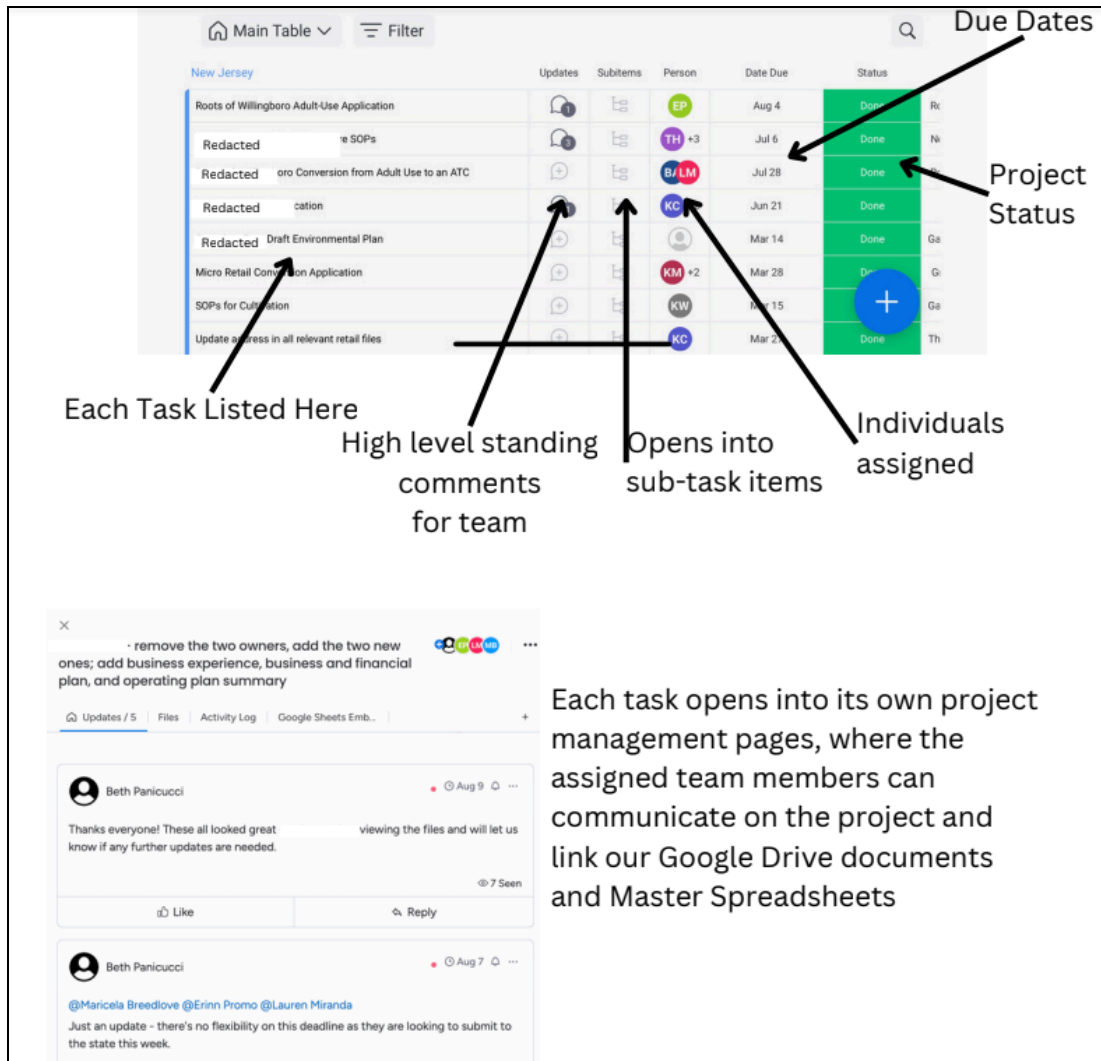
c. Technical Competence

(i) In-House Resources and Communication Tools

Canna Business Services will communicate with City staff via email, phone, and video conferencing. We will have a dedicated zoom line and email address devoted to all communications for this project, to ensure streamlined and prioritized communications between the City of San Bernardino and Canna Business Services.

We use Calendly as a primary scheduling tool and different types of meetings or walk throughs will be available depending on the City's exact needs. *See the sections below for more information.*

We use Monday.com as our project management software for all of our projects. This ensures our team is fully trained and uses the program effectively. Monday.com helps us track data, ensure projects are completed on time, and clearly communicate with our employees. Monday.com is one of the top rated project management platforms on the market.



Sample Monday.com platform for Project Management

Our policies regarding online data storage are stringent, as we have held confidential and personal information for hundreds of clients throughout the world, including bank statements, social security numbers, criminal records, tax returns, birth certificates, and more. Our staff is trained and re-trained throughout each year on the importance of client confidentiality and privacy. Our documentation will be restricted to only permitted Canna Business Services team members and dedicated San Bernardino staff. Our files are stored on Google Drive, which is an encrypted file storage program. Google utilizes heightened security encryption protocols for uploading, accessing, and downloading of files stored on its platform. Files in transit are generally at increased risk of hacking, regardless of platform used, and for this reason, Google uses stronger encryption for files in transit.¹ Our systems have consistently resulted in great

¹ Google Drive uses 256-bit SSL/TLS encryption for files in transit and 128-bit AES keys for files at rest, according to *All Things Secured*, <https://www.allthingssecured.com/tips/how-secure-is-google-drive/>, March 18, 2023.

feedback from clients who may otherwise find themselves getting lost within the paperwork. We will handle the documentation organization and Master Spreadsheet preparation and information gathering, to eliminate any barriers with the use of technology among participants. Our goal is to have ongoing communication with the designated members of San Bernardino to keep them informed of the current status of the overall project and individual deliverables. We typically suggest 2 meetings per month (every other week), at minimum, so that you are aware and kept abreast of all open projects and their status. This open communication policy has allowed cities such as the City of Long Beach to receive continually outstanding feedback from their program participants. Our goal for the City of San Bernardino will be the same.

(ii) **Our Firm's Diverse Expertise for Comprehensive Services**

Our multidisciplinary team consists of 10 highly skilled professionals with expertise spanning law and regulation, cannabis monitoring, financial auditing, cannabis accounting, project management, technical assistance, and much more. Led by Emily Sisneros, Esq., as Program Director/Executive, our team includes a dedicated project manager, auditors, and technical specialists, each with extensive experience in their respective fields. This diverse skill set ensures comprehensive support for the City of San Bernardino's needs, allowing us to efficiently address all aspects of the proposed scope of services. Canna Business Services is fully equipped to scale resources as needed, ensuring flexibility and timely response throughout the contract's duration.

7. **Proposed Method to Accomplish the Scope of Work:**

Overall Implementation Plan

This section provides a general overview of our platforms, approach, and methodology used to accomplish the scope of work. A more specific and detailed plan can be found under each section of the scope of work broken down below.

Project Launch Kickoff

Canna Business Services and City of San Bernardino will begin the project with a Project Launch Kickoff, where all parties and roles will be introduced. This meeting will allow the teams to confirm contact information, communication roles, and the agreed upon sequence of project milestones. Through this kickoff meeting, Canna Business Services will be able to discuss with the City the program itself, learn and give insight into the program to maximize effectiveness, and gather information to analyze the current program against similar programs, as well as discuss next steps. This meeting will inform which city representatives we will need to be in regular contact with and what their role will be in the overall processes.

Program Development

After the kickoff meeting, Canna Business Services will schedule regular, bi-weekly meetings or monthly meetings with relevant City of San Bernardino staff to set project goals, milestones, and assess internal capacity.

Project Management

We will provide project management and oversight to ensure effective and streamlined communication between the City, business owners, and Canna Business Services as well as third party vendors who the business owners may have engaged. Every member of our team is highly qualified and trained on instructing educational courses on varying aspects of the cannabis industry, standard operating procedures (SOPs), robust technical support training, compliance and regulations, especially in California, and ongoing training as needed. Our team is located in every time zone within the country, so that we can best support the City's needs at virtually any time. Our team works beyond the strict confines of a Monday through Friday, 9am to 5pm work week. Instead, we offer support 24/7 via email, phone, and text message. Emails, calls, and text messages will be responded to within a maximum of 24 hours from receipt. In our experience, however, we generally respond to email outreaches within 30 minutes of receipt.

Canna Business Services will communicate with designated City staff via email, phone, and video conferencing. We will have a dedicated Zoom line and email address devoted to all communications for this project to ensure streamlined and prioritized communications between City staff, business owners, and Canna Business Services.

As mentioned above, we will utilize Calendly as a primary scheduling tool and different types of meetings or interviews will be available depending on what the business owner or city is looking for and Monday.com Project Management Platform to ensure all projects are appropriately tracked and completed on time.

Preferred Partner For Financial Audits

We have brought our preferred partner, Sax LLP, on board to complete financial audits for this contract. Sax LLP's differentiation is in their approach - they are business people with expertise in accounting, not the other way around, which is why they strive to bring new ideas to the table that help business owners exceed their goals. The better Sax understands the cannabis business, its marketplace, and its people - the better they can be in helping that business to achieve its business initiatives. This is particularly important in the Cannabis Industry - which has been subject to more change and uncertainty than virtually any other market segment. The Sax team strives to be both consultative and proactive which is why they meet with clients, at a minimum, quarterly so there is always a scheduled touch point. They encourage their clients to include their engagement team in these meetings so that Sax can focus on the most important issues at hand and drive success together.

Annual Financial Audits

Sax will conduct an annual financial audit, ensuring compliance with applicable laws, for each permitted cannabis business that has operated for a full year. Sax will gather all of the following information to be included in the audit:

- Review Point-of-Sale (POS) system structure
- Review inventory system (subject to METRC data)
- Analyze and compare POS data with other available data sources, including:
- City cannabis tax returns
- State tax returns
- Federal tax returns
- METRC sales and inventory data
- CDTF data
- Bank statements
- ATM or other merchant statements
- Sales receipts
- Other financial documents as available
- Identify any variances or over/under reporting
- Calculate any taxes or fees due to the City
- Prepare and issue a draft audit report for city to review prior to issuance to the cannabis business
- Prepare and issue a draft audit report with city input for the cannabis business
- Prepare and issue a final report
- Assist the City with dispute resolution on the audit report by communicating any disputes and suggested resolutions with City staff.

Sax will provide a draft audit report to the cannabis business. The business will be given appropriate time to respond or appeal their report in accordance with city ordinance, if applicable. Sax will review any documentation provided by the business to dispute the findings and will adjust the tax assessment appropriately prior to issuing the final report to the City.

Proposed Financial Audit Timeline

The proposed timeline from start to finish for an audit is 2-6 weeks per business; many audits will be able to be completed simultaneously. It may be longer depending on the complexity of a business and its financials.

Monitoring Compliance with City Ordinance(s), and State and Local Laws through Inspections

Canna Business Services has an experienced team that has conducted compliance inspections of cannabis businesses across the nation, with a primary focus on California. In particular, our cannabis compliance team has worked extensively with numerous cannabis businesses in the

State of California to ensure compliance with local and state regulations, as well as to complete comprehensive inspection reports, both detailed and summary.

Canna Business Services share with the City and business owners a compliance checklist. The checklist will include the following major sections:

- ❖ Federal Requirements
- ❖ State Requirements
- ❖ Local Requirements
- ❖ City Ordinances
- ❖ Security, Alarms, Locks, and Video Surveillance
- ❖ Cash Management
- ❖ Records, Badging
- ❖ Inventory Management and Inventory Assessment, including access control
- ❖ Waste Management
- ❖ Transportation documentation
- ❖ Packaging and Labeling
- ❖ Other items as necessary in compliance with laws and regulations

Each of these sections in the checklist will be reviewed by a qualified Canna Business Services employee. Each regulation at the federal, state, and local level will be checked at the business and improvements needed will be listed out in the report. The report will be issued to both the business owner and the City.

Canna Business Services prefers to conduct these inspections virtually when possible. Covid-19 changed the way that people participate in work and life. Many of us learned that virtual meetings can save valuable time and travel requirements. In order to reduce the fees in our cost proposal, we can eliminate the cost of travel, and instead work with the business owner over Zoom video conferencing. Many companies today, including our own, have successfully transitioned to the virtual space for these reports, and as a result, save our clients both time and money.

Proposed Compliance Inspection Timeline

The timeline for Canna Business Services to begin compliance inspections for cannabis businesses would be in month 3 of the contract. During the first month, we plan to work with the City to ensure the compliance checklist and included items meet the City of San Bernardino's approval. The time to complete each inspection should be about 4 hours virtually. This range is dependent on the facility size and scale of activities located there. A final report will be prepared upon completion of an inspection.

Conduct Background Checks

Canna Business Services will conduct background checks for all business owners. Background checks will be conducted on employees of the businesses on an as needed basis. Background checks will comply with all relevant federal, state, and local laws.

Proposed Background Checks Timeline

Background checks will be conducted as required, typically within 3 to 4 weeks from the date of the request.

Plan Review Services

Our approach to Plan Review Services focuses on ensuring compliance with all relevant state and local regulations as well as city ordinances. Canna Business Services will conduct a thorough review of a business's plans and provide feedback to align them with legal requirements, and collaborate closely with business owners and city officials to facilitate timely approvals. Our team remains up to date on code and regulations and offers ongoing support throughout the process to ensure a smooth and compliant review.

Proposed Plan Review Services Timeline

Plan checks will be completed within 1-2 weeks from date of receipt depending on the complexity of the plan.

Conduct Virtual Pre-Licensing Inspections

Canna Business Services will ensure all requirements are met by conducting detailed virtual pre-licensing inspections. Our team will verify compliance with applicable city ordinances and local and state regulations, check the facility's readiness for operations, and provide feedback on any necessary adjustments. Finding will be detailed in a summary report including relevant recommendations. We will work closely with applicants and the City to address issues promptly, ensuring the applicant is well-prepared for final approvals.

Proposed Pre-Licensing Inspection Timeline

Pre-licensing inspections will be completed within 2-3 weeks of receipt of the request.

8. Fee Proposal

PROPOSED BUDGET AND DELIVERABLES				
*We offer these services through our discounted hourly rate of \$175. We typically charge \$200-\$250 per hour for similar services. Rates are based on 15 licensed cannabis businesses existing in San Bernardino. Cost proposal can be adjusted based on the number of operating businesses.				
Description of Deliverable	Estimated Hours	Hourly Rate	Flat Rate	Total Rate
Project Management and Meetings with the City (monthly + additional as needed meetings with the city and two representatives from Canna Business Services)	28	\$175	\$0	\$4,900.00
Inspections Canna Business Services will create checklists specific to San Bernardino cannabis businesses and complete facility compliance inspections of the associated businesses as needed and annually. We estimate completing approximately 15 inspections annually. We estimate 5 hours per inspection - 2 hours for the facility inspection, either on site or remote with a guide; 2 hours for the report to be drafted; 1 hours for communications and prepping for inspection / reviewing the checklist	75	\$175	\$0	\$13,125.00
Financial Audits - includes per business fee of \$3000 + \$500 in travel fees (15 cannabis businesses)	Flat Rate	\$0	\$3,500	\$52,500.00
Background Checks - (The hourly rate is per application review, technical support, and formal submission est. at 3 hours per person. Est. 3 people per business)*	135	\$175	N/A	\$23,625.00
Plan Check - includes 4 hours of review and support per business for each of the estimated fifteen licensed cannabis businesses. *As needed to ensure laws and regulations are complied with	60	\$175	N/A	\$10,500.00
Development of Materials and Other Resources (i.e. inspection and building checks particular to San Bernardino items resulting from technical assistance and City and CBS meetings, business owner follow up, etc.)	30	\$175	N/A	\$5,250.00
Technical and Policy Expertise Expected to be at approximately 5 hours per month. This section includes as needed Virtual Pre-Licensing Inspections.	60	\$175	N/A	\$10,500.00
Stand-alone Email Address for Communication with participants & the City (for 12 months)	N/A	\$0	\$96	\$96
Calendly for scheduling (for 12 months)	N/A	\$0	\$96	\$96
Paid Zoom Line for meetings with San Bernardino and technical support with participants as needed (for 12 months)	N/A	\$0	\$180	\$180
CBS Staff Training related to San Bernardino Specific Processes	25	\$85	0	\$2,125.00
			Total Fee Estimate	\$122,897.00
<p>The hour ranges listed above are estimated hours only and based on our extensive work across the country in supporting clients in their comprehensive cannabis projects. Thus, our goal is to provide services in a timely and efficient manner, while prioritizing thoroughness, effectiveness, and quality for the City of San Bernardino. The hourly rates listed above apply to all Canna Business Services team members assigned to the project. We are open to discussing and adjusting any of the above numbers. *Subject to change depending on scale of San Bernardino cannabis businesses and their employee turnover rates. We also are happy to move funds, if still available, from the background check section above to the compliance review section if needed.</p>				

9. Insurance

If selected as the winning bidder, we will fully comply with the City of San Bernardino's insurance requirements. Prior to commencing work, we will provide evidence of all required insurance, including commercial general liability, automobile liability, workers' compensation, and professional liability. The City of San Bernardino and its representatives will be named as additional insureds, and we will ensure all policies meet the specified coverage limits and endorsements. We will also guarantee that any subcontractors adhere to the same insurance standards and maintain coverage throughout the project's duration.

10. Litigation

Canna Business Services confirms a clean litigation record, with no pending legal matters that could jeopardize our proposal, existing contracts, or operational stability. Operating with transparency and integrity, we manage risks diligently. Our proposal rests on a stable foundation, free from legal encumbrances. Neither our firm nor team members have faced lawsuits, claims, or settlements of any kind. CEO Emily Sisneros, Esq., maintains an unblemished professional history, ensuring our commitment to legal and ethical integrity.

11. Other Information

Our firm has a full track record of delivering projects timely and within budget, supported by our experienced staff and through our established and efficient processes. We utilize our trusted project management platform, Monday.com, to manage tasks, track progress, and allocate resources effectively. This ensures all project milestones are met according to the agreed upon schedule between the City of San Bernardino and Canna Business Services. The Monday.com project management platform allows us to maintain transparency and quickly adapt to any challenges that arise. Our listed references will also attest to our consistency in adhering to deadlines and staying within budget while exceeding expectations through open communication and proactive problem-solving.

a. Description of community involvement.

Canna Business Services is deeply committed to supporting the communities in which we work. We actively engage in social equity initiatives, offering education and technical assistance to help underrepresented groups succeed in the cannabis industry in California and across the United States. Our firm has led community outreach programs in cities and counties in California, where we partnered with local governments to provide workshops and one-on-one consultations for social equity applicants (*additional information referenced in above sections*). These programs were designed to empower individuals with the knowledge and resources needed to navigate the complex licensing process, fostering diversity and inclusion in the industry.

In addition to these efforts, we contribute time and resources to SERT Ministries, which focuses on rescuing individuals involved in human trafficking and providing them with pathways to

restoration through faith. We support SERT's mission by participating in outreach efforts dedicated to helping those in need. We also actively support Soap2Hope, a nonprofit organization that provides vital services to vulnerable communities, including survivors of trafficking and sexual exploitation. Through our involvement in fundraising and sponsorship efforts, we help amplify the impact of these programs, ensuring that critical resources and support reach those in need. Our dedication to community involvement is a reflection of our broader mission to create meaningful, positive change both within the cannabis industry and in the communities we serve.

b. Description of any previous involvement with the City.

Canna Business Services has not previously engaged in any projects/contracts with the City of San Bernardino.

c. A statement that the Proposer has no conflicts of interest in connection with providing the Services.

To avoid conflicts of interests, all team members are required to sign stringent Confidentiality, Non-Competition, and Non-Disclosure Agreements. Furthermore, when engaged in contracts, we do not engage in contracts with program participants that would otherwise conflict with the terms of this contract. We operate with full transparency, and any indication that a client of Canna Business Services would create a conflict of interest with our services to the City of San Bernardino will be first disclosed to the City to obtain their express permission to engage. At this time, Canna Business Services does not service any clients that present a foreseeable or potential conflict of interest.

12. Certification of Proposal

The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with the Request for Proposal (RFP), and to be bound by the terms and conditions of the RFP.

13. Appendices

None applicable for this proposal.

PROPOSED BUDGET AND DELIVERABLES					
*We offer these services through our discounted hourly rate of \$175. We typically charge \$200-\$250 per hour for similar services. Rates are based on 17 licensed cannabis businesses existing in San Bernardino. Cost proposal can be adjusted based on the number of operating businesses.					
Description of Deliverable	Estimated Hours	Hourly Rate	Flat Rate	Total Rate for In Person / Rate for all other deliverables	Total Rate for all Virtual + less than 10 Background Checks
Project Management and Meetings with the City (monthly + additional as needed meetings with the city and two representatives from Canna Business Services) - all virtual	28	\$175	\$0	\$4,900.00	\$4,900.00
Inspections Canna Business Services will create checklists specific to San Bernardino cannabis businesses and complete facility compliance inspections of the associated businesses as needed and annually. We estimate completing approximately 17 inspections annually. We estimate 5 hours per inspection - 2 hours for the facility inspection, either on site or remote with a guide; 2 hours for the report to be drafted; 1 hour for communications and prepping for inspection / reviewing the checklist. If there is an in person inspection conducted, that will add an additional \$500 to each inspection estimate of \$875 (for a total of \$1375 per inspection)	85	\$175	\$0	\$23,375	\$14,875.00
Financial Audits - includes per business fee of \$3000 (cost of financial audit if virtual) + \$500 in travel fees if conducted in person (for a cost of \$3500/ business) (17 cannabis businesses)	Flat Rate	\$0	\$3,500	\$59,500.00	\$51,000
Background Checks - (Flat rate of \$100 per background check estimating 10-20)* -- Flat Rate of \$60 per background check if less than 10 are needed - estimated at 9 for this cost proposal	Flat Rate	\$0	\$100	\$2,000.00	\$540
Plan Check - includes 4 hours of review and support per business for each of the estimated fifteen licensed cannabis businesses. *As needed to ensure laws and regulations are complied with - all virtual	60	\$175	N/A	\$10,500.00	\$10,500.00
Development of Materials and Other Resources (i.e. inspection and building checks particular to San Bernardino items resulting from technical assistance and City and CBS meetings, business owner follow up, etc.)	30	\$175	N/A	\$5,250.00	\$5,250.00
Technical and Policy Expertise Expected to be at approximately 5 hours per month. This section includes as needed Virtual Pre-Licensing Inspections. - all virtual	60	\$175	N/A	\$10,500.00	\$10,500.00
Stand-alone Email Address for Communication with participants & the City (for 12 months)	N/A	\$0	\$96	\$96	\$96
Calendly for scheduling (for 12 months)	N/A	\$0	\$96	\$96	\$96
Paid Zoom Line for meetings with San Bernardino and technical support with participants as needed (for 12 months)	N/A	\$0	\$180	\$180	\$180
CBS Staff Training related to San Bernardino Specific Processes	25	\$175	0	\$4,375.00	\$4,375.00
			Total Fee Estimate	\$120,772.00	\$102,312.00
Travel Not to Exceed - \$17,500 per year					
The hour ranges listed above are estimated hours only and based on our extensive work across the country in supporting clients in their comprehensive cannabis projects. Thus, our goal is to provide services in a timely and efficient manner, while prioritizing thoroughness, effectiveness, and quality for the City of San Bernardino. The hourly rates listed above apply to all Canna Business Services team members assigned to the project. We are open to discussing and adjusting any of the above numbers. *Subject to change depending on scale of San Bernardino cannabis businesses and their employee turnover rates. We also are happy to move funds, if still available, from the background check section above to the compliance review section if needed.					