



## **LOS ANGELES CLEANTECH INCUBATOR REQUEST FOR QUOTES (RFQ)**

### **Diversity, Equity, and Inclusion (DEI) for Startups: Contractor to Deliver Best Practices Workshop(s) and Toolkit**

**RESPONSES DUE: 5pm PT, May 17, 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 diversity, equity, and inclusion for startups whose teams may be 1-20 employees, and 2) either one or a series of 90-120 minute interactive webinar workshop(s). This RFQ is a competitive solicitation to lead content development and delivery for one or more of these topical training workshops.

## **SCOPE OF WORK**

### Deliverable 1:

By early July 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 diversity, equity, inclusion, and justice; templates or references to resources for self-assessments, and policy/procedure best practices; tips for writing inclusive job descriptions, recruiting and hiring with D&I in mind; or other resources that the consultant deems appropriate for this audience.

### Deliverable 2:

The consultant may propose to present one or more of the below workshops, and may propose variations on the requested content per their expert recommendation. Please clearly identify which workshop or variation of workshops you propose in your RFQ submission.

- A) By late August 2021, prepare and present a 60-90 minute interactive webinar that will help an entrepreneur understand key concepts regarding best practices for recruitment and hiring with diversity and inclusion as a priority. The startups will have already been exposed to climate justice concepts and DEI generally at the big-picture level. In this session you would drill down into practical steps that they can take toward diversity, equity, and inclusion during the recruitment and hiring process. A winning proposal includes activities during the workshop and/or competencies that a startup can come away with that will help them take tangible action on the topics presented.
  
- B) By late August/ early September 2021, prepare and present a 60-90 minute interactive webinar focused on how entrepreneurs can build an inclusive culture (and/or avoid creating an inadvertently exclusive culture). This session may also include other topics (per expert suggestion) such as helping an entrepreneur recognize their personal tendencies for unconscious bias, learning about what microaggressions are and how to combat them, and/or specific tools or policies that can help build a more inclusive culture. Given the breadth of topics listed here that could be multi-session courses unto themselves, we will also consider proposals that suggest breaking this session into 2 workshops if appropriate. A winning proposal includes activities during the workshop(s) and/or competencies that a startup can come away with that will help them take tangible action on the topics presented.

## **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](mailto:Lauren@LACI.org) by May 17, 2021.**