



**REQUEST FOR PROPOSAL  
Notice to Prospective Proposers**

You are invited to review and respond to this Request for Proposal (RFP), entitled **CFC CAREER PATHWAYS PROGRAM FISCAL AGENT**. In submitting your proposal, you must comply with these instructions.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at Internet site:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>.

In the opinion of the California Film Commission, this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, please submit your questions to the email shown below. Answers to all questions will be compiled and emailed to each responder.

Governor's Office of Business and Economic Development (GO-Biz)  
1325 J Street, Suite 1800  
Sacramento, CA 95814  
[GO-Biz.BSU@gobiz.ca.gov](mailto:GO-Biz.BSU@gobiz.ca.gov)

**Opening Date: June 22, 2026**

**Closing Date: July 22, 2026**

Please note that no verbal information given will be binding upon the State unless such information is issued in writing as an official addendum.

Proposals submitted after the stipulated deadline will be rejected without being evaluated without exceptions.

## **A) PURPOSE AND DESCRIPTION OF SERVICES**

### **1. BACKGROUND**

The California Film Commission (CFC) was created in 1985 with the purpose of enhancing California's position as the premiere filming location for motion picture, television, and commercial production (California Government Code - Section 14998.1). The CFC supports film, television 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 filming 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.

### **2. 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 television 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. Assembly Bill 1138 extended and expanded the Tax Credit Program (Program 4.0), that requires the CFC to continue to administer the Career Pathways Training Program (Training Program) focusing on underserved communities for entry into film and television industry jobs. These efforts, which can be applied, replicated or scaled to create broader impact and access to employment, should result in job opportunities and placement.

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 California has a trained workforce needed to support the entertainment industry. For the Training Program, the CFC seeks a FISCAL AGENT (Administrator) with the vision and experience to find solutions to specific challenges that inhibit career opportunity and employment success for underserved populations.

### **3. ESSENTIAL RESPONSIBILITIES OF ADMINISTRATOR**

The awarded Fiscal Agent (Administrator) will solicit bids from select qualified training providers to improve access to the workforce development pipeline—education, training, support services, placement, and retention. The Proposer

who obtains the position as Administrator will demonstrate how they would supervise a workforce development program including resources and efforts in efficient and effective ways.

The Administrator will be tasked with managing an annual fund of approximately \$1,500,000 to select, support, and oversee training programs described below. Funds will be established from fees collected from Program 4.0 participants. The Administrator will manage the funds, which will be used to provide contracts to workforce training providers and non-profit organizations that provide soft skills training and other support services. The Administrator must demonstrate the ability to responsibly manage funds and must have the ability to track incoming collections as well as a system for providing refunds to participants who withdraw from the [Tax Credit Program](#).

The Administrator, with CFC oversight, will develop an outreach plan to identify training programs that will recruit participants from underserved communities for entry into the various skills training courses. Via the RFP process, the Administrator will engage with skills training partners to formulate and implement service delivery strategies, ensuring the effective alignment of resources to expand access and enhance employment outcomes for underserved job seekers. In addition to specific skills courses, support may include life skills training, transportation assistance, and equipping participants with necessary support. The plan should incorporate any additional components the Administrator deems necessary

#### **4. EXPECTATIONS FOR ADMINISTRATOR**

Once awarded, Administrator, with CFC oversight, will:

- a. Pinpoint occupational shortages in the film and television industry by understanding the capacity in various job classifications and monitoring attrition rates in order to accurately forecast employment opportunities.
- b. Via an RFP process, with CFC oversight, Administrator will identify qualified training providers to provide skills training, soft skills training and other support services. Administrator is expected to provide timely responses to all proposers' requests, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.
- c. Sufficiently maintain project and fiscal records with the expectation that third-party reviewers will regularly evaluate the projects' effectiveness and proper use of funds in accordance with CFC's policies and procedures. Administrator must have the capability to report expenditures, participant and outcome/employment data to the CFC in a manner that is timely, thorough, and accurate.
- d. Manage a record retention system that must include both the original and summary (e.g., computer generated) data sources. Administrator will retain

all records pertinent to this contract for a period of three years from the date of the final payment on this contract.

- e. Be responsible for outcome data collection by ensuring Training Providers collect participant level data to track the impact of their programs after participant completion. This data will include job placement, salary, and length of employment.
- f. Administrator will be required to submit financial and participant reports, data elements, including participant information, project activities, and expenditures. Administrator will be required to submit progress reports which also include narrative on the status of the programs. Upon closeout of the programs, a final report will be required. Attend meetings with the CFC, as requested.
- g. Administrator must be willing to seek collaborative grants.

Any subcontracts for skills training programs must be approved by the CFC prior to awarding. The exchange of all materials will be handled via email or expedited delivery, when necessary.

## **5. AWARD INFORMATION**

- a. Anticipated Type of Award: Fixed Award Amount
- b. Estimated Number of Awards: 1
- c. Estimated Funding Amount: \$1,500,000 per fiscal year for a total of 5 years, or \$7,500,000 total. NOTE: This figure is subject to increase pending legislation.
- d. Annual fiscal year renewal is subject to satisfactory completion of requirements, as evaluated and determined by the CFC.

## **B) MINIMUM QUALIFICATIONS FOR PROPOSERS**

- a. Not-for-profit fiscal agent.
- b. Experience with jointly administered labor management training programs.
- c. Respected training provider for motion picture technical skills (e.g., camerapersons, grips, electricians, propmakers, etc.).
- d. Deep understanding and history of promoting industry-wide recognized standards for safety, skills, and craftsmanship in the entertainment industry.
- e. Extensive experience overseeing training in skills, safety, and craftsmanship for the entertainment industry.

## **C) STATE FISCAL POLICY COMPLIANCE REQUIREMENTS**

Per existing statute, Revenue and Taxation Code sections 17053.98.1 (e)(1)(A)(iii) and 23698.1(e)(1)(A)(iii), and State Administrative Manual section 8000, et seq., Proposers

must be capable of adhering to the requirements and processes for fiscal agents and bank accounts outside of the state treasury. Additionally, proposers must:

- Be able to jointly administer the bank account with GO-Biz.
- Invoice in arrears for the payment of its services.
- Regularly report activity by sending to the designated contact(s) at CFC/GO-Biz for timely reconciliation of activities.
- Comply with all CFC/GO-Biz oversight and monitoring procedures, to ensure appropriate use of state funds and appropriate disbursement of contribution payments.

## **D) PROPOSAL REQUIREMENTS AND INFORMATION**

The following elements are required in all proposals. Any proposal not meeting the minimum requirements will not be considered. Proposers shall submit all questions to [GO-Biz.BSU@gobiz.ca.gov](mailto:GO-Biz.BSU@gobiz.ca.gov) beginning June 22, 2026 through July 8, 2026. Responses to the questions shall be posted no later than July 10, 2026 at 5:00 p.m.

### **KEY DATES**

#### **Proposal Timeline**

RFP Release	June 22, 2026
Questions Deadline	July 8, 2026 by 12:00 PM PDT
Fiscal Agent (FA) Answers Posted	July 10, 2026, by 5:00 PM PDT
Fiscal Agent Proposals Due	July 22, 2026, by 5:00 PM PDT
Finalist Presentations or Interviews (if any)	July 27-31, 2026
Notice of Intent to Award Posted to Cal eProcure	No Later Than August 10, 2026

### **RFP RESPONSE REQUIREMENTS**

This RFP and the Proposer's response to this document will be made part of GO-Biz's procurement contract file. Responses must contain all requested information and data and conform to the format described in this section. It is the Proposer's responsibility to provide all necessary information for the State to evaluate the response, verify requested information, and determine the Proposer's ability to perform the tasks and activities defined in the State's Scope of Work.

Plagiarism, including but not limited to taking someone else's work or ideas and passing them off as one's own, and failure to cite someone else's work or ideas, is prohibited and is grounds for disqualification. Using Generative Artificial Intelligence (GenAI) tools to complete any portion of an application, without citation, may be considered plagiarism and may also be grounds for disqualification.

The Proposer must submit their response electronically to the department contact name and email address indicated on the cover sheet to this RFP. All proposals, with required attachments, must be submitted electronically in PDF format via email to [GO-Biz.BSU@gobiz.ca.gov](mailto:GO-Biz.BSU@gobiz.ca.gov) with the subject line "**RFP Submission: CFC Career Pathways Program Fiscal Agent**".

#### **AMENDMENTS TO RFP; DOWNLOADING FROM INTERNET**

- a) GO-Biz reserves the right to amend the RFP at any time before the RFP submission deadline.
- b) All amendments will be posted on Cal eProcure. Each Bidder is advised to check this home page periodically for amendments to this RFP, particularly if the Bidder downloaded the RFP from the Internet as the Bidder may not automatically receive amendments.
- c) The Notice of Intent to Award will post to Cal eProcure and remain posted for five (5) business days.
- d) GO-Biz reserves the right to reject all bids, cancel, and repost this RFP.

#### **PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS**

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

- a. **Proposed Strategy:** Methods, strategies, and/or approaches for the development and continuing administration of the Training Program as described above, with examples as to how these methods, strategies, and/or approaches will best provide technical skills training to individuals from underserved communities with an articulated pathway for obtaining jobs in the film and television industry. Include what type of quarterly metrics would best capture Proposer's goals, as well as anticipated efforts, e.g., number of schools/facilities visited, number of individuals which received presentation; number of individuals who completed program.
- b. **Proposer's Qualifications:** Demonstrate a deep knowledge of the film and television workforce system, operational and administrative experience, and insight into implementation, opportunities, and challenges. Sufficient detail should be given, which may include examples of the proposer's experience as a workforce development administrator and/or trainer for specific skills related to the entertainment industry. Examples should indicate competency, measurable outcomes, and recruitment methods. Proposer must demonstrate familiarity with the film and television production industry and specifically the variety of jobs that are available in the industry. Proposer should be able to identify/forecast the types of entertainment industry jobs with growth potential. In addition, they must have

experience and knowledge of recruitment of individuals from underserved communities. Proposer must demonstrate managerial experience, past performance, and the ability to meet deadlines.

- c. **Demonstrated Experience:** Experience and relationships with existing industry skills training programs in traditional film and television skilled craft areas, e.g., stagehands, property, grip, scenic arts, cinematography, sound, set lighting, set painting, costume and editorial. Programs which train workers for other types of occupations utilized in the film and television industry which are technical, computer-based or administrative in nature should also be included with respect to providers.
- d. **Budget:** Detailed annual budget over four years (August 15, 2026 – June 30, 2027; 2028; 2029; 2030) for Administrator's cost to oversee and manage Training Providers. The total cost of the project, with a detailed breakdown showing how the costs were determined. The detailed budget breakdown may include:
  - Identification of position/classification titles funded.
  - Salary rates or ranges.
  - Percentage of time devoted to the work.
  - Fringe benefits.
  - Operating expenses.
  - Travel and per diem expenses.
  - Overhead or indirect costs.
  - Subcontractors with the same type of cost details.
  - Explanation and detail for any expected annual increases.
  - Other costs

*\*Note: Vendor forms are not included in the 10 pages.*

Beyond these core components, Proposers are encouraged to address the following elements in their approach to serving the target population:

a. **Job Coaching and/or Mentoring Models**

The CFC is interested in innovative models that help underserved individuals to receive job coaching and/or mentoring services to enhance their success in the program and post-placement.

b. **Supportive Services**

Underserved individuals seeking employment face various barriers that prevent them from completing the program and obtaining employment. Proposers are encouraged to address supportive services (e.g., transportation, childcare, etc.)

that will assist the participants to overcome employment barriers and lead to successful completion of the program.

## **SMALL BUSINESS and DVBE INCENTIVE PROGRAMS**

### *Small Business Incentive Program*

Current law encourages state departments to first consider a California-certified small business (SB) and microbusiness (MB) for contracting opportunities. The State of California is committed to supporting SB and MB participation in state contracting and seeks to use certified SBs and MBs whenever possible.

In accordance with GC Section 14835, et seq., certified small businesses and microbusinesses are encouraged to apply and can claim a five percent (5%) preference when submitting a bid on a state contract. A non-small business may receive a preference of five percent (5%) if the business commits to subcontracting at least twenty-five percent (25%) of its net bid price with one or more small businesses or microbusinesses.

- B) The SB preference provides certified SBs and MBs a calculation preference in the amount of five percent (5%) of the highest scored, responsible, and responsive proposal submitted by a proposing firm who is not a certified small business.
- B) The five percent (5%) preference is used only for computation purposes, to determine the winning bidder and does not alter the amounts of the resulting contract. A contract awarded on the basis of the five percent (5%) preference is awarded to the small business or non-small business for the actual amount of its bid.

A complete copy of the firm's current Small Business certification with the Department of General Services (DGS) **must** also accompany the response.

Helpful resources pertaining to the small business program may be found here:  
<https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/OSDS/OSDS?search=small%20business>

### *Disabled Veterans Business Enterprise (DVBE) Incentive Program*

Prime contractors, with the exception of a certified Disabled Veterans Business Enterprise (DVBE), who subcontract work to DVBEs a minimum of five percent (5%) of its net bid price to meet the DVBE participation goal will receive a five percent (5%) preference during the evaluation.

In accordance with section 999.5(a) of the Military and Veterans Code, an incentive will be given to bidders who meet or exceed the DVBE program requirement. For



evaluation purposes only, the State shall apply an incentive to bids that propose California-certified DVBE participation as identified on the Bidder Declaration and confirmed by the State. A five percent (5%) preference will be given. A contract awarded on the basis of the five percent (5%) preference is awarded to the DVBE for the actual amount of its bid.

A complete copy of the firm's current DVBE certification with the Department of General Services (DGS) **must** also accompany the response.

Helpful resources pertaining to the DVBE program may be found here:

<https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/OSDS/OSDS?search=small%20business>

## **PRESENTATIONS AND/OR INTERVIEWS**

Upon request by GO-Biz, finalist Proposers may be required to present their proposal in person or virtually and/or interview with the evaluation committee.

## **EVALUATION PROCESS**

- a. At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP (responsiveness criteria).
- b. Proposals that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the proposer, may be rejected.
- c. Award of contract resulting from this RFP will be based on highest score and most competitive value. Those proposals that meet the format requirements will be submitted to the evaluation committee. After evaluation by the committee, the award will be made to the responsible proposer earning the highest score.

## **EVALUATION CRITERIA AND SCORE SHEET**

Proposals will be evaluated by individuals in a committee. The committee will evaluate each proposal and score each proposal individually using the Evaluation Criteria Score Sheet. Proposals will be considered on their merits in accordance with the Scope of Work. If interviews of finalist Proposers are conducted, evaluators will continue to use only the Evaluation Criteria Score Sheet and may update scores based upon information learned in the interview process.

Bidders must score enough technical points (non-budget/cost) to advance in the evaluation phase and be eligible for invitation to any applicable interview or presentation phase. Technical scores are subject to change after interviews.

Proposals will be evaluated based on the adequacy of the response to all the requirements of this RFP and must include all information specifically required in all sections of the RFP. Proposal format and minimum qualifications will be evaluated on a points basis. Proposals that meet the proposal format and minimum qualifications requirements will be judged on the following criteria (best value award):

Award of a contract resulting from this RFP will be based on highest score and best value. RFPs will be evaluated using the following criteria and ratings:

- a. Thoroughness and quality of proposed work plan, including narrative, timeline and budget (0- 15 points).
- b. Statement of qualifications that cross-references the proposed staff and demonstrates expertise in the following: (0-85 points)
  - Methods and Strategies (0-15 points)
  - Plan for articulated pathways to jobs (0-15 points)
  - Ability to monitor attrition rates and track capacity of various job classifications (0-10 points)
  - One or two examples of similar jointly administered training programs (0-10 points)
  - Most relevant resumes/curricula vitae (0-5 points)
  - Cost of proposed budget (0-30 points)

	Proposal Component	Maximum Points Possible	Score
1	How well does the proposer's narrative description, timeline and budget demonstrate understanding of the request and necessary expertise with the proposed work plan?	15	
2	Methods and Strategies	15	
3	Plan for articulated pathways to jobs	15	
4	Ability to monitor attrition rates and track capacity of various job classifications.	10	
5	Examples of jointly administered training programs.	10	

6	Relevance of resumes/CV	5	
7	Budget  <i>When scoring a proposal, cost/value effectiveness and cost adequacy may be judged, evaluated and awarded points as part of the technical score, but this must be in addition to cost points. CFC/GO-Biz will use the suggested formula in SCM Vol 1, 5.25, B to calculate points for cost.</i>	30	

Total Points Available: 100

### AWARDS AND PROTESTS

- a) A contract award may not be made until GO-Biz posts a notice of the proposed contract award in a place accessible by the general public, including any Internet site identified in the RFP for at least five working days prior to awarding the contract. (PCC § 10345(b).)
- A. Inspection of bids is required as follows:
  1. All proposals and all evaluation and scoring sheets shall be available for public inspection at the conclusion of the committee scoring process. (PCC § 10344(c)(2).)
- B. There are time limits in which to file a protest. A protest must be filed with GO-Biz [GO-Biz.BSU@gobiz.ca.gov](mailto:GO-Biz.BSU@gobiz.ca.gov) and DGS [OLSProtests@dgs.ca.gov](mailto:OLSProtests@dgs.ca.gov) after notice of intent to award the contract, if notice was required, but before the actual award. (PCC § 10345.)
- C. Once a protest is filed, the contract may not be awarded until the protest is withdrawn or DGS has rendered a decision. (PCC §§ 10345(a)(2), 10345(b)(1).)
- D. After filing a protest, the protestant has five (5) calendar days to file a detailed written statement of the protest grounds if the original protest did not contain the complete grounds for the protest. (PCC §§ 10345(a)3), 10345(b)(2).)
- E. Upon receipt of a protest, DGS/OLS:
  1. Sends the protestant an acknowledgment letter which includes copies of the protest statutes and regulations and informs the protestant that it must submit a full and complete statement specifying grounds of protest within five calendar days of filing of the notice of protest.
  2. Requests information on a designated form from GO-Biz regarding the agency contact person and other administrative details. GO-Biz will complete and return the form to DGS/OLS within 24 hours. In addition, if GO-Biz is aware of any reason that the protest should not go forward, this

would be communicated to DGS/OLS at this time. (See SCM 1, section 6.03).

3. Reviews the protest to determine whether DGS has jurisdiction. If DGS does not have jurisdiction, DGS/OLS issues a written notice of dismissal.
4. Assigns a Hearing Officer to the protest if DGS has jurisdiction. The Hearing Officer determines whether the protest will be resolved by written submission or public oral hearing.

## **DISPOSITION OF PROPOSALS**

Upon proposal opening, all documents submitted in response to this RFP will become the property of the State of California, and will be regarded as public records under Public Contract Code section 10344, subdivision (c)(2) and the California Public Records Act (Government Code Section 7920.000 et seq.), and subject to review by the public.

## **PROPOSAL DISCLOSURE AND CONFIDENTIALITY PROCEDURES**

Proposers are advised that all proposals submitted pursuant to this RFP are subject to Public Contract Code section 10344, subdivision (c)(2), under which proposals, evaluations, and scoring materials become public records available for inspection at the conclusion of committee scoring. If a Proposer seeks to protect confidential, trade-secret, or proprietary information in its proposal, the Proposer must clearly identify specific proposal portions as confidential at the time of submission. Note that blanket, whole-document, or untethered (such as unclear or not page/provision specific) confidentiality designations will not be honored, and the submission will be treated as entirely public.

If a Proposer seeks to protect confidential information in its proposal, it shall flag or highlight such information in its proposal either in-text or via a separate page or attachment identifying the confidential information, submitted along with the proposal. Any separate confidentiality explanation document or attachment shall not count toward the maximum proposal page limit.

For purposes of any claimed confidentiality, confidential information is limited to material or information that falls under an exemption to the California Public Records Act (Government Code section 7920.000 et seq.), and the Proposer should identify which exemption applies to the confidential information flagged or highlighted in its proposal.

GO-Biz retains sole discretion to determine whether any portion of a proposal is exempt from disclosure, though it will take into consideration the specific confidential information identified by the Proposer when making that determination.

## **GenAI DISCLOSURE**

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

Proposer must notify the State in writing if it: (1) intends to provide GenAI as a deliverable to the State; or (2), intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts: (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term "materially impacts" shall have the meaning set forth in State Administrative Manual (SAM) § 4986.2 Definitions for GenAI.

Failure to report GenAI to the State may result in disqualification. The State reserves the right to seek any and all relief to which it may be entitled to as a result of such non-disclosure.

Upon notification by a Proposer of GenAI as required, the State reserves the right to incorporate GenAI Special Provisions into the final contract or reject proposals that present an unacceptable level of risk to the State.

Government Code 11549.64 defines "Generative Artificial Intelligence (GenAI)" as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data.

## **VENDOR FORMS**

Please include the completed vendor forms and submit with your proposal. Blank copies of the required forms will be included in the solicitation documents. The required forms are as follows:

- STD 204 – Payee Data Record
- STD 21 – Drug Free Workplace Certification
- CCC – Contractor Certification Clauses
- Darfur
- Bidder Declaration

***Potential Proposers must email all required materials to [GO-Biz.BSU@gobiz.ca.gov](mailto:GO-Biz.BSU@gobiz.ca.gov) no later than July 22, 2026, at 5:00 PM PDT. No mailed/hard copy submittals will be accepted. No late proposals will be accepted or considered under any circumstances. It is recommended that Proposers submit their proposals in advance of the final deadline to receive a confirmation of receipt.***