City of Pittsburgh
PGH Lab Program Rules & Regulations

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I. Introduction and Timeline

Mission Statement

The main goal of PGH Lab is to collaborate with local startups to explore new ways to use technologies to make the City of Pittsburgh and local authorities more efficient, transparent, sustainable, and inclusive. PGH Lab connects local startups with the City of Pittsburgh and local authorities to pilot test products and services in local government for four to six months.

Program Timeline

Pilot testing begins the January following the close of application. Pilot testing runs January of the cohort year through June of the same calendar year with the potential to extend pilot contracts on a as needed basis determined by the City of Pittsburgh.

II. Background

The City of Pittsburgh invites companies with beta stage products and services to address civic issues and propose innovative solutions to problems in the following areas: Resident Engagement, Improving Operations, Climate Change & the Environment, Addressing City Challenges and Other. The City of Pittsburgh encourages local startups to apply to the PGH Lab program and pilot their products/services for a limited engagement of six to nine months.

III. Financial Compensation

PGH Lab offers a 25k stipend for companies testing their products and services in the City of Pittsburgh. The opportunity to provide any product or service piloted through PGH Lab shall only extend through pilot period and shall not continue thereafter. Furthermore, please understand that City provides no guarantee of future use, purchase or procurement of any products or services tested through PGH Lab. Participation in PGH Lab should not be construed in anyway as an advantage or benefit vis-à-vis any other vendor in subsequent solicitations or procurements held by the City of Pittsburgh or any participating entity.

IV. Program Categories

- **Resident Engagement:** Enhance the lines of communication between local government, non-profits, and residents by expanding digital public engagement and increase opportunities for <u>all</u> Pittsburgh's residents to easily access important information and resources. Resident engagement solutions that include artists, graphic designers, and photographers are encouraged.

- **Improve Operations**: Further improve local government operations to make internal processes more efficient and effective. Solutions in the following sub area of interests will be highly encouraged:
  - Smart Cities: Help Pittsburgh become a smart city by exploring newer and smarter technologies and the use of data to create economic development, enhance the quality of life for people, and improve wide accessibility specially for people with disabilities working and living in the city.
  - Data Solutions: Collect and analyze city and municipal partner data with measurable results that will affect civic technology and help to improve the community.

- **Climate Change & Environment:** Climate and environmental change is among cities' most pressing issues. Modern cities already monitor air quality, energy use, waste, and storm water management. Help Pittsburgh become a more sustainable and resilient city. Solutions in sustainability, food waste management, and circular economy or reuse/creating new products out of waste and recycling streams are highly encouraged.

- **Addressing City Challenges:**
  Propose a pilot project solution that will directly address an internal City challenge (listed on the application)

- **Other**: Suggest a pilot project that does not fall under any of the previous categories but will benefit and make a great impact in the City of Pittsburgh and the participating organizations.

V. Benefits

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

- Access to City government facilities and working spaces
- Limited access to City's network as determined by City on a project by project basis
- Professional mentoring/ coaching (by affiliates of the City of Pittsburgh)

VI. Submission Requirements

A. Application Deadline

Applications must be electronically submitted on OpenGov, the City of Pittsburgh's online procurement platform.

B. Format

Applications must be submitted electronically. Applications can be accessed through the PGH lab website. (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 and equity 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 deadlineoutlined on the OpenGov listing.

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 timeline.
  Must be a startup defined as:

- o The company must be a legally registered company within the state of Pennsylvania with an EIN
- o Companies based in Allegheny County and the City of Pittsburgh preferred
- The company must own a working beta-stage, pilot-ready product and or a 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 is 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 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 Office Management & Budget, the Department of Mobility and Infrastructure, and other participating city departments. 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 not innovative enough.

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

Criteria for Written Application

Evaluation Criteria
Innovation based solution ● 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
● Professional qualifications and education of team members. ● The existence or (lack thereof) existing and working prototypes ● Recent relevant experience of team members.
Impact
● The proposed solution has potential to benefit the city government and its residents.
Inclusion
● Diverse hiring practices ● Hiring of local residents ● Conduct of businesses with local vendors

X. Award

The review committee will select the PGH Lab startup cohort. In addition, the review committee will select a department leader, or "City Champion" 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 reserve 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 monthly check-ins with the PGH Lab project manager in order to provide feedback, discuss milestones, and address any issues. Weekly office hours will be provided for any additional time needed with the ability to schedule additional meeting upon request via email.

C. Project Milestones

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

D. Presentation Day

At the end of the pilot period companies are expected to present at the PGH Lab community event 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 Medium 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

All selected Startup companies will be required, as a condition of their participation in PGH Lab to enter into an agreement with the City of Pittsburgh providing for certain terms and conditions of the program and their participation including but not limited to the following:

A. **Commitments and Cooperation:** Startup companies will be required to commit to the Rules and Regulations of PGH Lab in addition to full cooperation with relevant personnel, deadlines, and other requirements that arise during the course of the program.

B. **Anti-Discrimination**: Startup companies must commit to the applicable law against employment discrimination.

C. **Debarment:** Startup companies will be required to certify that they are not debarred from City contracting as provided in Pittsburgh City Code Chapter 161.22. In short, the City is limited from engagements with parties who have been convicted or otherwise determined to be in violation of certain crimes implicating the honesty and integrity of their business enterprise such as fraud, embezzlement, theft or other serious ethical violations.

D. **Statement of Affiliation:** Startup companies will be required to disclose information through a Statement of Affiliations form as detailed in Section 197.08 of the Pittsburgh City Code in order to avoid any conflict of interest issues arising from work with the City. In particular, the Statement of Affiliations requires 1. a listing of any contractual or business relationships with the CITY within the past three years, with dollar amounts; 2. All principals including all owners, partners, or shareholders and officers, and 3. for incorporated entities, 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.

E. **Certificate of Insurance:** The City will require all participating startup companies to provide evidence of insurance policies in at least the following amounts below:

	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	

Because the work of each startup company is different, the City reserves the right to increase or adjust insurance coverage policies and amounts at the time the agreement is issued for execution. The City must be listed as an additional insured on all general and automobile liability policies.

F. **Indemnification -** As further provided in all participation agreements, all startup companies shall be required to indemnify and hold the City harmless from liabilities generally which may arise from startup company actions, their participation in this program, and their breach of a participation agreement with the City. These protections extend to protecting the City against any intellectual property claims made by a third party against the startup company.

G. **Marketing and Communication –** Startup companies will be required to commit to cooperating with the City for marketing, networking, and media opportunities during the program.

H. **Proprietary Information, Trade Secrets and Confidentiality Concerns** – The City of Pittsburgh, as a public entity, is subject to multiple laws requiring public disclosure of information, including but not limited to the Pennsylvania Right-to-Know Act and the Sunshine Act. As a result, the City strongly encourages startup companies to maintain confidentiality proprietary information, trade secrets or other confidential information. The City is unable to guarantee that such information, if divulged to the City, will remain confidential. Startup entities must mark any such information given to City as proprietary or confidential in order to be treated by City as such, consistent with applicable law. Furthermore, the City understands that startup companies may hold intellectual property rights over their respective products or services. To the extent that any documents or other deliverables are protected by these rights, startup companies must mark each document as such. Any unmarked pre-existing data shared with City or any new data developed during this program may be owned, utilized, or disclosed by the City for the public benefit.

Please note that each startup company and project is unique and as a result each agreement with the City of Pittsburgh may vary depending on the particular needs or tailoring presented by each potential PGH Lab participant. Further access to City-provided benefits, such as use of City's site locations or network, may require additional terms and conditions including but not limited to execution of a non-disclosure and confidentiality agreement.

XIII. Next Steps

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