



## **.LACI REQUEST FOR QUOTES (RFQ)**

### **APC FELLOWSHIP TRAINING CONTRACTOR**

**RESPONSES DUE:** Oct 4, 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.

#### **THE PROGRAM**

LACI's workforce development training at our La Kretz Innovation Campus in Downtown LA's Arts District and at place-based locations throughout the City of Los Angeles are intended to empower unemployed and underemployed participants to join the green workforce. Our flagship workforce development program is designed to create pathways for underrepresented groups (average 68% Black and Latinx; 25% female, 2% veterans and 16% formerly incarcerated) to high-road green job opportunities and create direct connections for job opportunities at our LACI startups and partner organizations.

**CONTRACT TERM:**

The Practitioner-in-Residence contract is for a two year period.

**PROGRAM TIMELINE:**

E-Bike Repair Training Microgrid Training: Cohort One	Q4 2021
Microgrid Training: Cohort Two Project Management Training	Q2 2022
EVSE Maintenance Training Supply Chain & Logistics	Q3 2022
Microgrid Training: Cohort Three Business Development & Sales	Q1 2023

**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:

Practitioners-in-Residence will lend their case management and workforce development knowledge to provide guidance to a talent pipeline of participants in our workforce development programs; ensure successful placement in high road green jobs in our LACI focus areas (clean energy, zero emissions transportation and smart and sustainable cities); and provide individualized services to graduates and program completers.

Coaches students in regards to securing a green job or applying for college; assists students with job search, resume writing, and interviewing skills.

Schedule 1:1 appointments with fellows during the technical bootcamp and internship phase to develop a comprehensive career plan to transition into the green economy.

Submit weekly casenotes on the progress of fellow on caseloads.

Develops and maintains partnerships with LACI startups, partner organizations and local worksource centers for job opportunities.

Collaborates with the Workforce Development Coordinator and LACI start-ups to discuss employer partnerships, best practices and barriers.

Participates in bi-weekly green jobs placement meetings to ensure fellows are on track to meet their goals.

Conducts 6-month and 12-month follow-up calls with fellows to ensure they are still employed; provides additional placement and other support.

## **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 or employers and one (1) sample case management plan on steps to getting a participant placed in a green job, college and/or other opportunities.
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:

- At least a two year college degree, or equivalent, in Business & Public Administration, Social Work or related field.
- At least two years of case management, job placement and/or business development experience.

- Customer Service and classroom facilitation in a virtual setting.
- Proficiency with Microsoft Word, Excel, and Outlook, Google Suite at an intermediate level.
- 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](mailto:swright@laci.org).**