

## Request for Quotation – Head of Projects, Vivid Sydney 2025 and 2026

### **Request:**

Destination NSW is seeking applications and itemised quotations for the provision of **Head of Projects** services for Vivid Sydney 2025, with an option to renew for Vivid Sydney 2026.

**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. Individuals with an ABN as either sole trader or company can also submit a response to this RFQ for the supply of the services.**

### **Destination NSW:**

Destination NSW is the lead agency, champion and voice for the visitor economy within the NSW Government.

Spearheading a whole-of-government approach to visitor economy growth, Destination NSW is responsible for leading the delivery of the NSW Visitor Economy Strategy 2030 in partnership with government and industry. Destination NSW influences and shapes the visitor economy through strategic research, policy and thought leadership, stakeholder engagement and consultation, commercial partnerships and investment in visitor experiences, business support, marketing and events.

Investing in a world-class events calendar to maximise economic and social benefits and position NSW as the events capital of the Asia Pacific, is a key strategic pillar of the Visitor Economy Strategy 2030.

Vivid Sydney, the largest festival of light, music, ideas and food in the Southern Hemisphere and the largest event in Australia, is owned, managed and produced by Destination NSW. Vivid Sydney has been integral in positioning Sydney as the creative capital of the Asia-Pacific and, instrumental in driving visitation to Sydney and stimulating the city's visitor economy (the 'Event'). For more information visit: [www.vividsydney.com](http://www.vividsydney.com)

### **Timeline:**

Deadline for receipt of clarification requests	10:00am Monday 8 April 2024 (AEST)
<b>RFQ closing date</b>	<b>10:00am Monday 15 April 2024 (AEST)</b>
Interviews	Week commencing 22 April 2024
Successful supplier notified	Week commencing 29 April 2024
Unsuccessful supplier(s) notified	Week commencing 6 May 2024
<b>Commencement of Contract</b>	<b>Monday 15 July 2024</b>

**Selection Criteria:**

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

<b>Criteria</b>	<b>Weighting (%)</b>
Value for money	25%
Relevant tertiary qualification(s) and considerable experience in production or event management, preferably for large-scale major events or outdoor festivals.	20%
Experience in updating and revising project-based documentation including contracts, budgets, databases and timelines.	15%
Strong written and verbal communication skills, excellent attention to detail, and experience developing and maintaining internal and external relationships.	15%
Excellent administrative and project management skills, high levels of proficiency with Microsoft Office, and experience in computer drafting/drawing software (Vectorworks) is preferred.	10%
Proven ability to work effectively in a team, working under tight deadlines in a high-pressure environment and with a need to balance priorities; preferably in a major events or festivals context.	10%
Compliance with Request for Quotation	5%
<b>TOTAL</b>	<b>100%</b>

**What Destination NSW requires:**

Destination NSW requires an itemised quotation which addresses the items in Annexure A, i.e. Specification of Services, Key Considerations and General Items. Attention must also be directed towards the Selection Criteria.

1. A written response of no more than two (2) pages which addresses the Selection Criteria and Specifications of Services outlined in Annexure A.
2. An itemised all-inclusive separate quotation for Vivid Sydney 2025 and Vivid Sydney 2026, exclusive of GST but inclusive of all other taxes and charges. The Supplier should anticipate that the Services will require ongoing commitment of 5 days per week during pre and post Festival periods with 6-day weeks for the 6-week festival period to include Bump in, Festival and Bump out and should quote accordingly, whether that be on a daily basis or for the completion of Services required as a whole.
3. The payment schedule will be based upon a schedule for delivery of the Services with payments made against milestones/deliverables/outputs achieved. The milestones will be set out in the contract to the Supplier. Applicants note that payments will may be on a monthly basis but rather on completion of outcomes and tasks.
4. Current curriculum vitae including details for two (2) referees.

**Clarification of Requests for Quotes:**

If you require clarification of this Request for Quotation, please click [here](#) to email the Vivid Sydney team.

Please note that any clarifications will be given to other suppliers that have been offered the opportunity to provide a quote. Clarification Addendums will be posted via the [Work with Us](#) page on the Vivid Sydney website.

### **How to respond to a Request for Quotation (RFQ):**

Please review the relevant RFQ documentation, Clarification Addendums, Frequently Asked Questions and Terms & Conditions prior to preparing your response.

Respondents should address the specific requirements of the services and, the selection criteria detailed within the RFQ documentation. Answers and supporting documentation will need to be uploaded via the Vivid Sydney Website using the [Apply Now](#) button.

NB: This form cannot be saved or changed after submission, please ensure that you check the accuracy of your information prior to submitting.

## **ANNEXURE A**

### **Specifications of Services:**

Destination NSW seeks the services of a contractor to undertake the role of **Head of Projects – Vivid Sydney** to ensure the festival is planned and delivered safely, efficiently, on time and within budget. The Supplier is responsible for the day-to-day operations of the festival including budget management, special event management, visitor experience, overseeing team resourcing and recruitment and all operational, logistic and production elements of the event.

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.

#### **Major Responsibilities include but are not limited to:**

- Project Management, Critical Event Pathway Management and Strategic Planning
- Financial management, budgeting, and reporting
- Team Management
- Procurement of goods and services
- Contract management
- Oversee all event operational and production requirements.
- Stakeholder management and documentation
- Project Lead for Special Projects

**Reporting:** The Head of Projects reports directly to the Festival Director, Vivid Sydney, General Manager, Events, Destination NSW and works collaboratively with key Vivid Sydney and Destination NSW staff.

**Roles directly reporting to this position:** Production Manager (Light), Operations Manager | Infrastructure & Logistics, Operations Manager | Traffic & Stakeholder Engagement, Technical Manager, Project Coordinator, Business Operations Coordinator plus indirect reports, and Event suppliers and contractors as required.

**Key Accountabilities**

- In collaboration with the Festival Director, ensure the Event is managed and delivered efficiently, is compliant financially, legally, and from a safety perspective.
- Lead event operations, project management and strategic planning, ensuring adherence from all team members to the critical event pathway.
- Lead and manage the preparation of a pre-approved and finite Vivid Sydney budget including scoping and forecasting, financial reporting and reconciliation.
- Work with the Festival Director, DNSW Finance team and Business Operations Coordinator to monitor the Vivid Sydney budget and provide effective delivery of day- to-day financial operations including the provision of monthly reporting, year-end reconciliation, forecasting, box office modelling, cash-flow, and financial planning.
- Act as Project Lead on Vivid Sydney “Special Projects” as required including overseeing DNSW obligations and contract management for the events.
- 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.
- Lead all inter-agency meetings and working groups.
- Oversee management of key Vivid Sydney contractors reporting to this position.
- Management of event team resourcing and recruitment (including third party suppliers and contractors)
- Manage the procurement and contract management of event contractors and suppliers in accordance with NSW Procurement guidelines.
- Understand and apply financial processes to achieve value for money and minimise financial risk
- Oversee all operational and production requirements for the delivery of Vivid Sydney in conjunction with the Operations Managers, Technical Manager, Production Manager (Light) and Producers (Vivid Ideas, Music and Food)
- Oversee the delivery of traffic, pedestrian and crowd management for the event and any stakeholder engagement required for the successful delivery of these areas.
- Oversee the preparation, submission and implementation of key operational, logistics and production documentation including but not limited to strategic risk management framework, safety and health in conjunction with the Operations Managers, Technical Manager, Production Manager (Light) and Producers (Vivid Ideas, Music and Food)
- 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. This can include working on site with contractors to oversee the successful delivery of contracted goods and services within set timeframes during the day and after hours on a rotating roster. This will also include attendance at the Event Control Centre and attendance at the Government Coordination Centre.
- Support the Festival Director in stakeholder management and planning including Destination NSW’s relationships with State and Local Government agencies.
- Support the Festival Director and Partnership Specialist in financial strategies and oversight of Vivid Sydney partners.
- 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 preparation, submission and management of all relevant and necessary landowner consent, development applications, compliance approvals, licences and permits in a timely manner prior to the Event(s).
- Oversee the maintenance of all event specific documentation, event timelines and critical documents using appropriate document templates and document register system.

- Contribute to continuous improvement across the Vivid Sydney team including reviewing and maintaining work processes and procedures and recommending opportunities for efficiency.
- Balance competing deadlines and stakeholder requirements in a complex and demanding work environment ensuring high attention to detail and quality output.
- Build and maintain productive internal relationships, keeping abreast of organisation - wide programs that impact on the work of the Vivid Sydney team.
- Ongoing and regular reporting to the Festival Director
- Represent the Festival Director when required.
- Obtain pre-approval from the Festival Director and General Manager, Events, Destination NSW for all expenses and payments.
- Attend all meetings as required, either in person or remotely.
- Any other general project management and administrative work that would be required to deliver on the above services/duties/outcomes

**General Items:**

The successful supplier must provide:

- Appropriate public liability insurance. Minimum \$20 million (AUD).
- Appropriate workers compensation insurance as required by law
- An Australian Business Number or Australian Company Number

**Key Considerations:**

The successful supplier 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 supplier 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 supplier's 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 supplier, such termination being effective upon expiration of the 30-day period. Destination NSW is not liable for any payments to the supplier beyond the 30-day notice period, and such amount will be received by the supplier 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 supplier does not perform the services required, the supplier is not entitled to receive any further payments and must if so required by notice in writing to the supplier 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
- Given the nature of the Event and the need for ongoing collaboration across Vivid Sydney team members, Destination NSW will supply office facilities as set out below and asks that the Supplier work no less than three days per week in the office (9am to 5:30pm) to allow for WIP and other meetings, collaboration and ongoing works. 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).

**Destination NSW will provide the following:**

- Office facilities to be provided include: desk, chair, computer and printing facilities, phone line, and internet access.
- Parking is not provided however pre-approved and agreed 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 following Periods.

<b>PERIOD 1:</b> Vivid Sydney 2025	15 July 2024 – 11 July 2025
<b>PERIOD 2:</b> Vivid Sydney 2026	14 July 2025 – 10 July 2026

Destination NSW will advise the successful supplier in writing within 30 days of the contract period ending if it wishes to exercise the option to renew the contract for the Option. If the Option is not exercised, Destination NSW has no further liability to the successful supplier. If the Option is exercised, the terms and conditions set out in the contract will remain in full force and effect unless otherwise varied by agreement in writing.

**Leave:**

Destination NSW acknowledges the successful contractor is not required to work public holidays except those falling within the Event periods.

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. Destination NSW may also close for the Christmas and New Year period as part of NSW Government arrangements. Destination NSW and the Festival Director, Vivid Sydney will advise of dates accordingly.