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**North Dakota Department of Health**  
**Division of Medical Marijuana**  
**Compassion Center Letter of Intent**

The North Dakota Department of Health (NDDoH), Division of Medical Marijuana requests that any entity interested in submitting a proposal to become a registered compassion center submit a letter of intent. A compassion center is a medical marijuana grower/manufacturing facility or a medical marijuana dispensary.

**Overview**

On November 8, 2016, the NDDoH became responsible for implementing North Dakota's medical marijuana program with the passage of initiated measure #5. This program allows a qualifying patient or designated caregiver who is registered with the department to purchase medical marijuana from a registered medical marijuana dispensary for the palliative treatment of a patient's qualifying medical condition.

In accordance with North Dakota Century Code (NDCC) 19-24.1, the NDDoH will issue a Request for Proposal (RFP) for purpose of registering up to ten compassion centers (two manufacturing facilities and up to eight dispensaries) in the state of North Dakota.

This letter of intent to apply serves to notify the department of your intention to submit a proposal in response to the RFP. Please note that a non-refundable application fee of \$5,000 is required with the submission of a proposal. The submission of a letter of intent does not obligate the department to register or select the entity as a compassion center.

**Letter of Intent Submission**

In order identify the number of potential proposals in response to the RFP, the NDDoH is requesting that all interested entities submit a letter of intent. The letter of intent may be mailed, emailed or hand delivered to the address below by 5:00 p.m. CST on July 28, 2017. All emailed letters of intent must include the following subject line "Compassion Center Letter of Intent – *Entity Business Name.*"

Division of Medical Marijuana  
North Dakota Department of Health  
600 East Boulevard Ave, Dept. 301  
2<sup>nd</sup> Floor, Judicial Wing, Room 202  
Bismarck, ND 58505-0200  
Email: [medmarijuana@nd.gov](mailto:medmarijuana@nd.gov)

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The letter of intent must contain:

- Manufacturing facility or dispensary name
- Names of the owner(s) and managing director(s) of the business
- Point of contact name, telephone number and email address

The NDDoH will verify receipt of a submitted letter of intent to apply by emailing the point of contact indicated in the letter. All letters of intent must include all requested information identified above.

### **Request for Proposal (RFP)**

All potential applicants shall become familiar with NDCC 19-24.1 governing compassion center operations. This document provides information regarding requirements to become a registered compassion center. NDCC 19-24.1 is available for review using the link provided: <http://www.legis.nd.gov/cencode/t19c24-1.pdf>

Additional information will be included in the RFP. Proposals in response to the RFP will be reviewed and scored by an evaluation committee within the NDDoH. The evaluation committee will score proposals based on the applicant's attention to, and fulfillment of, the requirements in NDCC 19-24.1, the administrative rules, and the RFP guidelines as established by the NDDoH. In addition to requirements in NDCC 19-24.1 and the administrative rules, scored elements will include, but are not limited to:

- Business overview and plan
- Physical Facilities
- Operations
- Ownership and financial structure
- Bonus points (for example)
  - Patient services plan
  - Employee working standards
  - Research plan
  - Environmental plan

### **Division of Medical Marijuana Contact Information**

Questions regarding the letter of intent may be emailed to the Division of Medical Marijuana at [medmarijuana@nd.gov](mailto:medmarijuana@nd.gov). Questions submitted via email should have "Compassion Center Letter of Intent" in the subject line. Inquiries may also be made by phone at 701.328.1311.