



Te Tumu Whakaata Taonga

Request for Proposals

for

Industry Led Talent Development Fund for New Zealand Film

for

The New Zealand Film Commission

Issued:	2 May 2024
Proposals due:	4 June 2024
Contact:	dale.corlett@nzfilm.co.nz

KEY INFORMATION

Purpose

This information is for applicants intending to make a funding application to the Industry Led Talent Development Fund (ILTDF). This is a new fund of \$1.2m per annum to fund industry led talent development initiatives, with a funding cap of \$600,000 per initiative, so we may fund two or more initiatives. We expect that there will be more applications than available funding, therefore we have structured this funding round so that all applications can be considered at the same time. This enhances contestability in the distribution of public funding.

Introduction

Te Tumu Whakaata Taonga The New Zealand Film Commission (NZFC) is here to ensure our film sector develops and grows into a sustainable, successful screen industry. We invest in New Zealand stories to be told in New Zealand and around the world. We support talented filmmakers to tell their stories and help to connect them with expertise locally and globally. We work to ensure that a wide range of New Zealand and international productions are made here and support the industry to continue to build world class expertise. We are driven by both cultural and economic objectives to grow the film industry.

One of NZFC's core strategic objectives is to invest in talent by supporting capability development with diversity, equity and inclusion at its core. This fund focuses on supporting initiatives that will propel the careers of filmmakers and is in addition to the Industry Development Fund which closed on 29 April.

Opportunity

The New Zealand Film Commission invites proposals from organisations interested in contracting with the NZFC to administer, manage and deliver a world-class talent development initiative with the express aim of creating high level career development opportunities locally and/or globally for New Zealand film makers. The preference for this RFP is for initiatives with an above-the-line focus, however consideration may be given to initiatives targeting below-the-line talent.

NZFC is seeking proposals from organisations or companies with a global focus and high-level filmmaking expertise, who can create world-class talent development opportunities for New Zealand filmmakers. Proposals are sought from organisations with the capability to administer, manage and deliver the successful initiatives.

NZFC has allocated \$1.2 million in the 2024/2025 financial year for two or more initiatives. There is a cap of \$600,000 per initiative. We anticipate supporting at least two initiatives, but where possible we will support more. Third party investment from appropriate partners is encouraged in order to enhance value for money. Successful applicants will receive a funding commitment for the 2024/2025 financial year. It may be possible to apply for an additional commitment in principle for the 2025/2026 financial year, subject to a clearly demonstrated need for a commitment of more than one year.

As this funding is in addition to the NZFC Industry Development Funding, which closed on 29 April, the intent of this RFP is to seek applications that are ambitious in scale and scope. We are looking for innovative, world-class training and talent development initiatives that will support NZ filmmakers to significantly progress their skills and ability to make their mark on the world stage.

NZFC sees this as a contract for services arrangement, with the successful organisations providing high level industry and talent development expertise, and NZFC providing advice on the management of public funding. We expect the successful applicants to work in a good faith and transparent manner with us. Together we hope to boost and amplify the careers of New Zealand filmmakers.

We are also seeking proposals that provide the best possible value for money.

The NZFC's in-house Talent Development function is adapting to enable industry-led initiatives to be funded and supported by NZFC. NZFC's role will then be to manage funding contracts with the successful organisations.

This funding is available for programmes commencing between August 2024 and June 2025.

Scope of Request

The scope of this RFP covers provision of the following services:

- Management of all applications for the initiative, assessment, shortlisting and feedback processes.
- Hiring of a selection panel with diversity, equity and inclusion (DEI) at its core.
- Hiring and supervision of any supporting staff.
- Management of all communication processes and any mediation processes that may be required
- Screening applicants for suitability.
- Management, organisation and delivery of the initiative.
- Demonstrated understanding of how this initiative gives effect to the objectives of NZFC's [Te Rautaki Māori](#).
- Demonstrated understanding of how this initiative gives effect to the objectives of NZFC's [He Ara Whakaurunga Kanorau Diversity and Inclusion Strategy](#).
- Provision of Health and Safety policy and plans for both organisation and initiative adhering to the Health and Safety at Work Act 2015.
- Provision of public liability insurance at a level to be agreed by the NZFC.
- Collation of statistics from applications and reporting in line with NZFC standards and requirements.
- Organisation and management of shortlisting and decision-making panels.
- Funding, contracting and management of contracts for any grants made by the initiative.
- Budget management and reporting to NZFC for all aspects of the initiative.
- Supervision and support of filmmakers selected for the initiative.
- Management of all communication processes and any mediation processes required.
- Regular written reporting to NZFC on milestones and update meetings with NZFC staff.
- Indication of any value-add potential from applicant organisation or collaborative organisation or third-party.
- To be eligible for funding through this fund, applicants may not have any overdue contractual or reporting obligations to the NZFC.

Evaluation Approach

This section sets out the Evaluation Approach that will be used to assess Proposals. The NZFC may engage the services of an independent external assessor if required. Applicants are not required to meet every criterion.

Credibility and Experience – The organisation and team delivering the initiative are known in the film industry for their expertise. They have a proven track record and expertise in providing the same or similar services as set out in this RFP
Capability - Qualifications and experience of proposed personnel including ability to deliver the initiative
Price - Best value for money for the NZFC and an articulation of why this work cannot be delivered without ILTDF funding.
Third Party Investment – Demonstrated third party investment

Evaluation process and due diligence

In addition to the above, we may undertake the following process and due diligence in relation to shortlisted applicants. The findings will be considered in the evaluation process. Should we decide to undertake any of these we will give shortlisted applicants reasonable notice.

- a) reference check the organisation and named personnel;
- b) other checks against you e.g. Companies Office;
- c) interview applicants;
- d) request applicants make a presentation;
- e) inspect audited accounts for the last three financial years (if available);
- f) undertake a credit check;

Delivery of Talent Development Initiative Process

Please show awareness of:

(i) Application Process

- Handling of enquiries
- Communication with stakeholders - pre-application enquiries and application queries
- Approach to problem solving with applicants.
- Systems and staff to process applications
- System for checking applications
- Data management and collection of statistics

(ii) Assessment and shortlisting

- Engagement of diverse selection panel (including list of possible panellists)
- Awareness of biases
- Proposed approach to supervision of panellists
- Communication to stakeholders

(iii) Feedback

- Understanding of the importance of feedback
- Approach to completing written and verbal feedback
- Experience of organisation or key personnel giving feedback

(iv) Mentoring and Pastoral Care

- Understanding of pastoral care needs and appropriate methodologies
- Engagement of mentors (including list of possible mentors)
- Supervision and problem solving

Budget Information

Applicants are to provide their budget as part of their Proposal. In submitting the budget, you must meet the following:

- a) Applicants are to submit a budget and will refer to the information provided by the NZFC in **section** below.
- b) The budget is to show a breakdown of all costs, fees, arm's length and non-arm's length expenses and charges associated with the full delivery of the proposal. The budget is exclusive of GST.
- c) Where the price, or part of the price, is based on fee rates, all rates are to be specified, either hourly or daily or both as required.
- d) Prices should be proposed in NZ\$. The NZFC will arrange contractual payments in NZ\$.

Timeline

Here is our timeline for this RFP. This timeline is indicative only and may be subject to change at the NZFC's discretion. We will use best endeavours to notify all Applicants should the timeline change.

Milestone	Date
Issue RFP	Thurs 2 May 2024
RFP Closes – Deadline for all Proposals Submitted to the NZFC	5pm Tuesday 4 June 2024
Assessment of Proposals	4-12 June
Interviews with Short-listed Applicants (if required)	17-18 June 2024
Selection of Preferred Applicant and Start Contractual Negotiations	Mon 24 June 2024
Applicants notified and media release published. This date may be extended at NZFC's sole discretion.	22 July 2024

How to contact us

Please direct all inquiries to our Point of Contact:

Dale Corlett

Head of Talent Development

E-mail: dale.corlett@nzfilm.co.nz

Submitting your Proposal

- Please submit your proposal and budget by email dale.corlett@nzfilm.co.nz on or before the due date (4 June 2024 no later than 5pm).
- Feel free to submit a supporting video (this could be you telling us why we should fund your proposal, or something else). Please submit a link to the video, with the password (if any). Please make sure the video link stays active until after the assessment period (12 May).
- Include your organisation's name and the subject heading of the RFP in your email.

Having done the work, don't be late – please ensure you get your proposal to us before the deadline for all proposals!

RFP Terms and Conditions

The following government standard terms and conditions apply to the RFP and the RFP process:

1. You must meet all costs in preparing and submitting your proposal
2. You represent and warrant that all documentation supplied in response to this RFP is complete and accurate, and that you will act in good faith throughout the process
3. We may rely upon all statements made in your proposal
4. We may make changes to the RFP (including dates) but will give you a reasonable time to respond to any change
5. In submitting a proposal, you agree that your offer will remain open for acceptance by the NZFC for three months from the deadline for all proposals
6. We may seek clarification of any proposals and meet with any applicants
7. If only one or none of the proposals are acceptable to us, we may enter into negotiations with one or more of the applicants
8. We both agree to take reasonable steps to protect the other's confidential information
9. Our obligation to protect your confidential information is subject to the Official Information Act 1982 and other legal, parliamentary and constitutional conventions

10. There is no binding relationship between us, and your proposal is only accepted if we both sign a funding agreement
11. Our Request for Proposals (RFP) comprises this document, and any other subsequent information we provide
12. The laws of New Zealand shall govern the RFP process
13. In submitting your proposal, you are deemed to have read, understood and agree to be bound by these terms and conditions.

In managing this RFP, the NZFC will endeavour to act fairly and reasonably in all of its dealings with interested applicants, and to follow due process which is open and transparent.