



## **Contracting Opportunity: Workforce Development Pilot Program Coordinator**

### **DESCRIPTION:**

Upper Midwest Film Office (UMFO) is seeking a consultant with demonstrated experience within the film industry to assist in facilitating collaborative development of workforce development programming. The consultant will coordinate the operations of the Workforce Development Training Program (WDTP). This includes overseeing logistics, coordinating instructors and support staff, managing participant recruitment and engagement, executing program plans, and managing program budgets. The Program Coordinator ensures that education program activities are executed effectively and efficiently within budget and that participants receive the necessary support to succeed.

With the support of a consultant, UMFO seeks to fulfill our goal of increasing the below-the-line workforce capacity in Northern MN.

### **UMFO MISSION AND SERVICES:**

Upper Midwest Film Office exists to advance the regional economy by promoting increased media production across Northern MN, including St Louis and neighboring Lake, Cook and Itasca Counties. UMFO is the only nonprofit organization dedicated to bringing jobs and economic impact to the region through a thriving media creation industry. We assist production companies by providing incentive administration, connecting with local vendors, creators, and crew, and assisting to overcome production challenges, developing workforce, and promoting the region to industry decision makers.

### **BACKGROUND**

The Upper Minnesota Film Office was established in 1995 as a public-private partnership that was minimally funded by grants from local and state partners such as the tourism bureau, economic development, and county agencies to provide minimal, part-time, and reactive services. In 2020, in reaction to the increased interest and demand, The Upper Midwest Film Office was formed as a non-profit 501(c)(3). Since UMFO's inception, we have met with or supported over 170 projects that were interested in filming in the region, recorded over 40 projects that were filmed with combined total project budgets over \$8M. We've certified 25 projects in the county for incentive program with well over \$4M in local spending.

UMFO has been generously awarded a grant from The Blandin Foundation to establish a pilot workforce development program through hands-on training opportunities in partnership with other organizations like IRRRB, Minnesota North and St Louis County. UMFO is currently seeking assistance in coordinating and launching the pilot.

### **DELIVERABLES:**

The anticipated project activities to be completed in partnership with UMFO include:

- Participate in planning meetings with UMFO to determine details and tasks for program launch including creating objectives, targeting participants, and determining location and dates of the pilot project.



- Work with UMFO Executive Director and Chief Production in crafting materials, correspondence, invitations, agendas, content, roles and approach that are appropriate for each meeting or task.
- Conduct outreach and engagement efforts with target participants.
- Conduct workshops, classes and programs within budget and on time with full budget documentation and reporting
- Assist in reporting to stakeholders and, as needed, by providing initial reports and accompanying presentation(s) if needed
- If needed, support planning and facilitation of expansion or the program including recommended next steps.

#### **FUNDING AVAILABLE:**

An amount not to exceed \$25,000 is available for the project. The contract duration is expected to be for remainder of fiscal year (end 12/31/23).

#### **APPLICATION PROCESS AND VENDOR REQUIREMENTS:**

To apply for this opportunity, please email [shari@uppermidwestfilmtv.org](mailto:shari@uppermidwestfilmtv.org) on or before **July 31, 2023**, outlining the information below. Applications received before the deadline will be evaluated based on the following criteria:

- Suggested approach in addressing goals outlined above
- Demonstrated successful performance of substantially similar work
- Relevant project work
- Experience and expertise
- Rate reasonableness and overall cost of services
- An understanding of the production industry

#### **INSURANCE:**

Please note that UMFO requires Contractor, including individuals and sole proprietors, to carry workers' compensation insurance as applicable and commercial general liability insurance (CGL) while performing work under a UMFO subcontract. UMFO subcontractors cannot have existing, pending or expired debarments that preclude them from doing business with the United States government and cannot have convictions for, nor have any pending indictments for, fraud or a criminal offense in connection with the public.

Contract, if awarded, will be awarded to the Responder whose quote, and oral presentation(s) if requested, demonstrate in UMFO's sole opinion, the clear capability to best fulfill the purpose of this RFQ in a cost effective manner. UMFO reserves the right to accept or reject quotes, in whole in or part, and to negotiate separately as necessary in order to serve the best interest of UMFO.



**INDEPENDENT CONTRACTOR:**

At all times and for all purposes hereunder, Contractor shall be an independent contractor and is not an employee of UMFO for any purpose. No statement contained in this Agreement shall be construed so as to find Contractor to be an employee of UMFO, and Contractor shall not be entitled to any of the rights, privileges, or benefits of employees of UMFO, including, but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.

Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due Contractor and that it is Contractor's sole obligation to comply with the applicable provisions of all Federal and State tax laws;

Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein.

If needed, Contractor is responsible for hiring sufficient workers to perform the services/duties required by this contract, withholding their taxes, and paying all other employment tax obligations on their behalf.

If you have any questions, please contact [shari@uppermidwestfilmtv.org](mailto:shari@uppermidwestfilmtv.org)