

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



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Applications Due: November 30, 2017 at 5:00 pm

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I. Introduction and Timeline

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 connects local startups with the City of Pittsburgh and allows them to test their products and services in local government for 3-4 months.

Program Timeline

Application open	October 30, 2017
Final date for submitting applications	November 30, 2017
Notification of letters of award or rejection	December 22, 2017
Pilot Period Starts	January, 2018
Pilot Period ends	May 2018
Demo day	May 2018
Evaluation Period	May 2018

II. Background

The City of Pittsburgh invites companies with beta stage¹ products and services to address civic issues and propose innovative solutions to problems in the following areas: Citizen Engagement, City Operations, Climate Change & the Environment, and Other. The City of Pittsburgh, the Urban Redevelopment Authority (URA), the Housing Authority (HACP), and the Pittsburgh Water and Sewer Authority (PWSA), and the Pittsburgh Parking Authority encourage local startups to apply to the PGH Lab program and pilot their products/services for a limited engagement of 3-4 months.

III. Financial Compensation

PGH Lab does not offer financial compensation for companies testing their products and services in the City of Pittsburgh or any of the participating authorities.

IV. Program Categories

Citizen Engagement: Enhance the lines of communication between government and citizens in a novel way by expanding digital public engagement and increase opportunities for Pittsburgh's residents to access information and resources.

¹ MVP/ Prototype/ beta version product that is ready to test but have not yet been tested at a large scale.

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 innovative impact in the City.

V. Benefits

The City of Pittsburgh will be offering the PGH Lab 3.0 Cohort the following support:

- Access to City government facilities and working spaces
- Access to City's network
- Professional mentoring/ coaching (by affiliates of the City of Pittsburgh)

VI. Submission Requirements

A. Application Deadline

Applications must be electronically submitted by 5:00 pm on November 30, 2017.

B. Format

Applications must be submitted electronically using the PGH lab application online. (www.pghlab.pittsburghpa.gov)

C. Content

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

- Challenge you are addressing
- Introduction of your team
- Product/service description
- Product/service impact to the City and its residents

Additionally, applicants must accurately and precisely describe the following:

- Project plan
- Skills and experience of company members
- Outcome(s) company hopes to achieve at the end the pilot period
- Solution to the problem - Explain how the product/service will solve civic issues in the City of Pittsburgh

Please refer to the electronic application (pghlab.pittsburghpa.gov)

VII. Contact and Questions

Information about program eligibility, requirement, process, application, and rules and regulations should be directed to pghlab@pittsburghpa.gov . Questions regarding application process will be answered within one to two business days until the date of application deadline on November 30, 2017.

VIII. 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 (January to May 2018)
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 government.

The PGH Lab program manager 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.

The City of Pittsburgh and the participating authorities are not obliged to award participation to any applicants. Selection of startup will only be granted to the startup that is best fitted for the first PGH Lab 3.0 cohort according to minimal eligibility criteria and evaluation.

IX. 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 Housing Authority of Pittsburgh, and the Pittsburgh Parking Authority. The committee is under no obligation to select any or all of the applicants. Applicants might be rejected if they do not meet our criteria or are innovative enough.

The review committee will be selecting PGH Lab 3.0 cohort based on the following evaluation system:

Criteria for Written Application

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

X. Award

The review committee will select PGH Lab 3.0 startup cohort. In addition, the review committee will 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 of Pittsburgh and participating organizations cannot negotiate the applicant’s participation, the City and participating organizations reserves all rights to terminate participation.

XI. Pilot Period Company Expectations

A. Department Champion Meetings and Expectations

Each company will be working with a City department leader a “Champion”. When the program period starts companies must meet with their respective champion in order to set clear expectations, agree on a project timeline, progress check-ins, and an overall communications plan.

B. PGH Lab Manager and City liaison

Companies are expected to do weekly check-ins with the PGH Lab project manager in order to provide feedback, discuss milestones, and address any issues.

C. Project Milestones

Companies are expected to execute their plan of implementation for the duration of the 3-4-month pilot program. According to their plan of implementation and timeline, companies are expected to accomplish 2-3 milestones marks per month.

D. Presentation Day

At the end of the pilot period companies are expected to present at the PGH Lab Presentation Day and showcase their products/services, share their experiences, and progress report to the public. More details will be provided closer to the date of the event.

E. Promotional material

Companies will be highlighted via different public avenues of the City of Pittsburgh. This includes but not limited to City press releases, PGH Lab Blog, PGH Lab website, Department of Innovation & Performance Twitter account, and the Pittsburgh City Channel. Companies are expected to collaborate and provide information for published public material.

F. Networking

Companies will have the opportunity to mingle with City partners, show their products/services, and develop partnerships in the industry throughout a series of events and presentations. More information will be provided throughout the pilot period.

G. Exit Interview

- Cohort will present again to review committee (Highlight accomplishments, lessons learned, and Q&A)
- Project manager will provide a detailed evaluation form about lessons learned, best

- practices, and areas of improvement.
- Program feedback and guidance for future steps. Connection to resources such as funding, mentors, and wide range of network from City partners.

XII. Terms & Conditions

Companies are required to read and acknowledge the PGH Lab program terms & conditions. If selected, companies will have to provide the City of Pittsburgh with proof of the following documents:

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, among other things, 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 taxpayers’ 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 - Selected participants agree to indemnify the City from liabilities which may arise from their participation in this program.

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.

XIII. Next Steps

Additional documentation may be needed if company is selected to be part of the PGH Lab 3.0 Cohort.

XIV. Acknowledgement

The participating company has read and agrees with the Terms and Conditions contained in this PGH Lab Rules & Regulations Booklet. Further, the participating company has reviewed, acknowledge, and approved such Booklet.

PARTICIPANT ORGANIZATION

Name of Organization: _____

ATTEST:

By: _____

Print Name: _____

Title: _____

Approved as to Form Only:

Date of Approval: _____

By: _____

Solicitor

EXHIBIT __

Statement of Affiliations

1. Name of Contractor: _____

() _____
Office address and phone number

2. List your qualifications and experience for performance of the contract.

3. Please give a brief description of any contractual or business relationships you have had with the CITY within the past three years. Please include the dollar value of the contract of business relationship.

4. Please identify by name and address the contractor's principals including all owners, partners, or shareholders and officers. If the contractor is a public corporation 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.

Additional pages may be attached to complete the information herein requested.

EXHIBIT ____

COMMONWEALTH OF PENNSYLVANIA)

) SS:

)

COUNTY OF ALLEGHENY

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DEBARMENT AFFIDAVIT

BEFORE ME, the undersigned authority, personally appeared _____, who, being duly sworn according to law, and under penalty of perjury, deposes and says that neither (s)he nor, to the best of his/her actual knowledge, information or belief, _____ or any affiliated individual is prohibited from entering a bid or participating in a CITY of Pittsburgh contract by reason of disqualification as set forth at Pittsburgh Code §161.22(b).

Name:

Title:

SWORN TO and subscribed

before me this day of

_____, 2018.

Notary Public

(SEAL)