

## Request for Quotation – Production Coordinator – Partnership Activations and Food, Vivid Sydney

### Request:

Destination NSW is seeking applications and itemised quotations for the provision of **Production Coordinator – Partnership Activations and Food** 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 apply for the supply of services.**

### 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](http://www.vividsydney.com).

### Timeline:

Deadline for receipt of clarification requests	10:00am on 13 January 2025 (AEDT)
<b>RFQ closing date</b>	<b>10:00am on 17 January 2025 (AEDT)</b>
Interviews	Week commencing 20 January 2025
Successful applicant notified	Week commencing 27 January 2025
Unsuccessful applicants notified	Week commencing 27 January 2025
<b>Commencement of Contract</b>	<b>3 February 2025</b>

### Selection Criteria:

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

<b>Criteria</b>	<b>Weighting (%)</b>
Value for money	30%
Relevant tertiary qualification(s) and/or experience in event operations, project and event management partnership and sponsor activations, preferably for large-scale major events or outdoor festivals.	30%
Demonstrated experience in: <ul style="list-style-type: none"> <li>• Writing and revising project-based documentation including event planning documents, schedules databases and timelines.</li> <li>• Liaising with high profile sponsors/partners.</li> </ul>	30%

<ul style="list-style-type: none"> <li>• Reporting - ability to assist other team members with reporting to partners and key stakeholders.</li> <li>• Exceptional communication skills and demonstrated experience in liaising with a wide range of stakeholders</li> <li>• Highly developed and proven administrative and time management skills, ability to effectively prioritise, meet deadlines and to balance competing priorities in a dynamic and high-profile work environment.</li> <li>• Working knowledge of core production and build requirements needed for outdoor sponsor activation builds.</li> <li>• Experience in delivering events and activations both water-based and land-based.</li> <li>• Experience in delivering food events and activations.</li> </ul>	
Compliance with this Request for Quotation	10%
<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 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, charges and superannuation. 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. An indicative daily rate will also be required for any additional works requested outside the scope of the Services set out below.
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. Applicants note that payments will may not 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 supplier to undertake the role of **Vivid Sydney Production Coordinator – Partnership Activations and Food** for 2025, with options to renew for 2026 and 2027, to support the Production Manager – Music, Food, Ideas and the Vivid Sydney Commercial Partnerships team in the planning, management and delivery of both the Partnership Activations and Food program across the Vivid Sydney festival.

The **Production Coordinator – Partnership Activations and Food** works collaboratively with key Vivid Sydney and Destination NSW staff in the management of eventpartners, stakeholders, suppliers and contractors to effectively plan, organise and deliver all Partnership Activation production requirements, and all Food production requirements on time and within budget.

Key accountabilities and responsibilities, include, but not limited to:

- Contribute to and support event planning and project management for the Partnerships Activations.
- Contribute to and support event planning and project management for the Food program.
- Operations coordination of partner activations across all Vivid Sydney sites and locations, including any applicable third-party precincts.
- Operations coordination of water-based activation.
- Operations coordination of selected food events across all Vivid Sydney sites and locations, including any applicable third-party precincts and events.
- Liaise with relevant suppliers and contractors.
- Coordinate contract management, procurement and resourcing of all suppliers and contractors for Partnerships Activations and Food program.
- Contribute to relevant operational policies, procedures, plans and other documentation.
- Site coordination to ensure operational aspects are delivered in line with run sheets and planning schedules for the Partnerships Activations and Food program.
- Facilitate and coordinate relevant compliance approvals, licenses, permits and other documentation for the Partnerships Activations and Food program in collaboration with Event Operations Managers.
- Support the Partnerships Specialist and Operations team with the effective management of relevant budgets and associated expectations from sponsors
- Manage the coordination of Partnership Activations and Food program during the festival period.
- Assist with the coordination of Partner Events and other Vivid Sydney supported hospitality events/functions.

- Work with the Commercial Partnerships team and Commercial Partners offering operational advice and support to partners undertaking Brand Activations at Vivid Sydney, attending partner WIPs and on-site meetings as required.
- Work with the Production Manager – Music, Food, Ideas, and Food Producer, offering operational advice and support for the delivery of selected elements of the Food program at Vivid Sydney, attending WIPs and on-site meetings as required.
- Content Capture - Assist with organisational requirements for commercial partnerships and food content shoots and any other content shoots during the festival. Support organising filming permits and permissions with content team.
- Attendance on-site at Event precinct(s) as required throughout the bump in, event period and bump out ensuring the effective delivery of the appointed operational contractors to facilitate delivery of contracted goods and services within set budgets and timeframes, or to fulfil an alternative onsite operational role if required.
- Maintain all Event specific documentation and critical documents using appropriate document templates and document register system.
- Post event reporting – assist in collecting insights, data and content for post event reports.
- Any other general administrative and operational work as directed by Destination NSW.

**Reporting:** The **Production Coordinator – Partnership Activations and Food** reports to the Vivid Sydney Commercial Partnerships Specialist and Production Manager – Music, Food, Ideas and works collaboratively with key Vivid Sydney and Destination NSW staff.

Roles reporting to this position: NIL

#### **General Items:**

The successful supplier must provide:

- Appropriate public liability insurance noting Destination NSW as an Interested Party. 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, 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. 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.

**Destination NSW will provide the following:**

- Office facilities to be provided include: desk, chair, computer and printing facilities, phone line, internet access and business cards.
- Parking is not provided however 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 an itemised quotation, for the services detailed in this document, for the following Period.

<b>Period 1:</b> Vivid Sydney 2025	3 February – 27 June 2025
<b>Period 2:</b> Vivid Sydney 2026	2 February – 26 June 2026
<b>Period 1:</b> Vivid Sydney 2027	1 February – 25 June 2027

Destination NSW acknowledges that the successful supplier is not required to work public holidays, however the Supplier must be available for public holidays that fall within the Event period(s).