

Request for Quotation – Vivid Sydney Project Director 2020 & 2021

Request:

Destination NSW is seeking applications and itemised quotations from a suitably qualified and experienced contractor for the provision of Project Director services for Vivid Sydney 2020 and 2021.

Please Note: this is not a position of employment but a contract for the supply of services.

Destination NSW:

Destination NSW is the lead NSW Government agency for the New South Wales (NSW) tourism and major events sectors. Our role is to market Sydney and NSW as one of the world's premier tourism and major events destinations; to secure major sporting and cultural events; to work in partnership with Business Events Sydney to win major international conventions and incentive travel reward programs; to develop and deliver initiatives that will drive visitor growth throughout the state; and to achieve the NSW Government's target to triple overnight visitor expenditure by the year 2030.

Vivid Sydney, the largest festival of light, music and ideas in the Southern Hemisphere and the largest event in Australia, is owned, managed and produced by Destination NSW. Vivid Sydney has been integral in cementing Sydney's position as the creative capital of the Asia-Pacific and, instrumental in driving visitation to Sydney and stimulating the city's visitor economy. In 2018, Vivid Sydney attracted 2.25 million attendees and injected over \$172 million into NSW's visitor economy.

Vivid Sydney is a unique annual event of light, music and ideas, featuring the world's best creative industry forums, a mesmerising free public exhibition of outdoor lighting sculptures and projections, a cutting edge contemporary music program and the spectacular lighting of Sydney's iconic buildings and other Sydney precincts.

Timeline:

Deadline for receipt of clarification requests	10:00am on Monday 8 April 2019 (AEST)
RFQ closing date	10:00am on Monday 15 April 2019 (AEST)
Interviews	Week beginning 22 April 2019
Successful contractor notified	3 May 2019
Unsuccessful contractor(s) notified	5 May 2019
Commencement of Contract	End June 2019 – exact date to be confirmed

Selection criteria:

Evaluation of all received proposals will be based on the following criteria:

Criteria	Weighting (%)
Value for money	20%
Relevant tertiary qualification(s) and proven experience as a festival director/senior producer in the arts, cultural and entertainment sectors and/or large-scale Major Events and Festivals industries. Demonstrated experience and understanding of the creative	20%

and operational requirements of multi-day, outdoor major events and festivals across multiple precincts.	
Extensive experience in preparing and managing complex costings and budgets, financial reporting, purchasing and procurement, and contract management and demonstrated success in delivering projects on or under budget.	10%
Effective leadership and team management skills with proven ability to inspire, coach, manage and motivate a core team. Demonstrated success leading and managing large, diverse teams of technical and production professionals on large scale Major Events or festivals	10%
Excellent communication skills with demonstrated ability to develop and manage strong internal and external relationships at senior levels. Proven relationship and stakeholder management experience including with NSW Government agencies on large scale major events. Demonstrated ability to work collaboratively with cross functional teams such communications, media, design, digital and marketing.	10%
Highly developed and demonstrated project management skills, ability to effectively prioritise, meet deadlines and to balance competing priorities in a dynamic and high profile work environment. Superior administration and effective written and verbal communication skills, high level computer literacy, proficient with MS Office suite, event spreadsheet and database scheduling programs.	10%
Demonstrated experience in the preparation and implementation of major event documentation, plans and manuals including scheduling and resource management for events with a creative overlay and high-value production elements operating across multiple locations.	10%
Compliance with Request for Quotation	10%
TOTAL	100%

What Destination NSW requires:

1. A written response which addresses the Selection Criteria and Specifications of Service outlined in Annexure A
2. An itemised quotation for Period 1
3. An itemised quotation for Period 2
4. Current curriculum vitae including details for two (2) referees.

Clarification of requests for quotes:

If you require clarification on the above request, please contact only via email: Julie Turpie, Director, Event Development – Arts, Lifestyle & Entertainment. julie.turpie@dnsw.com.au

Please note that any clarification will also be granted to any/all other interested contractors.

Companies can submit proposals with a nominated person.

Lodgement Details:

Please email your application, quotation and supporting documentation to:

Neville D'Costa, Director, Procurement & Legal: neville.d'costa@dnsw.com.au and;

Julie Turpie, Director, Event Development – Arts, Lifestyle & Entertainment: julie.turpie@dnsw.com.au

ANNEXURE A

Specifications of Service

Destination NSW seeks the services of a contractor to undertake the role of Project Director for Vivid Sydney 2020 and 2021.

The Project Director reports to the Director, Event Development – Arts, Lifestyle & Entertainment and works in close collaboration with the CEO Destination NSW & Executive Producer, Vivid Sydney; Creative Director, Curators and other key creative and production staff to ensure the development and delivery of a curated program balancing artistic integrity and excellence with event operations, logistics, technical and production requirements.

Organisational Relationships

Role Reports To:

Director, Event Development – Arts, Lifestyle & Entertainment and, CEO Destination NSW & Executive Producer, Vivid Sydney.

Positions which report to the Project Director are:

Approximately 8-10 Vivid Sydney event contractors

Internal Dependencies:

- Destination NSW CEO & Executive Producer, Vivid Sydney
- Vivid Sydney Creative Director and Curators – Light, Music and Ideas
- Destination NSW's Marketing, Communications, Commercial Partnerships, Event Development, Legal & Procurement, Corporate Services, Program Performance & Assessment teams.

Key Accountabilities:

Responsible for the overall planning, management and implementation of all Vivid Sydney operational and programming requirements including but not limited to:

- Oversee the engagement of artists, venues, promoters and producers for the annual Vivid Sydney program/content including management of the Expression of Interest and Selection Process for the Vivid Light, Vivid Ideas and Vivid Music programs
- Financial management, budgeting and reporting
- Strategic planning and project management
- Stakeholder management
- Contracts management and procurement
- Resourcing and personnel management (including third-party suppliers and contractors)
- Overarching event management including event operations, logistics and site management

Direct and oversee all project budgeting, procurement and contracting processes, all timelines and schedules that relate to program delivery, and identify and resolve any problems as they occur.

Responsible for the preparation, monitoring and management of a finite Event budget including scoping and forecasting; financial reporting and reconciliation.

Direct and provide leadership, support and guidance to the Vivid Sydney team members in achieving outcomes and workload requirements.

In consultation with the Director, Event Development – Arts, Lifestyle & Entertainment oversee the recruitment, induction and ongoing management of the Vivid Sydney event operations team (approximately 8-10 contractors) for the successful delivery of the Event.

Lead the consultation, negotiation and planning with NSW and Local Government agencies, landowners and consent authorities, ensuring all relevant and necessary landowner consent, development applications, compliance approvals, licences and permits are prepared, submitted and approved prior to the Event(s).

Lead internal Destination NSW teams to effectively plan, organise, and manage all third party contractors, suppliers and Event content presenters to ensure they deliver a seamless Event which meets Destination NSW's key strategic objectives and outcomes. This includes other Sydney suburbs/precincts.

Lead and oversee the development of a comprehensive and compliant overarching risk management plan for the Event, working with contractors, NSW and Local Government agencies, landowners and stakeholders to ensure that all risks are identified and mitigated appropriately in consultation with Destination NSW's risk assessor.

Oversee and direct the planning, procurement and management of overarching Traffic, Transport and Pedestrian Management; Event Security, Emergency and Crowd Management; Event Medical and Water Safety and, Site Operations, Infrastructure and Logistics plans and delivery with Destination NSW's nominated third party providers.

Lead and oversee the procurement and management of Event contractors and suppliers to ensure the most cost effective solutions and ensure quality of work is achieved working with the Director – Procurement and Legal, in accordance with NSW Government probity and procurement guidelines.

Work collaboratively with the Destination NSW Marketing and Communications Divisions to ensure content and program information is accurate, timely and secured for the execution of Vivid Sydney marketing and communications strategies including the Vivid Sydney program launch and preview week activities.

Work collaboratively with Destination NSW Program Performance & Assessment Business Unit to assist where appropriate in the facilitation of research programs.

Review and advise on Commercial Partnership's sponsorship activation proposals. Assist with the creative development, event operational, technical and production overlays/impacts of Event sponsor activations and installations in cooperation with the Vivid Sydney Commercial Partnership Manager and Director, Event Development – Arts, Lifestyle & Entertainment.

Manage the Vivid Sydney meeting schedule for both internal and external meetings including chairing and setting agendas to ensure effective planning and communication.

Ongoing and regular creative and operational reporting to the Executive Producer of Vivid Sydney and CEO of Destination NSW.

Lead the development and implementation of the Event Volunteer program.

Lead the development and implementation of Sustainability and, Access & Inclusion programs.

Maintain all event specific documentation and critical documents using appropriate document templates and document register system including liaison with other NSW Government Agencies and third parties.

Develop, implement and manage the post-Event debrief meetings and reporting as required with Event venues, contractors, Government agencies, landowners and stakeholders. Manage and review the post event reports covering all aspects of each event, including recommendations for improvement in future years.

Any other general administrative work that would be required to deliver on the above services/duties/outcomes and/or as directed by Destination NSW.

Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

Oversee the management and implementation of office based systems, tools and appropriate materials for the purpose of overseeing the Event.

Any other general administrative work that would be required to deliver on the above services/duties/outcomes and/or as directed by Destination NSW.

General Items:
<ul style="list-style-type: none"> • The service provider must provide appropriate public liability insurance noting Destination NSW as an Interested Party. Minimum \$20 million • The service provider must provide appropriate professional liability insurance. Minimum \$10 million • The service provider must provide appropriate workers compensation insurance – as required by law • The service provider must provide an Australian Business Number or Australian Company Number
Key Considerations:
<p>The successful service provider will be required to enter into a Contract of Engagement with Destination NSW which includes, but is not limited to the following terms:</p> <ul style="list-style-type: none"> • Ownership of all intellectual property (including copyright) in any project material will vest in and/or be assigned to Destination NSW on a royalty free, for use worldwide, free of charge in perpetuity basis. The service provider will agree to execute all documents and do all things required for the purposes of giving effect to this. The project material once assigned will be used by Destination NSW, tourism trade stakeholders, media and the NSW Government • Indemnifying Destination NSW for all work carried out • Abiding by a suppliers code of conduct as issued by the NSW Government • Termination Clause, Destination NSW may at any time terminate the contract without cause and for any reason by giving 30 days' notice in writing to the service provider, such termination being effective upon expiration of the 30 day period. Destination NSW is not liable for any payments to the service provider beyond the 30 day notice period, and such amount will be received by the service provider in full satisfaction and discharge of any claims of any nature whatsoever in connection with this contract. Destination NSW would not be liable for any further/pro-rata payments • If the service provider does not perform the services required, the service provider is not entitled to receive any further payments and must if so required by notice in writing to the service provider by Destination NSW, repay to Destination NSW all payments made under this contract or such part of the payments as so demanded by Destination NSW with respect to expenses already incurred and services rendered to date and must make such repayment within 7 days of the date of such demand by Destination NSW or within such longer period as specified by Destination NSW. • During the contracted period, the contractor will be required to work full-time on the premises of the Destination NSW offices currently located at Level 2, 88 Cumberland Street, The Rocks within standard business hours (9am – 5:30pm). Flexibility with work hours will be required. No overtime will be paid or time in lieu provided. Please note: this role will be required to be on site during the event period(s).
Destination NSW will provide the following:
<p>Office facilities to be provided include: desk, chair, computer and printing facilities, phone line, internet access and business cards. Parking is not provided however demonstrated work-related travel costs can be reimbursed. A mobile phone is not provided however demonstrated work-related telephone costs can be reimbursed.</p>

Period:

Destination NSW requests two (2) separate and itemised quotations, for the services detailed in this document, for each of the periods outlined below.

<p>Period 1: Vivid Sydney 2020</p>	<p>End June 2019 (exact commencement date to be confirmed) to end June 2020</p>
<p>Period 2: Vivid Sydney 2021</p>	<p>Mid-July 2020 to mid-July 2021 (exact dates to be confirmed)</p>

Leave:

Destination NSW provides for a set number of days of unpaid leave to be taken (20 days per annum/pro-rata), commensurate with the contracted period and position scope. All leave is to be taken as agreed with the Director, Event Development – Arts, Lifestyle & Entertainment. Any unpaid leave not taken by the conclusion of the contracted period will be forfeited.

Destination NSW acknowledges that the successful contractor is not required to work public holidays except those falling within the Event periods.

Destination NSW may also close for the Christmas and New Year period as part of NSW Government arrangements. The Director, Event Development – Arts, Lifestyle & Entertainment will advise of dates accordingly.