



CFC PILOT SKILLS PROGRAM TRAINING PROVIDER REQUEST FOR PROPOSAL

The California Film Commission (CFC) was created in 1985 with the purpose of enhancing California's position as the location of choice for motion picture, television, and commercial production (California Government Code - Section 14998.1). The CFC supports film, TV and commercial productions of all sizes, and budgets, with a variety of services including an extensive digital location library, free online permitting, low cost use of state properties as shooting locations, and production assistance. CFC is the primary liaison between the production community and all levels of government. The CFC's goal is to increase the amount of film production, jobs, and revenue occurring in California.

INTRODUCTION TO THE TRAINING PROGRAM

The CFC administers the California Film and Television Tax Credit Program (Program) which provides tax credits to eligible film and TV productions that meet the Program's criteria. The Program was designed to target productions that were most likely to leave the state due to incentives being offered in other states and countries. The Program, which launched in July 2009, has been effective in keeping productions working in the state. [Senate Bill No. 878](#) created an extension of the Tax Credit Program (Program 3.0), that requires the CFC to create a Pilot Career Pathways Training Program (Training Program) targeting underserved communities for entry into film and television industry jobs.

The CFC has designated the IATSE Entertainment and Exhibition Industries Training Trust Fund as the ADMINISTRATOR for this Training Program. The TTF is a joint labor management non-profit organization that facilitates training opportunities for California's workers to achieve and maintain the skills, ability, and knowledge necessary to meet the ever-changing technologies in the entertainment and exhibition industries. The TTF's mission is promote industry-wide recognized standards for safety, skills, and craftsmanship in the entertainment and exhibition industries by providing training that improves existing skills, develops new skills, embraces technological change, and focuses on the safest way to perform the work of the crafts; developing state-of-the-art training tools, resources, and methods. The TTF has various resources and tools that can help training providers offer supplemental training support to trainees of this program.

APPENDIX A

With the Training Program, the CFC seeks to attract new and diverse talent and improve the preparedness for film industry-related careers; create a pathway which will make it easier for job seekers to pursue a career in the entertainment industry; to ensure CA has a trained workforce needed to support the entertainment industry. For the Training Program, this Administrator seeks a Curriculum Developer, who can deliver a comprehensive LMS hosted online Entertainment Accounting program that will prepare participants for accounting jobs (production and studio). This hosted online program will be the property of the CFC and IATTF in conjunction with the Pilot Skills Program for use by participants in the Pilot Skills training program and other related programs. The content in the program may be used by the creator of the program for future instructional use apart from this usage.

AWARD INFORMATION

Anticipated Type of Award: Reimbursement of Services once Benchmarked Deliverables are achieved

Estimated Number of Awards: 1

Anticipated Funding Amount: \$45-65,000

Benchmarks will be set with the training provider upon RFP Award announcement
Annual fiscal year renewal is subject to satisfactory completion of requirements.

ELIGIBILITY INFORMATION

- Experience developing curriculum.
- Full understanding of entertainment accounting and what is needed to train individuals for entry level competency in production accounting

ESSENTIAL RESPONSIBILITIES OF CURRICULUM DEVELOPER

Curriculum Developer will develop a comprehensive entertainment accounting course/program that will provide participants the knowledge and skills required to find jobs in the industry. **The curriculum will include:**

- 1. Outreach planning**
- 2. Required Pre-requisites**
- 3. Tools and supplies needed**
- 4. Course structure**
- 5. Possible pathways to employment**

APPENDIX A

The Developer will deliver the complete curriculum package in its final format ready to be taken by students in the LMS. There should be no additional work to be done on the part of the Administrator or any Training Provider as far as finding the LMS for hosting or anything else necessary for the course to be usable. LMS hosting is not the responsibility of the Fiscal Agent/Administrator.

TIMELINE

RFP for Training Providers released	May 5, 2021
Q&A Period for Training Providers	May 5-11, 2021
Provider proposals Due	May 24, 2021
Proposal Review Period	May 24 – 27, 2021
Provider award announcement	May 28, 2021
Development of Curriculum	June-August 2021

PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

Proposal Description not to exceed ten (10) pages, and should include or address the following:

1. Description of Curriculum Developer including name, qualifications, and experience of the primary individuals providing services.
2. Description of previous curricula developed.
3. Detail experience in the industry and understanding of the craft in question.
4. Using a timeline, describe milestones, including curriculum development process and transfer/creation of the program in the LMS.
5. Include use of mentors and/or follow-up support services upon completion of the training.
6. Provide a detailed budget.
7. Provide evidence of past success with metrics that include percentage of participants who become employed after completing the program, the length of their employment, and level of income, if applicable.

Note: Funds will be made available to the selected Curriculum Developer on an invoicing basis based on deliverables.

Send questions and responses to: cfcpiilot@iatsetrainingtrust.org