



## **LOS ANGELES CLEANTECH INCUBATOR REQUEST FOR PROPOSALS (“RFP”) EXECUTIVES IN RESIDENCE (“EIR”)**

**RESPONSES DUE: March 22nd, 2024**

### **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 up to five LACI Programs:
  - Founders Business Accelerator (“FBA”)
    - FBA is an early stage accelerator for small businesses mainly in disadvantaged communities in the City of Los Angeles, consisting of about 14-17 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 to four hours per EIR per month.
    - There will be opportunities for EIRs to participate in curriculum development and facilitation, depending on their expertise and the needs of each cohort.
    - Individual EIRs may be tasked with interviewing new applications, with about 30 minutes per interview.
  - Innovators Program
    - The Innovators Program is a light-touch network access program to plug early-stage energy entrepreneurs into the California ecosystem.

- Assigned EIRs are expected to spend about 1 hour per assigned Innovator per month.
    - EIRs may be asked to help review incoming Innovators' applications, spending up to 1 hour per applicant.
    - There will be opportunities for EIRs to participate in curriculum development and facilitation, depending on their expertise and the needs of each cohort.
  - Incubation Program
    - Incubation is our 2-year, core startup program focused on supporting cleantech startups in Southern California through market & investor readiness, commercialization through pilots, and business services.
    - Each startup is assigned a primary EIR, who provides weekly 1 hour sessions during the first 3.5 months of the program and bi-monthly 1:1 and group pods for the remaining 18 months. EIRs are expected to spend approximately 1 hour per month in a group pod with 3-4 companies and 1-2 EIRs. approximately six hours a month of one-one coaching per startup..
    - There will be opportunities for EIRs to participate in curriculum development activities and curriculum facilitation as assigned and needed.
    - EIRs may be asked to help review new Incubation applications, up to 2 hours per application (depending on the complexity).
  - Market Access Program
    - Market Access Program is an 18-month deployment-focused, market adoption program for 3-5 later stage companies per year looking to grow their business presence in the LA market.
    - EIRs will be expected to participate in 2 hours of coaching per month, plus 2 hour of group coaching every other month.
    - We have also budgeted EIR reviews of new applications, with about 2 hours per application.
  - Equity Innovation Program
    - The Equity Innovation Program is designed to support LACI's BIPOC and female-led startups and small businesses with additional resources, pilot funding, and extra EIR hours.
    - EIP startups receive up to 6 hours of additional EIR coaching per month, in addition to the time allocated on their original program.
    - There will be opportunities for EIRs to participate in curriculum development activities and facilitation as assigned and available.
- Recruitment for UI Programs:
  - EIRs often play a pivotal role in the application screening and selection process for Incubation and Innovators. UI Managers actively invite EIR input and feedback on specific applications at multiple stages in the review process in order to assess portfolio company eligibility.
- 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.

- EIRs must take notes in LACI's Salesforce system, following the EIR Notes guidelines and may be asked to flag asks, needs, and key challenges to the LACI Team when necessary.
- 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.
- EIRs support startup founders to produce the key deliverables for each program, ranging from investor pitches to product roadmaps to pilot designs. EIRs 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 3.5 months of the Incubation Program, EIRs will hold weekly check-ins with the founder and company to ensure that curriculum stays on track and the startup is in good standing. Every other week is the recommended cadence for these regular check-ins including progress toward roadmap milestones, funding gaps and opportunities, cash position, problems to solve, company and personnel concerns, etc.
  - EIRs will work with the LACI Team in pausing resources, such as EIR hours, when a startup is not submitting or participating in required programming.

#### **EIR time commitment:**

- The main driver for commitments is supporting startups through one of the five startup programs and potentially preparing and delivering curriculum sessions, as needed.
- You must be available to conduct meetings in person on the LKIC campus as desired by the startup or program team. Schedule to be determined by the EIR.
- You must be committed to maintaining appropriate documentation of engagement with startups, according to standard operating procedures that are provided by LACI staff during the EIR onboarding process.

**EIR Compensation: \$120.00 / hour is the total compensation payable under this contract unless otherwise authorized. Travel time, expenses and general administrative tasks are not billable under this contract. We recommend scheduling meetings with time to submit notes, trackable hours, and admin tasks (i.e. 50 mins with the founder, 10 mins for admin).**

#### **REPORTING OF BILLABLE HOURS AND INVOICES**

Contractors will be provided with a template and guidance for reporting billable hours. Contractors may use the standard template or generate their own, so long as it provides equivalent information.

#### **BID 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 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, founder mentoring, or coaching. Previous experience of LACI EIRs is sufficient for this reference.
  - a. Provide startup founders' or business' contact information, including telephone and email address
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, mobility, circular economy, designing and operating pilots.
  - b. Relevant functional experience preferred: finance, marketing, manufacturing, design, legal, business development or sales, customer segmentation, market penetration, pilots, hiring and team development.
  - 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. Strong preference for subject matter expertise in the three LACI tech sectors of zero emissions transportation, circular economy with an emphasis on smart & sustainable cities, and clean energy.
- 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 proposals to Legal via email at [legal@laci.org](mailto:legal@laci.org).**