

## Request for Quotation – Project Manager - Vivid Sydney 2021 and 2022

### **Request:**

Destination NSW is seeking applications and itemised quotations from a suitably qualified and experienced contractor for the provision of **Project Manager** services for Vivid Sydney 2021 and 2022.

**Please note this is not a position of employment but a contract for the supply of services. Companies can propose a person for this contract.**

### **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 and to achieve the NSW 2030 Visitor Economy Strategy targets.

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 (the 'Event').

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 (the 'Event').

### **Timeline:**

Deadline for receipt of clarification requests	10:00am on Thursday 17 June 2021 (AEST)
<b>RFQ closing date</b>	<b>10:00am on Friday 25 June 2021 (AEST)</b>
Interviews	Week beginning Monday 28 June 2021
Successful contractor notified	Week beginning Monday 5 July 2021
Unsuccessful contractor(s) notified	Week beginning Monday 12 July 2021
<b>Commencement of Contract</b>	<b>Monday 19 July 2021</b>

**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 seven (7) years' experience in project management in the arts, cultural and entertainment sectors and /or project management of multi-day, outdoor major events and festivals across multiple precincts.	20%
Demonstrated experience in: <ul style="list-style-type: none"> <li>• Project management, administrative and operational requirements of multi-day, outdoor major events and festivals across multiple precincts.</li> <li>• Working with a Festival Director or similar in the day to day and strategic planning and delivery of large scale, complex festivals</li> <li>• Effective management of diverse event teams in a dynamic and high-pressure environment.</li> <li>• Management and preparation of complex major event budgets and costings, financial reporting, purchasing and procurement, box office modelling and contract management.</li> <li>• Resource management for events with a creative overlay and high-value production elements operating across multiple locations.</li> <li>• Management of a diverse range of event contractors and external stakeholders</li> <li>• Overseeing the development and implementation of major event documentation including timelines, plans, reports, manuals and risk management</li> </ul>	25%
Exceptional communication skills, demonstrated experience in collaborating and negotiating with a wide range of stakeholders including government agencies, landowners, venues, artists, producers, contractors, suppliers, volunteers, internal departments and staff.	15%
Highly developed and proven project management, administrative and time management skills, ability to effectively prioritise, meet deadlines and to balance competing priorities in a dynamic and high-profile work environment.	10%
Compliance with Request for Quotation	5%
<b>TOTAL</b>	<b>100%</b>

**What Destination NSW requires:**

1. A written response of no more than four (4) pages that addresses the Selection Criteria and Specifications of Service outlined in Annexure A.
2. An itemised all-inclusive quotation for the period specified via provision of a day rate exclusive of GST but inclusive of all charges, superannuation, expenses, and other personal inclusions.
3. 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: Gill Minervini, Festival Director – Vivid Sydney – [gill.minervini@dnsw.com.au](mailto:gill.minervini@dnsw.com.au)

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

**Lodgment Details:**

Please email your application, quotation and supporting documentation to:

Neville D'Costa, Director, Procurement & Legal: [neville.dcosta@dnsw.com.au](mailto:neville.dcosta@dnsw.com.au)

## ANNEXURE A

### Specifications of Service

Destination NSW seeks the services of a contractor to undertake the role of **Project Manager – Vivid Sydney** for 2021 and 2022 to ensure the festival is planned and delivered safely, efficiently, on time and within budget.

Key Accountabilities & Responsibilities include but are not limited to:

- In collaboration with the Festival Director, ensure the Event is managed and delivered efficiently, is compliant financially, legally, and from a safety perspective.
- Project management and strategic planning.
- Oversee and contribute to the development and implementation of all Vivid Sydney project plans including key timelines and schedules, strategy documents, briefing notes and event investment submissions.
- Management of key Vivid Sydney contractors reporting to this position.
- Management of event team resourcing and recruitment (including third party suppliers and contractors)
- Oversee the contract management and procurement of event contractors and suppliers
- Support the Festival Director in financial management, budgeting and reporting
- Oversee all operational and production aspects of the delivery of Vivid Sydney in conjunction with the Operations Manager, Production Manager (Light) and Program Manager (Vivid Ideas and Music)
- Oversee the delivery and implementation of key operational, logistics and production documentation including but not limited to risk management, safety and health in conjunction with the Operations Manager, Production Manager (Light) and Program Manager (Vivid Ideas and Music)
- Attendance onsite at the Event precinct(s) as required throughout the bump-in, event period and bump-out ensuring the effective management and oversight of event delivery.
- Support the Festival Director in stakeholder management and planning including Destination NSW's relationships with State and Local Government agencies
- Manage post event debrief meetings and reporting as required internally and with Event venues, contractors, Government agencies, landowners and stakeholders.
- Keep safe and commercial in confidence, all IP, budget and contract information pertaining to the Event.
- Oversee the maintenance of all event specific documentation and critical documents using appropriate document templates and document register system.
- Ongoing and regular reporting to the Festival Director
- Represent the Festival Director when required.
- Obtain approval from the Festival Director for all expenses and payments.
- Attend all meetings as required, either in person or remotely.
- Any other general project management work that would be required to deliver on the above services/duties/outcomes

This work includes overseeing the delivery of precincts that are produced and operated directly by Destination NSW whilst also ensuring appropriate guidance to, and seamless integration of, any applicable third-party produced or operated precincts.

**Reporting:** The **Project Manager** reports to the Festival Director, Vivid Sydney and works collaboratively with key Vivid Sydney and Destination NSW staff.

**Roles reporting to this position:** Production Manager (Light), Operations Manager, and Program Manager (Vivid Ideas and Music) Vivid Sydney and Event delivery contractors as required.

<b>General Items:</b>
<ul style="list-style-type: none"> <li>• The Contractor must provide appropriate public liability insurance noting Destination NSW as an Interested Party. Minimum \$20 million</li> <li>• The Contractor must provide appropriate professional liability insurance. Minimum \$10 million</li> <li>• The Contractor must provide appropriate workers compensation insurance – as required by law</li> <li>• The Contractor 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 supplier's 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>• Flexibility with work hours is allowed with work at the Destination NSW office in line with COVID-19 guidelines. 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. Parking is not provided however approved and agreed 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 one quotation, for the services detailed in this document, for the following Period.

Vivid Sydney 2021 and 2022	Commencement to 26 August 2022
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**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 Festival Director, Vivid Sydney. 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 General Manager, Events & Festival Director, Vivid Sydney will advise of dates accordingly.

Paid recreation leave, public holiday pay, overtime, sick leave and other paid leave entitlements are not payable as this is not a position of employment. Deductions will be made on a pro-rata day basis based on the quoted per day rate.