

Mayor
John W. Minto

City Council
Ronn Hall
Laura Koval
Rob McNelis
Dustin Trotter

May 17, 2024
RFP #24/25-20039

ATTENTION: PROSPECTIVE PROPOSALS
NOTICE INVITING PROPOSALS: CANNABIS ADMINISTRATIVE HEARING OFFICER

WORK TO BE DONE: The City of Santee, hereinafter referred to as “City”, is requesting proposals for an Administrative Hearing Officer for the Cannabis Business Permitting Process. The City is seeking proposals from qualified individuals to serve as a contract Administrative Hearing Officer to preside over hearings on cannabis appeals, review case documentation, prepare written determinations and all other services as outlined in the agreement for services.

PROPOSAL DUE DATE: Monday, June 17, 2024 by 5:00 P.M. Proposals may be submitted via email to Sandi Sawa, Planning & Building Director, at ssawa@cityofsanteeca.gov with electronic signatures (your responsibility to verify receipt of documents) or alternatively, proposals may be submitted to the City Clerk’s Office, 10601 Magnolia Avenue, Santee, CA 92071. Postmark date will not constitute timely delivery. Late proposals will be returned unopened.

RFP DOCUMENTS may be examined and obtained on the City’s website at www.cityofsanteeca.gov under “Bid Opportunities” listed on the main page.

LICENSES: Before a contract pursuant to this RFP is signed, the proposer must hold all necessary, applicable business and professional licenses.

CERTIFICATES OF INSURANCE: Required, upon award of Contract.

QUESTIONS pertaining to this RFP must be submitted in writing to, Sandi Sawa, Planning & Building Director, at ssawa@cityofsanteeca.gov by **5:00 P.M. on Friday, May 31, 2024.**