

## Request for Quotation – Production Manager, Vivid Light 2020 & 2021 with an option for 2022.

### Request:

Destination NSW is seeking applications and itemised quotations from a suitably qualified and experienced contractor for the provision of **Production Manager** services for Vivid Sydney 2020 and 2021, with an option for 2022.

**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 20 May 2019 (AEST)
<b>RFQ closing date</b>	<b>10:00am on Monday 27 May 2019 (AEST)</b>
Interviews	Week beginning 3 June 2019
Successful contractor notified	Week beginning 10 June 2019
Unsuccessful contractor(s) notified	Week beginning 17 June 2019
Commencement of Contract	July 2019 – exact date to be confirmed

### Selection criteria:

Evaluation of all submissions will be assessed on the following criteria:

Criteria	Weighting (%)
Value for money	25%
Relevant tertiary qualification(s) and a minimum of five (5) years' experience in event production, operations and technical management including demonstrated understanding of the creative and technical requirements of multi-day, outdoor major events and festivals across multiple precincts.	20%

Demonstrated experience in:	
<ul style="list-style-type: none"> <li>a) the preparation and implementation of major event documentation, production plans and event manuals including rostering, scheduling and resource management for events with a creative overlay and high-value production elements operating across multiple locations.</li> <li>b) the development and management of substantial major event budgets, financial reporting, procurement and, contract management.</li> </ul>	20%
Exceptional communication skills, including experience in collaborating and negotiating with a wide range of stakeholders including government agencies, landowners, external organisations, artists, contractors, suppliers, volunteers, internal departments and staff.	10%
Highly developed and proven project and time management skills, ability to effectively prioritise, meet deadlines and to balance competing priorities in a dynamic and high profile work environment.	10%
High-level computer literacy skills, proficient with MS Office suite, experience in specialist software such as Vectorworks, AutoCAD and CRM programs.	10%
Compliance with Request for Quotation	5%
<b>TOTAL</b>	<b>100%</b>

**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. An itemised quotation for Option 1 (Period 3)
5. Current curriculum vitae including details for two (2) referees.

**Clarification of requests:**

If you require clarification on this Request for Quotation, please contact only via email: Julie Turpie, Director, Event Development – Arts, Lifestyle & Entertainment. [julie.turpie@dnsw.com.au](mailto:julie.turpie@dnsw.com.au)

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

**Lodgement Details:**

Please email your application, quotation and supporting documentation to:  
 Neville D'Costa, Director, Procurement & Legal: [neville.d'costa@dnsw.com.au](mailto:neville.d'costa@dnsw.com.au) and;  
 Julie Turpie, Director, Event Development – Arts, Lifestyle & Entertainment: [julie.turpie@dnsw.com.au](mailto:julie.turpie@dnsw.com.au)

## ANNEXURE A

### Specifications of Service

Vivid Light, comprises of light installations, sculptures and large-scale 3D architectural projections across Sydney's foreshore precincts, and is an integral component of the annual Vivid Sydney festival.

The **Production Manager, Vivid Light** is responsible for the development, management and implementation of all production, logistic and technical requirements associated with the delivery of the Vivid Light program as part of Vivid Sydney, whilst ensuring artistic integrity and excellence.

The **Production Manager, Vivid Light** works collaboratively with key Vivid Sydney and Destination NSW staff; oversees the engagement and management of Vivid Light artists, suppliers and contractors to effectively plan, organise, and deliver the Vivid Light program on time and within budget.

**Key Accountabilities include but are not limited to:**

1. Strategic planning and project management
2. Production and Technical Management
3. Vivid Light artist liaison and stakeholder management
4. Budgeting, contracts management, procurement and resourcing of the Vivid Light program (including third-party suppliers and contractors)
5. Contribution to Vivid Sydney initiatives including but not limited to Access & Inclusion and Sustainability programs.

**Specific Responsibilities are as follows:**

Responsible for the preparation, monitoring and management of a pre-approved and finite Vivid Light budget including scoping and forecasting; financial reporting and reconciliation.

Responsible for the development and implementation of Vivid Light Project Management and Event Operations Plan(s) including key milestones and project timelines.

In consultation with Vivid Sydney Project and Creative/Curatorial personnel, responsible for the scoping, project management and implementation of the Vivid Light global Expression of Interest (EOI) program requiring the review, refinement and development of EOI documentation including Salesforce CRM systems.

In consultation with Vivid Sydney Project and Creative/Curatorial personnel, prepare and collate all creative proposals received through the Vivid Light EOI; manage the EOI creative evaluation and approval process. Document EOI evaluation outcomes and execute notification communications.

In consultation with the Curator, Vivid Light, manage the collection, maintenance and updating of all Vivid Light creative and production documentation including but not limited to artist dossiers, equipment lists, technical drawings/specifications, engineering assessments and event plans.

Responsible for the contract preparation and ongoing management of all confirmed Vivid Light artists including, where required, visas and customs, freight, travel and transport and, insurances.

Oversee the collation of all required program content such as biographies, images/renders, event descriptions, assets and logos. This includes assisting artists to ensure all material is provided in the required file formats and sizes.

In consultation with the Curator, Vivid Light, schedule and undertake Vivid Light Walk artist studio visits (Sydney, NSW and interstate).

Responsible for the preparation, maintenance of, and compliance with, all relevant and necessary Vivid Light precinct, venue or landowner consent documentation, development applications, compliance approvals, licences and permits. This includes attendance as required at NSW Government agency or other working groups or planning meetings.

Responsible for scoping, project management and delivery of all technical and production elements required for the preparation, installation, operation and removal of the Vivid Light program; this includes ongoing liaison with Vivid Light artists, content houses, suppliers and contractors.

Prepare, complete and retain schedules, reports, maps, site plans, event safety plans, risk assessments, safe work method statements, public area checklists and incidents reports, manuals and any other event related documentation as required for the Vivid Light program.

In consultation with the Vivid Sydney Operations Manager, identify and determine event equipment and technical infrastructure required for the Vivid Light Walk; collaborate on the creative, production and technical procurement and contract management for the Vivid Light program.

Liaise with the Vivid Sydney Operations Manager to ensure all Vivid Light documentation is prepared for the timely integration into overarching Traffic, Transport and Pedestrian Management; Event Security, Emergency and Crowd Management; Event Medical and Water Safety and, Site Operations, Infrastructure and Logistics plans with Destination NSW's nominated third-party contractors.

Ensure all Vivid Light production and operational activities are coordinated and completed in accordance with planning deadlines and production schedules.

Ensure Vivid Light product and programs are compliant with Destination NSW and Vivid Sydney Strategic Risk Management Framework.

Oversee and manage the safe and compliant on-site installation, operational activity and removal of site infrastructure and creative overlay in accordance with the site plan, bump-in/out schedule, and administrative parameters.

Coordinate and supervise event staff, contractor, supplier, and vendor activity according to schedule and site safety arrangements.

Work collaboratively with the Vivid Sydney Project and Creative/Curatorial personnel and relevant Destination NSW cross-functional teams to develop and or contribute to approved delivery plans for projects such as - Vivid Sydney Media Launch, Vivid Sydney Media Preview Week and Vivid Sydney Opening 'Lights On' Function.

Contribute to the effective development, documentation, planning and delivery of program activity, and accuracy of communications and notifications to stakeholders regarding the event.

Attendance onsite at the Vivid Light precinct(s) as required throughout the bump in, event period and bump out ensuring the effective management and oversight of the appointed creative and production contractors. This includes working on site with contractors to oversee the successful delivery of contracted goods and services within set budgets and timeframes.

Contribute to Vivid Sydney Access & Inclusion initiatives by identifying access and inclusion requirements or initiatives for Vivid Light.

Lead the Vivid Sydney Sustainability initiatives through:

- a. Collaboration with the Vivid Sydney Sustainability Partner and relevant consultants in determining, planning for and implementing approved sustainability requirements or initiatives of the Vivid Sydney program;
- b. Leading the integration of sustainability goods and services supply into the creative and production planning, documentation and delivery throughout the event;
- c. Leading the delivery of all post event deliverables and obligations such as calculation and procurement of Carbon Offset and Green-Power.

Contribute to and or manage other relevant event documentation such as project plans, strategy documents, Ministerial briefing notes, internal briefing notes, event investment submissions and critical path/timeline documents as necessary and directed.

Maintain all event specific documentation and critical documents using appropriate document templates and document register system.

Manage the facilitation, collection, collation and/or presentation of all post event reports from relevant contractors and stakeholders and;

Any other general administrative work as directed by Destination NSW.

<b>General Items:</b>
<ul style="list-style-type: none"> <li>• The service provider must provide appropriate public liability insurance noting Destination NSW as an Interested Party. Minimum \$20 million</li> <li>• The service provider must provide appropriate professional liability insurance. Minimum \$10 million</li> <li>• The service provider must provide appropriate workers compensation insurance – as required by law</li> <li>• The service provider must provide an Australian Business Number or Australian Company Number</li> </ul>
<b>Key Considerations:</b>
<p>The successful contractor 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"> <li>• 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 contractor 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</li> <li>• Indemnifying Destination NSW for all work carried out</li> <li>• Abiding by a suppliers code of conduct as issued by the NSW Government</li> <li>• 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 contractor, such termination being effective upon expiration of the 30 day period. Destination NSW is not liable for any payments to the contractor beyond the 30 day notice period, and such amount will be received by the contractor 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</li> <li>• If the contractor does not perform the services required, the contractor is not entitled to receive any further payments and must if so required by notice in writing to the contractor 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.</li> <li>• 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, this includes after hours and weekend work. No overtime will be paid or time in lieu provided. Please note: this role will be required to be onsite during the event period(s) and will be required to work as part of a rolling roster during the Event (including bump-in, Event and bump-out periods).</li> </ul>
<b>Destination NSW will provide the following:</b>
<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 may be reimbursed. A mobile phone is not provided however, demonstrated work-related telephone costs may be reimbursed.</p>

**Period:**

Destination NSW requests three (3) separate and itemised quotations, for the services detailed in this document, for each of the following Periods.

<p><b>Period 1:</b> Vivid Sydney 2020</p>	<p>1 July 2019 - 30 June 2020</p>
<p><b>Period 2:</b> Vivid Sydney 2021</p>	<p>1 July 2020 – 30 June 2021</p>

<b>Option 1 (Period 3)</b> Vivid Sydney 2022	1 July 2021 – 30 June 2022
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Please note, Period 3 is at the exclusive exercise of Destination NSW. Destination NSW will advise the successful applicant 60 days in writing before 30 October 2021 if it wishes to continue or not to continue. If the option is not exercised, Destination NSW has no further liability to the successful applicant. If the option is exercised, a new contract of engagement will be negotiated and executed.

**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.