

Request for Quotation – Curator, Vivid Ideas 2020 & 2021

Request:

Destination NSW is seeking applications and itemised quotations for the provision of **Curator, Vivid Ideas** 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. In 2018, Vivid Sydney attracted 2.25 million attendees and injected over \$172 million into NSW's visitor economy.

Vivid Sydney features the world's best creative industry forums, a mesmerising free public exhibition of outdoor lighting sculptures and 3D 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 10 June 2019 (AEST)
RFQ closing date	10.00am on Friday 21 June 2019 (AEST)
Interviews	Week beginning 1 July 2019
Successful contractor notified	Week beginning 8 July 2019
Unsuccessful contractor(s) notified	Week beginning 15 July 2019
Commencement of Contract	Monday 5 August 2019

Selection criteria:

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

Criteria	Weighting (%)
Value for money	20%
Demonstrated previous experience in successfully curating and delivering artistic and/or creative industries programs that attract broad and diverse audiences and deliver strong financial results, with a focus on creativity and innovation as demonstrated in your proposed curatorial approach (outlined below).	20%

Exceptional negotiation and communication skills, experience in dealing with a wide spectrum of stakeholders, including Government, business, and community. Experience in collaborating and negotiating with diverse stakeholders including international, national and local agents, promoters, venues, artists and media.	15%
Proven detailed knowledge of and insight on the creative industries and trends, including the ability to attract and secure high profile industry talent both nationally and internationally	10%
Outstanding written and verbal communication skills, including media and public speaking skills.	15%
Compliance with Request for Quotation	5%
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 outline (up to 2 pages) of your proposed curatorial approach, and potential key elements for the Vivid Ideas program
3. An itemised quotation for Period 1
4. An itemised quotation for Period 2
5. 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

Vivid Sydney celebrates Sydney as the creative industries capital of the Asia-Pacific with a focus on the hallmarks of creativity, innovation and cutting-edge applications of digital technology

Vivid Ideas encompasses public talks, Keynote presentations, industry seminars, conferences, workshops, and debate providing a forum for the creative industries to collaborate, foster business connections and, showcase new ideas.

In 2019, the Vivid Ideas program will feature more than 60 events across 15 venues including talks, workshops and industry-shaping forums.

Vivid Ideas Program Structure (Vivid Ideas 2019)

- **Game Changer Talks Series:** curated by Vivid Ideas, the Game Changer Talks Series features world-leading talent sharing their experiences
- **Vivid Ideas Cornerstone Events.**
- **Vivid Ideas Investment Events:** Destination NSW invests in specific creative industry events that align with Vivid Ideas objectives
- **Creative conferences and public events:** developed in partnership with event owners, large-scale industry-facing events that draw the national and regional industry together to explore future opportunities and major paradigm shifts in the Creative Industries.
- **Vivid Ideas Exchange:** A schedule of daytime and evening events presented for the duration of Vivid Sydney. Vivid Ideas Exchange serves as an incubator to support the development of professional industry events, drawn from an Expression of Interest process and supported by Destination NSW.

The **Curator, Vivid Ideas** will work collaboratively with Destination NSW's CEO & Executive Producer Vivid Sydney; Director, Event Development - Arts, Lifestyle & Entertainment; relevant Vivid Sydney staff, Destination NSW teams and engages as required with external stakeholders including creative practitioners, artists, agents, talent, corporate partners, venues, Local and State Government Agencies.

The **Curator, Vivid Ideas** is responsible for the research, design, development and delivery of an innovative, accessible and progressive Vivid Ideas program, on time and within budget. Program content for Vivid Ideas is also developed through:

- Vivid Ideas global Expression of Interest
- Vivid Sydney Commercial, Government and Industry Partnerships

This specification includes scope for collaborative programming with Vivid Music to encompass music industry or music technology, or similarly centric conferencing or business events within the Vivid Ideas program. Increasing results in collaborative programming of this nature is desirable and encouraged.

The **Curator, Vivid Ideas** responsibilities and accountabilities will include but not be limited to:

Provide a clearly articulated program rationale to ensure the seamless delivery of a diverse annual Vivid Ideas program.

Undertake research to assist and advise Destination NSW in the selection, evaluation and/or development of new and existing programs, concepts, proposals, strategies and opportunities culminating in the development of the final Vivid Ideas program.

Participate in all Vivid Ideas Expression of Interest or other evaluation panels, with Destination NSW nominated representatives, and attend all panel meetings in order to evaluate and confirm program content.

Provide ongoing curatorial development and guidance to selected program proponents, prepare, and maintain a detailed dossier highlighting key information of each element of the Ideas program for Destination NSW and Vivid Sydney teams' reference.

Assist the relevant Vivid Sydney staff in preparing all program specific documentation relating to the Vivid Ideas program (including project timelines, event schedules, program matrixes, program guide, program calendar, post event reports etc.).

Liaise with all third-party event owners, venues, producers, promoters and participants within the Vivid Ideas program to:

- Ensure that all relevant personnel are, at all times, fully briefed on all aspects of the proposed Program. This includes collaborating with Destination NSW's Marketing and Communications Divisions to ensure content information is accurate and secured for the purpose of marketing

and communication strategies

- Ensure that all necessary third-party assets (such as publicity photographs, press releases, biographies, etc.) are available to Destination NSW when necessary

Work collaboratively with Destination NSW's Marketing and Industry Partnerships Divisions to identify and secure Vivid Sydney commercial and industry partners relevant to the Vivid Ideas program.

Work collaboratively with Destination NSW's Marketing Division and other relevant staff to develop and produce all necessary program specific collateral e.g. design and content development for the Vivid Ideas Guide and Vivid Sydney website.

Representing Destination NSW and Vivid Sydney through electronic and verbal presentations on the Vivid Ideas program. This includes acting as a media spokesperson from time to time (where requested and as approved by Destination NSW).

Negotiating with, and overseeing the management of Vivid Ideas contractors to ensure the most cost effective and quality solutions are delivered whilst all procurement requirements are met.

Ensuring historical documentation of the planning process and project administration tasks are maintained Undertaking copywriting and presentation development (as required).

Collaborate with the Director, Event Development – Arts, Lifestyle & Entertainment in preparing, administering and reporting on the Vivid Ideas budget.

Develop, implement and manage the post event reporting of the Vivid Ideas event owners.

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

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

In addition to the above deliverables, The **Curator, Vivid Ideas** will require the following skills:

- Flexibility, be able to work both autonomously and within a team.
- Attention to detail.
- Demonstrated ability to work under pressure and balance competing priorities.
- Proficient in Microsoft Office programs.

General Items:

- 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:

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:

- 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:

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.

Period:

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

Period 1: Vivid Sydney 2020	5 August 2019 – 26 June 2020, part time (4 days per week*)
Period 2: Vivid Sydney 2021	3 August 2020 – 25 June 2021, part time (4 days per week*)

*** To note: the contract provides for an average of four (4) days per week however during certain times, days per week may increase, but will not exceed a maximum of 160 days total for each Period. Specific dates and days of work to be agreed in advance with the Director, Event Development – Arts, Lifestyle & Entertainment**

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.