

Request for Quotation – Operations Coordinator, Vivid Sydney 2020 (and an option for 2021)

Request:

Destination NSW is seeking applications and itemised quotations for the provision of **Operations Coordinator, Vivid Sydney** services for Vivid Sydney 2020, with an option for Vivid Sydney 2021.

Please Note: this is not a position of employment but a contract for the supply of services. Companies can submit proposals with a nominated person.

Introduction:

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 2019, Vivid Sydney attracted 2.4 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 23 September 2019
RFQ closing date	10:00am on Monday 30 September 2019
Interviews	Week commencing 7 October 2019
Successful contractor notified	Week commencing 14 October 2019
Unsuccessful contractor(s) notified	Week commencing 14 October 2019
Commencement of Contract	October 2019 – exact date to be confirmed

Selection Criteria:

Criteria	Weighting (%)
Value for money	25%
Relevant tertiary qualification(s) and a minimum of three (3) years' experience in event operations or event management, preferably for large-scale major events or outdoor festivals.	20%
Strong written and verbal communication skills, excellent attention to detail, and experience developing and maintaining internal and external relationships.	20%
Excellent administrative and project management skills, high-levels of proficiency with Microsoft Office, and experience in computer drafting/drawing software (Vectorworks) is preferred.	10%
Experience in updating and revising project based documentation including contracts, budgets, databases and timelines.	10%
Proven ability to work effectively in a team, under pressure and with a need to balance priorities; preferably in a major events or festivals context.	10%
Compliance with this Request for Quotation	5%
TOTAL	100%

What Destination NSW requires:

1. A written response which addresses the Selection Criteria and Specifications of Services outlined in Annexure A
2. An itemised quotation for Period 1 (October 2019 – June 2020)
3. An itemised quotation for Period 2 as an option (October 2020 – June 2021)
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:

Brad Gander – Operations Manager, Vivid Sydney
brad.gander@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.dcosta@dnsw.com.au

ANNEXURE A

SPECIFICATION OF SERVICES

Destination NSW seeks the services of a contractor to undertake the role of Operations Coordinator, Vivid Sydney for Vivid Sydney 2020 with an option for 2021 (the 'Event').

The Operations Coordinator will support the Operations Manager, Vivid Sydney in the development, management and implementation of effective event operations as part of Vivid Sydney.

Key Accountabilities:

- Operations Coordination across all Vivid Sydney precincts, including any applicable third-party precincts
- Operations supplier and contractor liaison and stakeholder engagement
- Operational contracts management, procurement and resourcing of all suppliers and contractors
- Input into relevant operational policies, procedures, plans and other documentation
- Coordination of Vivid Sydney site and operational plans using Vectorworks Spotlight for all infrastructure requirements for the Event. This includes but not limited to design input, plan distribution, version control and file management
- Site coordination to ensure operational aspects are delivered in line with run sheets and planning schedules
- Input into planning and project management systems, including Salesforce and CRM
- Input into relevant development applications, landowner consents, compliance approvals, licences and permits
- Contribution to Vivid Sydney initiatives including but not limited to Access & Inclusion and Sustainability programs.

Specific tasks are as follows:

- Attend and contribute effectively to NSW Government All Agency meetings and working groups regarding operational planning, including minute taking, issues tracking, actions and resolutions
- Assist in the scoping, scheduling and monitoring of Request for Quotation documents, including the entry of data within Salesforce CRM systems
- Assist in monitoring and managing contract deliverables including payment milestones for contractors and suppliers within the pre-approved and finite Event budget
- Assist with the collection, maintenance and updating of all suppliers' documentation including but not limited to equipment lists, technical drawings/specifications, engineering assessments and Event plans
- Assist with contract preparation for all confirmed Event suppliers
- Assist in the preparation, maintenance of, and compliance with, all relevant and necessary precincts, venue or landowner consent documentation, development applications, compliance approvals, licences and permits.
- Provide input into the Plan of Management for Vivid Sydney including, but not limited to: venue inductions, site and Event bump-in and out, festival operations staffing and volunteers, risk analysis, pre-Event briefings and debriefs, contractor coordination, WH&S, permits, licenses and insurances.
- Assist in the preparation of 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
- Ensure all operational activities are coordinated and completed in accordance with planning

deadlines and production schedules

- Assist with 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
- Assist with the coordination of Event staff, contractors, suppliers, 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 contribute to approved delivery plans for projects such as - Vivid Sydney Media Launch, Vivid Sydney 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
- Contribute to and perform integral tasks relating to the C4 Event structure including, but not limited to:
 - Attendance in the Event Control Centre during bump in, Event and bump out periods
 - Responding to, logging, actioning and resolving issues as they arise
 - Coordinating infrastructure requirements and implementing changes on site under tight deadlines
- Attendance onsite at Vivid Sydney precinct(s) as required throughout the bump in, Event period and bump out ensuring the effective delivery of the appointed operational contractors. This includes working on site with contractors to assist in delivering contracted goods and services within set budgets and timeframes
- Contribute to Vivid Sydney Access & Inclusion initiatives by identifying access and inclusion requirements or initiatives.
- Contribute to the Vivid Sydney Sustainability initiatives through collaboration with the Vivid Sydney Sustainability Partner and other relevant consultants to plan and implement initiatives.
- Contribute to 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.
- Keep safe and in commercial in confidence, all IP, budget and contract information pertaining to the Event.
- Maintain all Event specific documentation and critical documents using appropriate document templates and document register system.
- Assist in the coordination, collection, collation and/or presentation of all post Event reports from relevant contractors and stakeholders;
- Any other general operational work as directed by Destination NSW; and
- Any other general administrative work as directed by Destination NSW.

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 adhere to any relevant laws or regulations, including the Australian Modern Slavery Act.
- 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 WILL PROVIDE

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.

<u>Period 1:</u> Vivid Sydney 2020	October 2019 (exact commencement date to be confirmed) to end June 2020
<u>Period 2:</u> Vivid Sydney 2021	October 2020 (exact commencement date to be confirmed) to end June 2021

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

Destination NSW may execute an option to renew the agreement for the second period in 2021, based on the successful applicant's submitted quotation, at its discretion, and in consultation with the successful applicant. If this option is exercised, written notice will be provided no later than 60 days after the conclusion of Vivid Sydney 2020 and a new contract executed.

Please note, there is no obligation for Destination NSW to exercise the option for Vivid Sydney 2021 and all potential applicants must plan accordingly for this. Should a variation in period or supply of services be required, a quote variation will be sought from the successful service provider.

Leave:

Destination NSW provides for a set number of days of unpaid leave to be taken (20 days per annum calculated on a pro-rata basis), 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.