



LACI REQUEST FOR QUOTES (RFQ)

APC FELLOWSHIP TRAINING CONTRACTOR

RESPONSES DUE: MAY 18, 2020

INTRODUCTION

Los Angeles Cleantech Incubator (LACI)'s mission is to create an inclusive green economy by unlocking innovation, transforming markets, and enhancing 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.

THE PROGRAM

In Spring 2020, LACI will launch the third cohort of our **Advanced Prototyping Center (APC) Fellowship**, a 3-month program which will provide 50 unemployed and underemployed participants from underrepresented groups with experiential training and direct connections with job opportunities at LACI's Portfolio Companies and partner organizations. Evaluation of this initial APC Fellowship Program pilot will be utilized to inform future program design and partnership opportunities, with the long-term goal of expanding the program to additional participants and replicating success throughout our incubator network.

PROGRAM TIMELINE

Career Exploration Day	June 12
Training Contractor Orientation (Required)	June 18 & June 19 (Dates Subject to Change)
Technical Bootcamp (Required) 2-3 days per week 10 hrs per week	June 29 through August 7 Week One: January 29 through July 3 Week Two: July 6 through July 10 Week Three: July 13 through July 17 Week Four: July 20 through July 24 Week Five: July 27-July 31 Week Six: August 3-August 7
Technical Bootcamp Graduation	August 7
Career Fair	August 10
Internship: Technical Assistance + Continuing Education	August 13-October 30 (At least once per week)

SCOPE OF WORK

It is the intent of LACI to solicit quotes/proposals from **Training Provider Respondents** that have expertise in the provision of professional services that they are able to provide at the direction of LACI including:

Technical Expertise

- Microsoft OS, IOS and Google Suite
- Program Management Professional Experience
- Waterfall, Agile and other relevant methodologies

Instructional Expertise

- Engage participants in hands-on learning activities in different project management methodologies for process improvement and program development.
- Prepare participants to pass the CAPM and PMP exam
- Assess the strengths and areas of improvement for each participant.
- Engage participants from non-technical and disadvantaged backgrounds.

BID RESPONSE REQUIREMENTS

Respondents are required to provide the following information in a proposal/quote, at their sole cost and expense:

1. Letter of interest that contains the name, address and telephone number of the firm or contractor submitting letters of interest and resumes, including the name of the key contact person.
2. The number of years of experience the respondent has in the professional service area must be included in either the letter of interest or resume.
3. At least two (2) letters of recommendation from previous clients and two (2) sample lesson plans within the last three (3) years.
4. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice with explanations as applicable.
5. Confirmation of appropriate federal and state licenses to perform activities as applicable.
6. An executed copy of Respondent's proposed rates for this contract.
7. Describe the services that Respondent would perform directly.

EVALUATION OF QUOTES/PROPOSALS

For all quotations/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:

- Experience (two plus years) in Project Management
- Experience in Waterfall, Agile, Scrum, Six Sigma and other Project Management methodologies.
- Specialization in project-based learning.
- Customer Service and classroom facilitation experience.
- Experience with providing in-class and online instruction to a broad age-range of participants.

- 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 a minority or women owned business.

Please submit all quotes to Shannon Wright via email swright@laci.org.