

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

Request:

Destination NSW is seeking applications and itemised quotations for the provision of **Production Coordinator - Light** 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 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%
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 innovative light sculptures, installations, activations and 3D-mapped building projections.

The Production Coordinator will support the Production Manager, Vivid Light, Producer, Vivid Light, in the development, management and implementation of all production, logistics and technical requirements associated with the delivery of the Vivid Light program as part of Vivid Sydney.

Major Responsibilities include but are not limited to:

- Production Coordination
- Vivid Light artist liaison and stakeholder engagement
- Coordination of the Vivid Light on Sydney Harbour Program, including procurement and contract management
- Coordination of light boxes including technical management and copy/artwork, production and installation
- Coordination of Light Walk signage including copy/artwork, production and installation
- Update and maintain planning and project management systems, including Salesforce and CRM
- Contribute to relevant development applications, landowner consents, compliance approvals, licenses and permits
- Contribution to Vivid Sydney initiatives including but not limited to Access & Inclusion and Sustainability programs.

Position reports to: Production Manager, Vivid Light

Roles reporting to this position: Nil

Key Accountabilities:

- Coordinate and assist with the collection, maintenance and updating of all Vivid Light creative and production documentation pertaining to the Vivid Light Walk, Sydney Harbour Bridge, lighting of Sydney Harbour and CBD buildings and any other Vivid Light activations including but not limited to artist dossiers, equipment lists, technical drawings/specifications, engineering assessments and Event plans.
- Coordinate the collection of all Vivid Light installation / activation Event information to develop relevant copy for marketing opportunities, lightboxes, Light Walk signage, program guides, digital assets and any other collateral.
- Assist in the preparation, maintenance of, and compliance with, all relevant and necessary Vivid Light precinct, venue or landowner consent documentation, development applications, compliance approvals, licenses and permits.
- Contribute to and coordinate the Production Plan for Vivid Light including, but not limited to: venue/precinct inductions, site and Event bump-in and out, festival operations staffing and volunteers, unaccompanied cargo, ground transport, visas and customs, 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, targeted risk assessments, safe work method statements, public area checklists and incident reports, manuals and any other event related documentation as required for the Vivid Light program.
- Ongoing communication, including managing queries, with Vivid Light Artists, engineering, rigging and other production suppliers, providing excellent stakeholder support and engagement.
- Attend and contribute effectively to Vivid Light meetings including minute taking, issues tracking, actions and resolutions.
- Coordinate the Vivid Light on Sydney Harbour Program including project scoping, procurement, production and technical aspects within a finite budget.
- Assist in the scoping, scheduling and monitoring of the Vivid Light global Expression of Interest (EOI) program, including the development of documentation within Salesforce CRM systems.
- Assist in monitoring and managing contract deliverables including payment milestones for artists, suppliers and other contractors within the pre-approved and finite Vivid Light budget.
- Assist with contract preparation for all confirmed Vivid Light artists including, where required, visas and customs, freight, travel and transport and, insurances.
- Assist with the coordination of Event staff, contractors, suppliers, and vendor activity according to schedule and site safety arrangements

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.