

**City of Pittsburgh**  
**PGH Lab Program Rules & Regulations**



**Date issued: April 11, 2016**

**Applications Due: May 27, 2016 at 5:00 pm**

## **I. Introduction and Schedule**

### **Mission Statement**

PGH Lab’s main goal is to collaborate with local startups to explore new ways to use technologies to make the City of Pittsburgh more efficient, transparent, sustainable, and inclusive. PGH Lab empowers local startups by providing a framework that allows them to test their products and services in the City.

### **Objective**

The PGH lab program enables local startups to connect with the City and its different departments to test new technologies and services for a period of 3 months.

### **Schedule**

Application open	April 27, 2016
Final date for submitting applications	May 27, 2016
Notification of letters of award or rejection	June 17, 2016
Pilot Period Starts	June 29, 2016
Midterm Check-in	August 27, 2016
Pilot Period Ends	Late September
Demo Day (Mayor addresses end of program)	October - November

## **II. Background**

The City of Pittsburgh invites companies with products and services at their Beta stage to address civic issues and propose innovative solutions to problems in the following areas: Citizen engagement, City Operations, Climate Change and the Environment, and Other.

## **III. Financial Compensation**

PGH Lab does not offer any financial compensation for companies testing their product and services in the City.

## **IV. Program Categories**

Citizen Engagement - Enhance the lines of communication between government and citizens by expanding digital public engagement and increase opportunities for Pittsburgh’s residents to access information and resources.

City Operations - Further improve City operations to make internal processes more efficient and effective.

Climate Change & the Environment - Help Pittsburgh meet its 2030 Climate Action Goals to reduce energy usage by 50% by 2030.

Other- suggest a project that does not fall under any of the previous categories but will benefit and make a great impact in the City.

#### **IV. Startup Companies and the support of the City of Pittsburgh**

The City invites startups that have workable Beta stage products and services to test them for a limited engagement of three months. Companies are encouraged to propose solutions to civic issues in the areas of Citizen Engagement, City Operations, Climate Change & the Environment, and Other.

The City of Pittsburgh will be offering the following support:

- Professional mentoring/ coaching (by affiliates of the City of Pittsburgh)
- Access to City facilities and working spaces
- Access to municipality's network
- Direct connection to City affiliates and professional networks.

The program runs from June 2016 to September 2016.

The application will only be considered if startup meets at least the minimum criteria as laid out in section **VII** below.

Selection of startup will only be granted to the startup that is best fitted for PGH Lab first 2016 cohort according to minimal eligibility criteria and evaluation.

**The City intends to select a limited number of startups for the first pilot PGH Lab 2016 cohort.**

The City is not obliged to award participation to any applicants.

#### **V. Submission Requirements**

##### **A. Application Deadline**

Applications must be electronically submitted by 5:00 pm on May 27, 2016.

## **B. Format**

Applications must be submitted electronically using PGH lab application online.  
([www.pghlab.pittsburghpa.gov](http://www.pghlab.pittsburghpa.gov))

## **C. Content**

Each applicant company is required to outline and describe the following:

1. Challenge you are addressing
2. Introduction of your team
3. Introduction of Product/Service
4. Impact and outcomes to the City and residents

Applicants must accurately and precisely describe their project plan, the outcome(s) they hope to achieve at the end of their participation in the PGH Lab program, their skills and experiences, and how their product and service will solve civic issues in the City of Pittsburgh. Please refer to electronic application ([pghlab.pittsburghpa.gov](http://pghlab.pittsburghpa.gov))

## **VI. Contact and Questions**

Information about program eligibility, requirement, process, application, and rules and regulations should be directed to [pghlab@pittsburghpa.gov](mailto:pghlab@pittsburghpa.gov) . Questions regarding application process will be answered within one to two business days until the date of application deadlines on May 27, 2016.

## **VII. Evaluation and Selection Criteria**

### **Minimum Criteria**

- All sections of application must be filled out
- Applicants must commit to participate for the full length of program (June to End of September)
- Must be a startup defined as:
  - The company must be a legally registered company
  - The company must own a workable prototype/ beta version of product or service.
  - The company must be headquartered in Allegheny County (***Pittsburgh based preferred***)

- The company must have a working Beta-stage, pilot-ready product/service ready to be tested at the City.

The Innovation & Performance Fellow will perform initial screening of all applications to determine whether they satisfy initial minimum criteria. Any application that do not meet the initial minimum criteria will not be eligible for selection.

**VIII. Selection Process**

The PGH Lab Review Committee constituted by the Office of the Mayor, the Department of Innovation & Performance, the Department of Public Works, the Law Department, the Office Management & Budget, the Urban Redevelopment Authority. The review committee will be selecting PGH Lab 2016 cohort based on the following evaluation system:

**Criteria for Written Application**

<b>Evaluation Criteria</b>
<p><b>Innovation based solution</b></p> <ul style="list-style-type: none"> <li>● Solution address the challenge creatively and effectively</li> <li>● Solution is compatible with or flexible to work with City’s IT infrastructure and City requirements.</li> </ul>
<p><b>Skills, Experience, Background</b></p> <ul style="list-style-type: none"> <li>● Professional qualifications and education of team members.</li> <li>● The existence or (lack there of ) existing and working prototypes</li> <li>● Recent relevant experience of team members.</li> </ul>
<p><b>Impact</b></p> <ul style="list-style-type: none"> <li>● the proposed solution has potential to benefit the City and its residence.</li> </ul>
<p><b>Inclusion</b></p> <ul style="list-style-type: none"> <li>● Diverse hiring practices</li> <li>● Hired local residents</li> <li>● Do businesses with local vendors</li> </ul>

The selection of companies will be made at the discretion of the PGH Lab review committee.

**IX. Award**

Review committee will select PGH Lab 2016 startup cohort. Review committee will also select a department leader with whom companies will be working during and throughout the pilot phase period. The selection of an application may be subject to change once the City has determined full compliance to eligibility according to the City’s rules and regulations. If after selection of company, the City cannot negotiate a satisfactory contract, the City reserves all rights to terminate contract.

**X. Terms & Conditions**

Companies will be evaluated based on initial minimum requirement criteria and they will be chosen by the PGH Lab Review Committee.

**A. University Affiliation**

Once selected by review committee, companies will be asked specific questions about university affiliation, conditions and sources of funding.

**B. City of Pittsburgh Requirements**

**Affidavit regarding Debarment** - This can be found in full at Pittsburgh City Code Chapter 161.22(b). In short, the City cannot engage with parties who have been found to commit fraud, embezzlement, theft or other serious ethical violations.

**Statement of Affiliation** - To ensure there are no conflicts of interest in the City’s dealings with contractors, the City requires all contractors to fill out a Statement of Affiliations. Selected participants will be required to provide a brief description of any contractual or business relationships with the CITY within the past three years, with dollar amounts. Also contractors will have to identify principals including all owners, partners, or shareholders and officers. If the contractor is a public corporation they have to identify by name and address the officers, members of the board of directors, and shareholders holding more than three (3) percent of the corporate stock. If there are no family or business ties to the City, then contractors are eligible to do business with the City.

**Certificate of Insurance** - The City is self-insured. To protect the tax-payers coffers, we require nearly everyone who works with the City to carry insurance naming the City as an additional insured.

Individual  
Occurrence                      Aggregate

General Liability	\$500,000.00	\$1,000,000.00
Automobile Liability	\$500,000.00	\$1,000,000.00
Workers Compensation	Statutory limits	

**Indemnification** - Similarly, we also ask nearly everyone to indemnify the City from liabilities which may arise from City engagement with outside parties.

**C. Other Terms and Conditions –**

**Marketing and Communication** - Finalists will be required to adhere to rules and regulations promulgated by PGH Lab with respect to marketing materials and communications about the finalists’ participation in PGH Lab.

**Proprietary Information, Trade Secrets and Confidentiality Concerns** - As a municipal corporation, the City is subject to Right To Know Requests and Sunshine Laws. To that end, in your applications to participate, please refrain from divulging proprietary information, trade secrets or other confidential information. In the event you need to share information that fits one of these classifications, note that in your application and we will address that separately from the application process.

**XI. Next Steps**

Additional documentation may be needed if company is selected to be part of PGH Lab 2016 Cohort.