

Request for Quotation – Production Manager - Light, Vivid Sydney 2025, 2026 and 2027

Request:

Destination NSW is seeking applications and itemised quotations for the provision of **Production Manager – Light, Vivid Sydney** services for Vivid Sydney 2025, with an option to renew for Vivid Sydney 2026 and Vivid Sydney 2027.

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

Timeline:

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

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 extensive experience in major event production, operations and technical management including demonstrated understanding of the creative and technical requirements of multi-day, outdoor major events and festivals across multiple precincts.	20%
<p>Demonstrated event administration experience including:</p> <ul style="list-style-type: none"> a) the development and management of substantial major event budgets, financial reporting, procurement and, contract management. b) preparation and implementation of major event documentation, production plans and event manuals including rostering, scheduling and resource management for events with a creative overlay and high-value production elements operating across multiple locations c) High-level computer literacy skills, proficient with MS Office suite, experience in specialist software such as Vectorworks and CRM programs. 	25%
<p>Exceptional communication, relationship and staff management skills, including experience in collaborating and negotiating with a wide range of stakeholders including government agencies, landowners, external organisations, artists, contractors, suppliers, volunteers, internal departments and staff.</p> <p>Highly developed and proven project and time management skills, ability to effectively prioritise, meet deadlines and to balance competing priorities in a dynamic, high pressure and high profile work environment. Able to work both autonomously and as part of a team.</p>	25%
Compliance with Request for Quotation	5%
TOTAL	100%

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, Vivid Sydney 2026 and Vivid Sydney 2027 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:**

Vivid Light transforms Sydney's CBD with a free, accessible and sustainable 'Light Walk' as well as additional light installations and activations in a variety of locations. Each year Vivid Light highlights Sydney's iconic buildings, foreshore and other CBD locations with cutting-edge light sculptures, installations, activations and 3D-mapped building projections.

Vivid Light encompasses:

- **Vivid Light Walk:** Curated and produced by Destination NSW, a free, public- focused creative activation of Sydney’s urban and green spaces, which may include:
 - a) Large-scale, 3D-mapped projections on iconic CBD buildings
 - b) Lighting of the Sails of the Sydney Opera House (in co-curation with Sydney Opera House Trust)
 - c) Lighting installations that are sculptural in form, interactive and non- interactive
 - d) Lighting/laser treatments on the façade of CBD skyscrapers
 - e) Lighting treatment of Sydney Harbour Bridge.
 - f) Additional innovative experiences and installations that champion light, technology and other media.
- **Vivid Light in complimentary Destination NSW-produced CBD precincts**
- **Third-party produced locations and activations:** developed in partnership with landowners, Local/State Government agencies, commercial partners and promoters

The **Production Manager, Vivid Light** is responsible for the development, management and implementation of all production, financial, contractual, logistic and technical requirements associated with the delivery of the Vivid Light program as part of Vivid Sydney.

The **Production Manager, Vivid Light** works collaboratively with key Vivid Sydney staff; oversees the engagement and management of Vivid Light artists with the Producer – Vivid Light, suppliers and contractors to effectively plan, organise, and deliver the Vivid Light program on time and within budget.

Major Responsibilities include but are not limited to:

- Strategic planning and project management
- Production and Technical Management
- Vivid Light artist liaison with the Producer – Vivid Light
- Stakeholder management
- Budgeting, financial and contracts management, procurement and resourcing of the Vivid Light program (including third-party suppliers and contractors)
- Contribution to Vivid Sydney initiatives including but not limited to Access & Inclusion and Sustainability programs.
- Special project assistance to the Head of Projects and pertains to Vivid Light

Position reports to: Head of Projects, Vivid Sydney

Positions that report to the Production Manager, Vivid Light – Production Coordinator-Light, event contractors and suppliers.

Key Accountabilities:

- Manage the preparation, monitoring and management of a pre-approved and finite Vivid Light budget including scoping and forecasting, financial reporting and reconciliation.
- Assist in the scoping, management and scheduling of the Vivid Sydney Expression of Interest (EOI) program requiring the review, refinement and development of EOI documentation including Salesforce CRM systems, in consultation with Vivid Sydney Festival Director, Head of Projects, Producers – Vivid Light, Music, Food and Ideas.
- In consultation with the Producer – Light, manage and be an active member of the Vivid Light Curatorial Panel and contribute to any other programming selection processes as required alongside other Destination NSW nominated representatives and under the direction of the Festival Director.

- In consultation with Vivid Sydney Festival Director and Producer – Vivid Light prepare and collate all creative proposals received through the Vivid Light EOI process; manage the EOI creative evaluation and approval process.
- Document EOI evaluation outcomes and execute notification communications.
- Collaborate with the Head of Projects, Producer – Light, Technical Manager and Operations Manager to prepare and make recommendations on the feasibility (creative, technical, operational and financial) of each proposed activation and overall design of the Light Walk. This information is to be presented to the Festival Director, Vivid Sydney to determine the annual Vivid Light Program.
- Scope and cost suitable new activations and locations for the development of the Vivid Light program in consultation with the Festival Director and relevant team members ensuring optimal visitor experience, maintenance of key safety principles, maximisation of viewing capacity and minimal impact on the non-event community
- Assist the Festival Director and Head of Projects in the management of special projects within the Light program where needed, including ticketed and other special night events in addition to the Light Walk.
- In collaboration with the Producer - Vivid Light and Technical Manager, manage the collection, maintenance and updating of all Vivid Light creative and production documentation including but not limited to artist dossiers, equipment lists, technical drawings/specifications, engineering assessments, event plans, targeted risk assessment templates and other WH&S documentation required to assess each activation.
- Collaborate with the Producer – Vivid Light in the development and implementation of Vivid Light project plans including key milestones and project timelines
- Manage the procurement, contract preparation and management of all confirmed Vivid Light artists and suppliers including, where required, visas and customs, freight, travel and transport and, insurances ensuring all selected program content is procured in line with the relevant NSW Government Procurement Guidelines.
- Manage the collection of all required program content such as biographies, images/renders, event descriptions, ticketing information, event times/dates and logos. This includes assisting artists to ensure all material is supplied in the required file formats and sizes.
- In consultation with the Producer, Vivid Light, schedule and undertake Vivid Light Walk artist studio visits (NSW, Interstate and International).
- Manage the preparation, maintenance of, and compliance with, all relevant and necessary Vivid Light precinct, venue or landowner consent documentation, development applications, compliance approvals, licences and permits including attendance as required at NSW Government agency or other working groups or planning meetings.
- Collaborate with the Operations manager, Vivid Sydney to develop and implement an Event Management Plan for the Vivid Light Walk including, but not limited to; venue inductions, site and event bump-in and out, festival operations staffing and volunteers, unaccompanied cargo, ground transport, visas and customs, risk analysis and management, pre-event briefings and debriefs, contractor management, WH&S, permits, licenses and insurances.
- Scope, manage and deliver with the Technical Manager and Special Projects, all technical and production elements required for the preparation, installation, operation and removal of the Vivid Light program including ongoing liaison with Vivid Light artists, content houses, suppliers and contractors.
- Prepare, complete and retain 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 for the Vivid Light program.

- In consultation with the Vivid Sydney Operations Managers, identify and determine event equipment, infrastructure and technical infrastructure required for the Vivid Light Walk; collaborate on the creative, production and technical procurement and contract management for the Vivid Light program.
- Liaise with the Vivid Sydney Operations Managers to ensure all Vivid Light documentation is prepared for the timely integration into overarching Traffic, Transport and Pedestrian Management; Event Security, Emergency and Crowd Management; Event Medical and Water Safety and, Site Operations, Infrastructure and Logistics plans with Destination NSW's nominated third-party contractors.
- Ensure all Vivid Light production and operational activities are coordinated and completed in accordance with planning deadlines and production schedules.
- Ensure Vivid Light product and programs are compliant with Destination NSW and Vivid Sydney Strategic Risk Management Framework.
- Manage 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.
- Coordinate and supervise event staff, contractor, supplier, and vendor activity according to schedule and site safety arrangements.
- Work collaboratively with the Vivid Sydney team and relevant Destination NSW cross-functional teams to develop and or contribute to approved delivery plans for projects such as Program Launch, Media Preview Week and Opening Function.
- Contribute to the effective development, documentation, planning and delivery of program activity, and accuracy of communications and notifications to stakeholders regarding the event.
- Attendance onsite at the Vivid Light precincts as required throughout the bump in, event period and bump out ensuring the effective management and oversight of the appointed creative and production contractors. This includes working on site with contractors to oversee the successful delivery of contracted goods and services within set budget and timeframes.
- Contribute to and perform integral tasks relating to the C4 Event structure (Command, Control, Coordination and Communication) including, but not limited to:
- Attendance in the Event Control Centre (ECC) during bump in, Event and bump out periods
- Responding to, logging, actioning and resolving issues as they arise
- Managing infrastructure requirements and implementing changes on site under tight deadlines
- Contribute to Vivid Sydney Access & Inclusion initiatives by identifying access and inclusion requirements or initiatives for Vivid Light.
- Contribute, develop and implement content required for the Vivid Sydney Digital Lightboxes
- Management of the construction of temporary hoardings, content, copy and collateral printing across the Vivid Sydney footprint including operational requirements
- Ensure the Festival Director and Head of Projects, Vivid Sydney is fully briefed on all aspects of the proposed Vivid Light program, at all times
- Maintain confidentiality and ensure safe custody of all relevant documents, 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.
- Manage the facilitation, collection, collation and/or presentation of all post event reports from relevant contractors and stakeholders
- Any other general administrative work as directed by Destination NSW.

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 three (3) separate and itemised quotations, for the services detailed in this document, for each of the following Periods.

PERIOD 1: Vivid Sydney 2025	15 July 2024 – 11 July 2025
PERIOD 2: Vivid Sydney 2026	14 July 2025 – 10 July 2026
PERIOD 3: Vivid Sydney 2027	13 July 2026 – 9 July 2027

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.