



**BC INSTITUTE OF FILM PROFESSIONALS**  
Human Resources for the Film Industry

## **Notice to Contractors**

### **Women's Labour Issues in the Film & Television Industry in British Columbia Committee**

- ⌘ Proposal closing date is Friday, February 11, 2005 at 4:30 PM Pacific Standard Time
- ⌘ Proposals must be submitted electronically to: [info@bcifp.com](mailto:info@bcifp.com)
- ⌘ Proposals must be in Microsoft Word 7.0 format
- ⌘ Proposals must clearly identify the project/contract manager who will be the primary point of contact.
- ⌘ Proposals must clearly provide a completed project work plan complete with milestones, tasks and deliverables that meet the RFP requirements
- ⌘ Proposals must provide the names, qualifications and experience of other individuals who will be involved with this project
- ⌘ Proposals must submit an estimated price for the project inclusive of:
  1. Hourly rates/unit rates for each member of the project team
  2. Number of estimated hours to complete the project
  3. Administrative/incidental expenses.