



LACI REQUEST FOR QUOTES (RFQ)

APC FELLOWSHIP TRAINING CONTRACTOR

RESPONSES DUE: January 11, 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 January 2021, LACI will launch the fourth 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 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	January 25
Training Contractor Orientation (Required)	January 19 & January 20 (Dates Subject to Change)
Technical Bootcamp (Required) 5 days per week No more than 40 hrs per week Format: Lecture and Lab	February 8- March 19 (Subject to Change) Week One: February 8-February 12 Week Two: February 15-February 19 Week Three: February 22-February 26 Week Four: March 1- March 5 Week Five: March 8-March 12 Week Six: March 15-March 19
Technical Bootcamp Graduation (Required)	March 19
Career Fair	April 9
Internship: Technical Assistance + Continuing Education (Required)	March 29- June 18 (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

- IP Network (TCP/IP and OSI Reference Model)
- Cloud Computer Services - AWS, Azure and/or Google Cloud
- Programming Languages i.e. Python, Java, C++, NodeJS; MatLab is a plus
- Software Development Cycles (Github, SVN, and scrum tools)
- Firmware and microcontroller programming
- Android and IOS
- Payment system (credit card swipe, Apple Pay, etc.) troubleshooting, a plus
- Vehicle to EVSE communications troubleshooting / no “handshake” completed (Understanding Station Behavior), a plus

Instructional Expertise

- Facilitate in-class instruction using coding terminology; Project-based learning and operator-focused.
- Engage participants in hands-on learning activities to develop logic skills and proof writing.
- Experience utilizing online learning platforms e.g. Udemy and Coursera to augment lecture sessions.
- Assist participants with developing and identifying software and app malfunctions and to implement the appropriate solution.
- Expertise in providing exceptional customer service and service request escalation.
- 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 one (1) sample lesson plan 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:

- Four-year college degree, or equivalent, in electrical engineering, computer engineering, computer science, information technology; or equivalent length of job experience in related fields.
- Experience in Internet Protocol (IP) networking of charging stations.
- Experience in software and application development utilizing Python, C++, Javascript
- Familiarity with Linux and bash
- Experience in safety operations, set-up and materials science.
- Specialization in project-based learning.
- Customer Service and classroom facilitation in a virtual setting.
- Experience with providing in-class 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.