

Request for Quotation – Production Manager, Vivid Sydney – Food, Music & Ideas 2025, 2026 and 2027

Request:

Destination NSW is seeking applications and itemised quotations for the provision of **Production Manager, Food, Music & Ideas** 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. Incorporated entities are preferred.

Destination NSW:

Destination NSW is the lead agency, champion and voice for the visitor economy within the NSW Government. Vivid Sydney, the Southern Hemisphere’s leading multi-artform festival, transforms Sydney into a vibrant hub of creativity, innovation and community connection. Proudly owned by Destination NSW, Vivid Sydney showcases NSW’s cultural vibrancy and positions it as a global leader in artistic innovation. For more information visit: www.vividsydney.com.

Timeline:

Deadline for receipt of clarification requests	10:00am Monday 5 August 2024 (AEST)
RFQ closing date	10:00am Monday 12 August 2024 (AEST)
Interviews	Week commencing Monday 12 August 2024
Successful supplier notified	Week commencing Monday 19 August 2024
Unsuccessful supplier(s) notified	Week commencing Monday 26 August 2024
Commencement of Contract	Monday 23 September 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 extensive experience in major event production, operations and technical management, including demonstrated understanding of the creative and technical requirements of multi-day,	20%

outdoor major events and festivals across multiple precincts, including ticketed and free events involving both local and international talent.	
<p>Demonstrated event administration experience including:</p> <p>a) the development and management of substantial major event budgets, financial reporting, procurement and contract management.</p> <p>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</p>	15%
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, speakers, contractors, suppliers, volunteers, internal departments and staff.	15%
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.	10%
High-level computer literacy skills, proficient with MS Office suite, experience in specialist software such as Monday.com and CRM programs. CAD Drawing experience a plus.	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 should 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. If applicable, please provide day rates utilised to calculate the quotation. 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. A daily rate for additional services not included in the scope of this RFQ should also be provided by the Supplier.

3. The payment schedule will be based upon a schedule for delivery of the Services with payments made against milestones achieved. The milestones will be set out in the contract to the Supplier. Payments will be made on completion of outcomes and tasks.
4. Current curriculum vitae or capability statement 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 Sydney is more than light. It's a sensory immersion celebrating global creative minds and technology, transforming Sydney into a vibrant canvas of stunning installations, immersive experiences, and thought-provoking ideas. This unrivalled Asia-Pacific festival attracts domestic and international visitors, fueling economic growth while fostering a cultural celebration across Light, Music, Ideas and Food.

Vivid Music presents a diverse program of genre-spanning performances showcasing established and emerging artists. Sydney transforms into a dynamic stage, creating a city-wide celebration that connects audiences in shared moments of musical discovery.

Vivid Ideas is a forum for inspiration, challenging and reshaping conventional thinking about the world. Fostering compassion and understanding through the exploration of trending topics, it brings sharp analysis, careful listening and memorable discourse to Sydney, and provides new forms of creative exchange and interactive engagement.

Vivid Food is a celebration of our diverse culinary offering, showcasing what makes Sydney and NSW's dining scene so special. From the sensory explosion of open-fire street food to dazzling dishes from distinguished chefs at the top of their game, there's something for everyone.

Vivid Music encompasses:

- A program of free, outdoor live music events across every night of the festival including both local and international live acts and DJs
- Ticketed events in unique venues and spaces throughout the Sydney CBD, encompassing live music, nightclub events, cabaret and multi-artform performances
- Special projects including immersive experiences

Vivid Ideas encompasses:

- Vivid Ideas hosts an array of thought-provoking events, experiences and deep-dive discussions with some of the world's greatest minds, innovators, and creatives. We encourage audiences to discover new ways of thinking, be curious about the 'next' and, to challenge their perspective.
- The Global Storytellers program presents the world's most influential and zeitgeist-defining cultural figures for a series of centrepiece events, exclusive to Sydney.
- The Vivid Ideas and Special Events program invites projects from the community that respond to the creative theme through non-traditional events and formats. Vivid Ideas is focused on new ways to express ideas and provide opportunities for audiences to see, touch and feel innovative concepts beyond "talking heads".

Vivid Food encompasses:

- Vivid Food celebrates Sydney as the culinary capital of Australia and the program includes one-of-a-kind menus, renowned chefs, multi-sensory degustation's and culinary experiences.
- Events range from intimate dining to large free outdoor activations attracting crowds in the thousands.

The **Production Manager, Vivid Food, Music & Ideas** is responsible for the development, management and implementation of all production and operational budgeting contractual and logistic requirements associated with the delivery of the Vivid Food, Music & Ideas programs as part of Vivid Sydney.

The **Production Manager, Vivid Food, Music & Ideas** works collaboratively with key Vivid Sydney staff; oversees the engagement and management of Vivid Food, Music & Ideas operational and production suppliers and contractors in collaboration with Food, Music & Ideas Producers & Curators to effectively plan, organise, and deliver the Vivid Food, Music & Ideas program on time and within budget.

Major responsibilities include but are not limited to:

- Strategic planning and project management
- Production and Operational Management
- Vivid Food, Music & Ideas artist/speaker liaison with the Producers & Curators – Vivid Food, Music & Ideas
- Stakeholder management
- Budgeting, financial and contracts management, procurement and resourcing of the Vivid Food, Music & Ideas operational and production suppliers, and contractors in collaboration with the respective producer
- Contribution to Vivid Sydney initiatives including but not limited to Access & Inclusion and Sustainability programs.

Position reports to: Head of Projects, Vivid Sydney

Roles reporting to this position: Vivid Sydney event operations contractors and suppliers.

Key Services:

- In consultation with the Producers and Curators manage the preparation, monitoring and management of operational and production items of a pre-approved and finite Vivid Food, Music & Ideas budget including scoping and forecasting, financial reporting and reconciliation.
- In consultation with Vivid Sydney Festival Director, Head of Projects, Producers & Curators of Vivid Food, Music & Ideas assist in the scoping of operational, production and logistical requirements of the Vivid Sydney Expression of Interest (EOI) program.
- Collaborate with the Vivid Sydney Festival Director, Head of Projects, Producers & Curators of Vivid Food, Music & Ideas, 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 programs. This information is to be presented to the Festival Director, Vivid Sydney to determine the annual Vivid Food, Music & Ideas Programs.
- Scope and cost suitable new activations and locations for the development of the Vivid Food, Music & Ideas Programs 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
- In collaboration with the Producers, manage the collection, maintenance and updating of all production documentation including but not limited to 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 Producers in the development and implementation of Vivid Food, Music & Ideas project plans including key milestones and project timelines.
- Assist in the creation and management of relevant event CAD drawings and floorplans.
- Scope and manage all operational production requirements across the program, including liaising with relevant suppliers in the provision of audio, lighting and vision equipment for major entertainment events.
- Assist the Technical Manager to scope all technical requirements across the program, including liaising with and contracting with relevant suppliers in the provision of audio, lighting and vision equipment for major entertainment events.
- With the Technical Manager scope new technologies in live events in audiovisual, audience experience or operational areas to enhance the artist and audience experience.
- Manage the procurement, contract preparation and management of all confirmed Vivid Food, Music & Ideas operational and production suppliers including insurances and risk documentation ensuring all selected program content is procured in line with the relevant NSW Government Procurement Guidelines.
- Assist the Operations Team by working with the producers in the preparation, maintenance of, and compliance with, all relevant and necessary 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 Producers and Operations Managers, Vivid Sydney to develop and implement an Event Management Plan for the Vivid Food, Music & Ideas including, but not limited to; venue inductions, site and event bump-in and out, festival operations staffing and volunteers, unaccompanied cargo, ground transport, risk analysis and management, pre-event briefings and debriefs, contractor management, WH&S, permits, licenses and insurances.
- Scope, manage and deliver all operational and production elements required for the preparation, installation, operation and removal of the Vivid Food, Music & Ideas programs.
- 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 Food, Music & Ideas programs.

- In consultation with the Vivid Sydney Operations Manager, identify and determine event equipment, infrastructure and logistics infrastructure required for the Vivid Food, Music & Ideas programs; collaborate on the creative, production and technical procurement and contract management for the Vivid Food, Music & Ideas programs.
- Liaise with the Vivid Sydney Operations Manager to ensure all Vivid Food, Music & Ideas 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.
- 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 operations and production 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, Preview Week, First Light 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 Sydney precinct(s) 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 budgets 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 if required
 - 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 Ideas, Music and Food events
- 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.

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
- At any time during the Term, the Supplier may choose to work at the premises of the Destination NSW offices currently located at Level 2, 88 Cumberland Street, The Rocks, within standard business hours (9am to 5:30pm). The Supplier must be in office or onsite during the Vivid Sydney festival period (dates to be confirmed) as directed by Destination NSW, or the Festival Director on behalf of Destination NSW, in order to provide the Services during the Event (including bump-in, Event and bump-out periods). The Event roster will be confirmed and will, by reason of the nature of the Vivid Sydney Event, include night and weekend shifts.

Destination NSW will provide the following:

- Access to use of Destination NSW's email and data systems, facilities, plant and equipment as may be required by the Supplier.
- 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	23 September 2024 – 11 July 2025
PERIOD 2: Vivid Sydney 2026	22 September 2025 – 10 July 2026

PERIOD 3: Vivid Sydney 2027	21 September 2026 – 9 July 2027
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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.