

Request for Quotation – Business Administration Coordinator, Vivid Sydney 2020 & 2021

Request:

Destination NSW is seeking applications and itemised quotations for the provision of **Business Administration Coordinator** 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 13 May 2019 (AEST)
RFQ closing date	10:00am on Monday 20 May 2019 (AEST)
Interviews	Week beginning 20 May 2019
Successful contractor notified	Week beginning 27 May 2019
Unsuccessful contractor(s) notified	Week beginning 3 June 2019
Commencement of Contract	5 August 2019

Selection criteria:

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

Criteria	Weighting (%)
Value for money	25%
Relevant tertiary qualification(s) and a minimum of (5) years' experience in business administration. Proven ability to work effectively in a team, preferably in a major events or festivals context.	20%

High-level computer literacy skills, proficient with MS Office suite, experience in specialist software such as CRM and records management programs.	15%
Demonstrated advanced communication skills, including excellent customer service and the ability to prepare correspondence and present information	15%
Superior organisational, project management and planning skills, including the ability to manage multiple tasks, plan and prioritise workloads, balance competing priorities and meet deadlines.	15%
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

The **Business Administration Coordinator** provides business, administration and project coordination support to relevant Vivid Sydney teams.

Key Accountabilities include but are not limited to:

Assist in the preparation, coordination, administration and project management of the annual Vivid Sydney Expression of Interest (Light, Music and Ideas) process including project tracking of Submissions and, collation and preparation of EOI documentation.

Coordination, maintenance and tracking of the Vivid Sydney Documents Register for Vivid Sydney participants and stakeholders including contractors, event owners, artists, venues and suppliers.

Track, monitor and review Vivid Sydney customer enquiry channels e.g. phone and email; this includes developing or processing responses for approval and responding to correspondents, as directed, in a timely manner.

Support the finance function of the Vivid Sydney team with event invoicing, purchasing processes, administration support, as well as general team support.

Maintain, update, and report from the Vivid Sydney Contract Management Database including a register of key performance indicators and contractual deliverables in relation to event owner, artist and supplier contracts and milestones.

Assist the Vivid Sydney team with workflow for the tracking and processing of all Vivid Sydney invoices and payment requests to the Event Development Business Operations Team.

Drafting PowerPoint and or keynote presentations and reports on key event programs for both internal and external stakeholders.

Managing diary appointments, schedule meetings, prepare and distribute meeting Agendas and minutes.

Prepare, coordinate, review and prioritise a range of documentation including correspondence, briefings and submissions to ensure that information is accurate and aligns with organisational policies, standards and guidelines.

Any other general administrative duties as requested by the Director, Event Development – Arts, Lifestyle & Entertainment.

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 contractor 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 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
- 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 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
- 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.

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 may 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).

Office facilities to be provided include: desk, chair, computer and printing facilities, phone line, internet access. 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.

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 – 30 June 2020, part time (4 days per week)
Period 2: Vivid Sydney 2021	1 July 2020 – 30 June 2021, part time (4 days per week)

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.