LOS ANGELES CLEANTECH INCUBATOR REQUEST FOR PROPOSALS (RFP)

LEGAL FIRM TO WORK WITH LACI'S BUSINESS SUPPORT SERVICES

RESPONSES DUE: 11/30/2025

INTRODUCTION

Los Angeles Cleantech Incubator (LACI)'s mission is to create an inclusive green economy by unlocking innovation, transforming markets, and enhancing the community. LACI aims to build a regional innovation ecosystem that supports the discovery and commercialization of clean technologies by creating new companies, de-risking the cleantech commercialization process, and helping companies successfully deliver market-ready cleantech solutions along with accompanying jobs. Founded by the City of Los Angeles and its Department of Water & Power (LADWP) in 2011, LACI is a nonprofit organization focused on energy, transportation, and sustainable cities. LACI was formed as an economic development initiative to transform a traditional blue-collar industrial area into a thriving cleantech corridor. The organization utilizes a unique and integrated approach to spur the green economy to reduce statewide greenhouse gas emissions, improve air quality, create jobs, and generate local economic impact. LACI serves entrepreneurs, students, and job seekers around the world, but primarily in the greater Los Angeles region throughout LA County, with a focus on sustainable solutions for underserved communities. We also support initiatives in Santa Barbara, Orange and Ventura counties. LACI has helped 522 portfolio companies raise over $1 billion in funding, generated $463 million in revenue, and created 3,018 jobs throughout the Los Angeles region, with a long term economic impact of more than $733 million.

BACKGROUND

LACI provides a range of services that support founders enrolled in our core startup programs. One of the main components of this support is assisting companies to become more venture-ready, commercially viable, and legally protected. This comes in the form of providing additional services through external vendors called Business Support Services. This RFP is a competitive solicitation to provide our Portfolio Companies* with **legal services** at fixed rates to be paid by LACI.

SERVICES NEEDED

It is the intent of LACI to solicit proposals and quotes from respondents that have expertise in the provision of startup, corporate, and general business counsel at the direction of LACI including:

Deliverables:

- **Starting January 2026**: Provide legal services at hourly or fixed rates to be paid by LACI for active companies in each of LACI's programs, more specifically:
    - A corporation or LLC Formation or Conversion involving Founders

*Portfolio Companies are defined as companies in which LACI has a financial interest and/or stake, including through the warrants LACI takes in companies and direct investments from LACI's in-house equity funds (LACI Impact I and LACI Impact Fund II)

- Founder agreements and equity splits
- Business Contract Preparation for:
  - NDA
  - Liability and media release
  - Simple employment offer letter
  - Simple independent contractor agreement
  - IP
- Business Contract Preparation for:
  - Client/customer services agreement
  - Executive employment agreement
  - Long-form independent contractor agreement
- Business Contract Review and Advice
- Commercial Lease Review and Advice
- Early Stage and Bridge Round Securities Law Support for:
  - Fundraising Prep & consultation
  - Convertible Promissory Notes
  - Simple Agreements for Future Equity (SAFE)
  - Pre-Seed counsel
  - Series Seed
  - Bridge Round Notes
  - Employee Equity Compensation
- Intellectual Property Services
  - Patent Services
  - Trademark Services including Federal Trademark Registration application
  - Copyright Services including Federal Copyright Registration application
  - Trade Secret Services
  - Transactional IP Support including licensing and rights agreements
- Curriculum development and group instruction in lecture/clinic format as part of the structured educational components of LACI's programming.
- Also, provide supporting materials and potential office hours.

PROPOSAL RESPONSE REQUIREMENTS - Respondents are required to provide the following information in a proposal, at their sole cost and expense:

1. Letter of interest that contains the name, address and telephone number of the firm or contractor, including the name of the key contact person (s) involved in administering work to LACI portfolio companies.
   a. The partner(s) or manager(s) who will be assigned to LACI if you are successful in your bid, including biographies/resumes.
2. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice with explanations as applicable.
3. Confirmation of appropriate federal and state licenses to perform activities as applicable.
4. Background on your firm's experience working with nonprofits and early-stage startups as it relates to the legal services as described above.

5. Provide references with contact information from a minimum of three clients who currently use the bidder's services. At least one of the clients must speak to the bidder's performance with nonprofits and/or state and federally-funded entities.
    a. Optional to provide a reference letter from a startup
6. Detail of the fee structure including a description of what would constitute out-of-scope work and validations for varying rates depending on representative.
7. Your firm's independence with respect to LACI.
8. An overview of your billing approach and processes, including digital tools leveraged.
9. A description of how and why your firm is rightly suited to serve our needs.

EVALUATION OF PROPOSALS -

For all proposals, the lowest price estimate shall serve as the primary criteria for selection. Other areas that will be considered in making a determination will be:

- The sophistication of the billing approach in serving multiple clients under one master customer contract, including, ideally, the ability to provide real-time, portal-based updates (e.g., work status) of multiple projects underway or similar.
- Potential ability to provide monthly subscription-level support for multiple clients under one master customer contract as opposed to a la carte hourly offerings.
- Experience with technology startups, with an emphasis on cleantech and sustainability-related business models.
- Experience with small manufacturing enterprises, including GAAP revenue recognition, and accounting for the material cost through balance sheet accounts (inventory, WIP, finished goods, etc.) to the P&L to match with GAAP revenue.
- Experience with non-profit organizations, with an emphasis on economic development, workforce development, or small business.
- Experience providing professional services in a shared service model or client-based model.
- Experience with providing training, professional development, and other relevant education for professionals.
- Demonstrated ability to serve in the key areas outlined above.
- LACI is committed to building a more inclusive ecosystem in the cleantech sector, qualified Respondents/Business Owners who are members of underrepresented groups such as women or people of color are strongly encouraged to submit quotes. Please indicate in your submission if you are an underrepresented or women-owned business.

Please submit all quotes to legal@laincubator.org via email and cc ayla@laincubator.org