

Request for Quotation – Event Technical Manager, Vivid Sydney 2025, 2026 and 2027.

Request:

Destination NSW is seeking applications and itemised quotations for the provision of **Event Technical Manager** services for Vivid Sydney 2025, with an option to renew for Vivid Sydney 2026 and 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/or substantial experience in event production and technical management including demonstrated understanding of the creative and technical requirements of multi-day, outdoor major events and festivals across multiple precincts.	20%
Demonstrated experience in: <ul style="list-style-type: none"> • the preparation and implementation of major event documentation, production plans and event manuals including rigging, staging, power requirements and design, resource management for events with a creative overlay and high-value production elements operating across multiple locations • the development and management of substantial major event budgets, financial reporting, procurement and, contract management • familiarity with relevant ISO, Australian Standards and legislations 	20%
Exceptional communication 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.	10%
Highly developed and proven project and time management skills, ability to effectively prioritise, meet deadlines and to balance competing priorities in a dynamic and high-profile work environment. High-level computer literacy skills, proficient with MS Office suite, experience in specialist software such as Vectorworks and CRM programs.	20%
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:

The **Event Technical Manager** is responsible for the planning, management, and implementation of the technical requirements for Vivid Sydney. The **Event Technical Manger** works collaboratively with key Vivid Sydney and Destination NSW staff; oversees the engagement and management of Event suppliers and contractors to effectively plan, organise, and deliver the Vivid Sydney operational requirements, on time and within budget.

Major Responsibilities include but are not limited to:

- Technical Management services in keeping with relevant ISO, Australian Standards and relevant legislation.
- Coordination and management of Vivid Sydney technical requirements across Vivid Light, Music, Ideas, Food and Special Projects. Including but not limited to AV rigging, staging, power and technologies.
- Liaison with Vivid Sydney Artists and Event Owners and provision of technical advice and assistance where required.

- Liaison with the Vivid Sydney Engineering and Rigging contractor to ensure all event engineering documentation and certificates are received and actioned.

This work includes overseeing the technical delivery of sites and locations 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.

Position reports to: Head of Projects, Vivid Sydney.

Position that report to Technical Manager: Technical Coordinator and event contracted suppliers

Key Accountabilities:

- Advise Festival Director on all technical matters relating to realising the Vivid Sydney Program
- Review, evaluate and provide technical advice regarding Vivid Sydney Expressions of Interest as part of the Curatorial Panels or in an advisory capacity to determine successful artists, installations, events or activations across Light, Music, Ideas and Food programs and Special Events.
- Provide input into planning and procurement of event technical and logistics requirements including identifying suitable suppliers, preparation of specifications, purchasing and contract management in accordance with NSW Government guidelines.
- Advise on budgeting, contract management, procurement, and resourcing of Vivid Sydney technical requirements (including third-party suppliers and contractors)
- Design and document a bespoke power distribution plan detailing the required infrastructure, equipment and location of all power generation / sources, heavy mains distribution / reticulation equipment, cable runs and local distribution across all precincts as directed
- Oversee and collaborate with relevant stakeholders to ensure program content is safely installed, operated and maintained during the Event period
- Undertake necessary stakeholder engagement with landowners to source any technical requirements and approvals such as power supply, power locations and weight loadings.
- In conjunction with the Head of Projects, Production Manager, Vivid Light, and Producers – Vivid Ideas, Music and Food, oversee selected suppliers in delivering and maintaining the power distribution plans, rigging plans, AV and staging plans across all event sites
- Attendance on site at the Event precinct(s) as required throughout the bump-in, event period and bump-out ensuring the effective management and oversight of the appointed relevant contractors to oversee the successful delivery of contracted goods and services within set budgets and timeframes
- Conduct onsite inspections with safety officers, contractors, suppliers and relevant stakeholders to oversee quality control and ensure event technical requirements are delivered in a safe and effective manner
- Collaborate with the Vivid Light team, Producers – Vivid Ideas, Music and Food and Destination NSW appointed safety contractors to ensure all targeted risk assessments (TRA) are correct and completed
- Collaborate with the Vivid Light team, Producers – Vivid Ideas, Music and Food and Operations Coordinators to prepare and collate schedules, reports, maps, site plans, event safety plans, risk assessments, safe work method statements and any other relevant technical documentation as required
- Collaborate with the Head of Projects, Production Manager, Vivid Light and Operations Managers to scope, plan, procure, implement and deliver the power activations, lighting / projection treatments and operational power requirements

- Provide technical advice regarding operational requirements of selected programs including relevant plant equipment, fencing, infrastructure, power, labour and any other technical or operational requirements
- Provide technical advice to Vivid Light, Music, Ideas and Food, Artists and other Event stakeholders as required
- Prepare and update Event technical and production documentation as directed and/or required
- Contribute to relevant stakeholder meetings including production, working group meetings and daily debriefs
- Work collaboratively with the Vivid Sydney personnel and relevant Destination NSW cross-functional teams to contribute to approved delivery plans for projects such as – Program Launch, Preview Week and Opening Function
- Any other general administrative work that would be required to deliver on the above services/duties/outcomes and/or special projects 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.