



LOS ANGELES CLEANTECH INCUBATOR REQUEST FOR QUOTES (RFQ)

PATENTS & INTELLECTUAL PROPERTY CURRICULUM WORKSHOP & 90-MINUTE PRESENTATION

RESPONSES DUE: February, 10th, 2021

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

LACI is the recipient of a California Energy Commission (CEC) Electric Program Investment Charge (EPIC) grant to lead the Los Angeles Regional Energy Innovation Cluster (REIC) covering Los Angeles County, Orange County, Ventura County and Santa Barbara County. As a component of this REIC grant, LACI leads a program for clean technology startups and innovators called the Innovators Program which includes topical training workshops. This RFQ is a competitive solicitation to lead content development and delivery for one of these topical

training workshops.

SCOPE OF WORK

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

Description:

A 90-120 minute interactive webinar workshop and toolkit for independent learning on the basics of patent law that would be relevant to non-lawyer entrepreneurs who are building prototypes and getting ready to raise investment.

Deliverables:

1. By late February 2021, prepare a toolkit that LACI has a non-exclusive free license to use internally following the curriculum session. Toolkit should include, for example: references to articles or websites where startups can learn more about patents, templates for drafting a provisional patent, a step-by-step guide to doing an informal freedom-to-operate analysis, etc.
2. By late March 2021, prepare a 90-120 minute interactive webinar that will help an entrepreneur understand key concepts regarding patents, such as:
 - What is patentable?
 - Why would someone want to secure patent rights?
 - When to protect IP with a patent?
 - What a patent doesn't defend a company from (ie, Freedom to Operate)?
 - How to budget for patent prosecution?
 - How best to work with legal counsel efficiently when financial resources are scarce (i.e., 10 Tips for preparing to work with a patent lawyer)?

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 and/or contact information from previous clients and one (1) sample workshop agenda from within the last three (3) years.
4. Proposed scope for this contract based upon the rate allocated for this solicitation.

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:

- Positive reference checks
- Competitive pricing
- Demonstrated success and examples of patent experience and workshop execution by organizations that followed the method / process provided
- Customer Service and workshop facilitation experience
- 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 Lauren Harper via email lauren@laci.org by Wednesday, February, 10th, 2021.