



LACI REQUEST FOR QUOTES (RFQ)

MIDDLE SCHOOL GIRLS PROGRAM CONSULTANT

RESPONSES DUE: SEPTEMBER 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 Fall 2020, as part of LACI's focus on STEM Learning and Women in Cleantech, LACI will launch a **Middle School Girls Program** to engage middle school girls from Low to Moderate Income (LMI) communities across Greater Los Angeles in exploring new STEM + Sustainability career pathways. Results from our initial Planning Grant in 2019 highlighted three gaps in current girls' STEM programming, which support a need for the development of LACI's Middle School Girls Program: 1) no focus on environmental sustainability, 2) lack of on-site learning, and 3) no opportunities for sustained R&D. The program will be a virtual program which will

inspire girls around prototype development, community engagement and ultimately, solutions for global climate change.

PROGRAM TIMELINE:

Program Design and Curriculum Development	September - October
School Partner Selection	September - October
Teacher Training	Week of October 19 (TBD)
Career Exploration Day	Week of October 26 (TBD)
Virtual Program (led by teacher partners)	November (3 Modules)
Demo Day	Week of December 7 (TBD)
Program Evaluation	December

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

- Background in Science, Technology, Engineering, and Math (STEM)
- Familiarity with Cleantech / Sustainability
- Experience in Prototype Development

Instructional Expertise

- Develop comprehensive Program Design -- connecting the dots between Career Exploration Day, Virtual Program, and Demo Day -- to ensure that the girls have a meaningful learning experience
- Assist with school partner selection (existing school relationships are a plus)
- Lead “Train the Trainer” exercise and design teacher training to equip partner schools with the resources and support necessary to deliver virtual curriculum modules
- Design and engage in Program Evaluation
- Expertise in teaching middle school girls preferred

- Background in engaging participants from LMI backgrounds preferred

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. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice with explanations as applicable.
4. Confirmation of appropriate federal and state licenses to perform activities as applicable.
5. An executed copy of Respondent's proposed rates for this contract.
6. 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:

- Previous experience at the intersection of STEM + Sustainability.
- Proven track record of designing successful STEM programs, particularly for girls.
- Background in prototype development.
- 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.