



LOS ANGELES CLEANTECH INCUBATOR REQUEST FOR QUOTES (RFQ)

Startup Best Practices for Working with CA Disadvantaged Communities (DACs): Contractor to Deliver Workshop and Toolkit

RESPONSES DUE: 5pm May 15, 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

As part of LACI's mission to create an inclusive green economy, we support our startups integrating diversity, equity, inclusion, and social justice practices into the daily practices of their companies. LACI seeks a consultant to provide 1) a toolkit for independent learning about best practices for engaging in Climate Justice and building meaningful collaborations with CA Disadvantaged Communities (DACs), and 2) one 60-75 minute interactive webinar workshop about best practices for doing pilots or conducting business in collaboration with DACs. This RFQ is a competitive solicitation to lead content development and delivery for these topical training workshops.

SCOPE OF WORK

Deliverable 1:

By early June 2021, prepare a toolkit that LACI has a non-exclusive free license to use internally following the curriculum session. Toolkit could include, for example: references to articles or websites where startups can learn more about DACs and how to successfully work with historically marginalized communities and/or community based organizations (CBOs); templates or references to resources for self-assessments, checklists, playbooks, and/or policy/procedure best practices; or other resources that the consultant deems appropriate for this audience.

Deliverable 2:

By Mid-June 2021, prepare and present a 60- 75-minute interactive webinar that will help an entrepreneur understand key concepts regarding work in collaboration with DACs when designing and deploying pilots and/or selling their products or services in DACs. Questions the presenter could address include: What is a CA DAC? In addition to a moral imperative for climate justice, what is the business case for engaging effectively with DACs as well? What are the best-practices/ worst-practices for equitable engagement with stakeholders in DACs? What sensitivities must they possess, such as cultural or policy awareness? If a startup is excited about engaging with stakeholders in DACs, how do they get started? The consultant may propose variations on or additions to the requested content per their expert recommendation.

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 expertise 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.

NOTE: LACI INDEPENDENT CONTRACTOR AGREEMENT

If the bid is accepted, the contractor will need to agree to the terms of the LACI Independent Contractor Agreement (ICA). Because most of these terms are set by our funders, we are not able to make substantial amendments to the document. [Please read the ICA carefully](#) and you are welcome to ask questions during the interview phase of the quote evaluation process.

CONTACT

Please submit all quotes to Lauren Harper via email Lauren@LACI.org by May 15, 2021.