



LOS ANGELES CLEANTECH INCUBATOR REQUEST FOR PROPOSALS (“RFP”)

EXECUTIVES IN RESIDENCE (“EIR”)

RESPONSES DUE: April 29, 2022

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.

BACKGROUND AND SCOPE OF WORK

- Act as mentor and accountability coach for LACI startups in three LACI Programs:
 - Founders Business Accelerator (“FBA”)
 - FBA is an early stage accelerator for small businesses mainly in disadvantaged communities, consisting of about 14 companies per cohort.
 - EIR activities consist of one-one coaching with an expectation of about 4 EIR hours per month per assigned company.
 - Additional combined meetings will add about two hours per EIR per month.
 - At the beginning of each cohort program each assigned EIR will participate

in one 8-hour session per month with the entire cohort for about 4 months.

- Individual EIRs may be tasked interviewing new applications, next scheduled for fall 2022, with about 1.5 hours per interview.
- Innovator Program
 - The Innovator Program is an early stage energy-related accelerator funded by the California Energy Commission, primarily consisting of EIR coaching, sharing of opportunities, and networking opportunities.
 - Assigned EIRs will be expected to spend about 1 hour per assigned Innovator per month.
 - We have also budgeted EIR reviews of new applications, with about 1 hour per applicant.
- Incubation and Market Access Program
 - Incubation is our flagship program, in a new 2-year cohort system.
 - Each portfolio company (PC) will be assigned a primary EIR who will provide one-one coaching of about six hours per month per assigned PC.
 - EIRs will be expected to participate in about 4 to 6 group coaching sessions with individual companies per month at about 2 hours per session.
 - There will be opportunities for EIRs to participate in curriculum development activities as assigned and available.
- General Administrative
 - EIRs participate in collaborative meetings of 0.5 to 1.5 hours per week.
 - In total if five contract EIRs are assigned to the above tasks we might expect an average of 50 to 60 billable hours per month per EIR, depending on individual availability. Note, however that LACI budget variations may affect available billable hours.

The SVP will from time to time issue guidelines for acceptable billable hours for each program. Any hours in excess of those in the guidelines will have to be approved in advance.
- Mentoring services will include overall suggestions for business strategy direction, providing strategic input for fundraising, and serving as a guide for setting milestones and ensuring the company is equipped to meet their goals and participate in the LACI program.
- You will work with startup founders to co-create roadmaps with the startups to define the milestones the startups want to hit during the program and regularly check in and update the roadmap to ensure the company is achieving their growth goals.
- In the first 6 months of the Incubator Program, EIRs will hold weekly check-ins with the founder and company to ensure that curriculum stays on track. Every other week is the recommended cadence for these regular check-ins including progress toward roadmap milestones, cash position, problems to solve, company and personnel concerns, etc.

EIR time commitment:

- The main driver for commitments is the Incubation program representing at least one

two-year cohort.

- You must be available to conduct meetings in person on the LKIC campus as desired by the startup. Schedule to be determined by the EIR.

EIR Expected Compensation: \$120.00 / hour is the total compensation payable under this contract unless otherwise authorized. Travel time and expenses are not billable under this contract.

REPORTING OF BILLABLE HOURS AND INVOICES

Contractors will be provided with an optional template for reporting billable hours. Contractors may use the standard template or generate their own so long as it provides equivalent information. Separate invoices from contractors which provide payment information which may be standard for your consulting practice are acceptable to summarize final monthly invoices.

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 billable hours per month the respondent can reasonably support.
3. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice with explanations as applicable.
4. References on business or founder mentoring or coaching. Previous experience of LACI EIRs is sufficient for this reference.
5. Resume that shows significant experience in business building: startup experience required, CEO experience preferred, direct investing and/or fundraising experience preferred.
 - a. Relevant industry experience preferred: cleantech, hardware, manufacturing, software, energy, transportation, circular economy.
 - b. Relevant functional experience preferred: finance, marketing, manufacturing, design, legal.
 - c. A link to a LinkedIn Resume will be sufficient if the relevant information is included.

EVALUATION OF QUOTES/PROPOSALS

Some of the areas that will be considered in making a determination will be:

- Experience with technology startups, with an emphasis on cleantech and sustainability

related business models.

- Experience with non-profit organizations, with an emphasis on economic development, workforce development, or small business.
- Experience with providing training, professional development and other relevant education for professionals.
- 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, people of color, veterans, LGBTQ and those with disabilities are encouraged to apply. Please indicate in your submission if you identify as one of these groups.

Please submit all questions and quotes to Legal via email at legal@laci.org.