

Request for Quotation – Event Operations Manager, Vivid Sydney 2021 & 2022

Request:

Destination NSW is seeking applications and itemised quotations from a suitably qualified and experienced contractor for the provision of **Event Operations Manager** services for Vivid Sydney 2021 and 2022.

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.

Destination NSW:

Destination NSW is the lead NSW Government agency for the New South Wales (NSW) tourism and major events sectors. Our role is to market Sydney and NSW as one of the world's premier tourism and major events destinations; to secure major sporting and cultural events; to work in partnership with Business Events Sydney to win major international conventions and incentive travel reward programs; to develop and deliver initiatives that will drive visitor growth throughout the state; and to achieve the NSW Government's target to triple overnight visitor expenditure by the year 2030.

Vivid Sydney, the largest festival of light, music and ideas in the Southern Hemisphere and the largest event in Australia, is owned, managed and produced by Destination NSW. Vivid Sydney has been integral in cementing Sydney's position as the creative capital of the Asia-Pacific and, instrumental in driving visitation to Sydney and stimulating the city's visitor economy.

Vivid Sydney is a unique annual event of light, music and ideas, featuring the world's best creative industry forums, a mesmerising free public exhibition of outdoor lighting sculptures and projections, a cutting edge contemporary music program and the spectacular lighting of Sydney's iconic buildings and other Sydney precincts.

Timeline:

Deadline for receipt of clarification requests	10:00am on Monday 11 May 2020 (AEST)
RFQ closing date	10:00am on Monday 18 May 2020 (AEST)
Interviews	Week beginning 25 May 2020
Successful contractor notified	Week beginning 1 June 2020
Unsuccessful contractor(s) notified	Week beginning 15 June 2020
Commencement of Contract	1 July 2020

Selection criteria:

Evaluation of all submissions will be assessed on the following criteria:

Criteria	Weighting (%)
Value for money	25%
Relevant tertiary qualification(s) and a minimum of seven (7) years' experience in 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 experience in:</p> <ul style="list-style-type: none"> the preparation and implementation of major event documentation, production plans and event manuals including risk and traffic management, 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. 	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.	10%
High-level computer literacy skills, proficient with MS Office suite, experience in specialist software such as Vectorworks, AutoCAD and CRM programs.	10%
Compliance with Request for Quotation	5%
TOTAL	100%

What Destination NSW requires:

1. A written response which addresses the Selection Criteria and Specifications of Service outlined in Annexure A
2. An itemised all-inclusive quotation for Period 1 via provision of a day rate exclusive of GST but inclusive of all charges, expenses and other personal inclusions
3. An itemised all-inclusive quotation for Period 2 via provision of a day rate exclusive of GST but inclusive of all charges, expenses and other personal inclusions
4. Current curriculum vitae including details for two (2) referees.

Clarification of requests:

If you require clarification on this Request for Quotation, please contact only via email: Julie Turpie, Acting General Manager, Event Development & Executive Producer, Vivid Sydney. julie.turpie@dnsw.com.au

Please note that any clarification will also be granted to any/all other interested contractors.

Lodgement Details:

Please email your application, quotation and supporting documentation to:

Neville D'Costa, Director, Procurement & Legal: neville.dcosta@dnsw.com.au

ANNEXURE A

Specifications of Service

The **Event Operations Manager** is responsible for the planning, management and implementation of event operations for Vivid Sydney.

The **Event Operations Manager** 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.

Key Accountabilities include but are not limited to:

- Strategic planning and project management
- Event Operations and Logistics management
- Community engagement and stakeholder management
- Coordination and management of Vivid Sydney initiatives including but not limited to Access & Inclusion, Volunteer and Sustainability programs
- Budgeting, contracts management, procurement and resourcing of Vivid Sydney operations (including third-party suppliers and contractors).

This work includes overseeing the operational delivery of precincts 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: Acting General Manager, Event Development & Executive Producer, Vivid Sydney.

Roles reporting to this position: Event Operations Coordinator, Vivid Sydney, Stakeholder & Community Engagement Coordinator, Vivid Sydney and event operations contractors.

Key Responsibilities:

Scope, procure and manage the implementation of event operations and logistics requirements including identifying suitable suppliers, preparation of specifications, procurement, purchasing and contract management in accordance with NSW Government guidelines.

Responsible for the preparation, monitoring and management of finite Event operations budgets including planning, scoping and costing; financial reporting and reconciliation.

Responsible for the development and implementation of Vivid Sydney Event Operations Plan(s) including key milestones and project timelines.

Manage the preparation, procurement and contracting of Event Traffic, Transport and Pedestrian Management goods and services; oversee and manage the appointed service provider(s) in the development, implementation and delivery of plans and services during the Event period.

Manage the preparation, procurement and contracting of Event Security, Emergency and Crowd Management goods and services; oversee and manage the nominated service provider(s) in the development, implementation and delivery of plans and services during the Event period.

Manage the development of comprehensive and compliant overarching Event Risk, Safety and Emergency management plans, working with contractors, NSW Government agencies, City of Sydney and stakeholders to ensure all risks are identified and mitigated appropriately in consultation with Destination NSW's independent risk assessor. Oversee and manage the nominated service provider(s) in the development, implementation and delivery of plans and services during the Event period.

Manage the preparation, procurement and contracting of Event Medical and Water Safety services; oversee and manage the nominated service provider(s) in the development, implementation and delivery of plans and services during the Event period.

Lead the preparation, procurement and contracting of Event Labour, Site Operations, Infrastructure and Logistics goods and services; oversee and manage the nominated service provider(s) in the development, implementation and delivery of plans and services during the Event period.

Attendance onsite 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 Event Labour, Site Operations, Infrastructure and Logistics contractors. This includes working on site with contractors to oversee the successful delivery of contracted goods and services within set budgets and timeframes.

Oversee the planning, procurement and management of event signage plans and infrastructure.

Liaise with the Production Manager, Vivid Light to ensure all Vivid Light documentation is received for the timely integration into overarching Traffic, Transport and Pedestrian Management; Event Risk, 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.

Liaise with the Production Manager, Vivid Light to receive and incorporate as required, all relevant and necessary Vivid Light precinct, venue or landowner consent documentation, development applications, compliance approvals, licences and permits into necessary Operational Plans.

Liaise and consult with NSW Government agencies, landowners and consent authorities, ensuring all relevant and necessary landowner consent, development applications, compliance approvals, licences and permits are prepared, submitted and approved prior to the Event(s).

Lead Destination NSW's relationships with State and Local Government agencies and be responsible for their day to day management, including attendance as required at NSW Government agency, working group or operational planning meetings including but not limited to:

- Traffic, Transport and Pedestrian Working Group
- Marine Management Working Group
- Strategic Risk Working Group

Lead the tactical delivery of all event operations onsite at the Event precinct or from the Government Coordination Centre for the duration of the Event, overseeing compliance with all Work Health and Safety (WHS) regulations.

Conduct onsite inspections and meetings with contractors, suppliers and relevant stakeholders to oversee quality control and ensure event operations are delivered in a safe and effective manner.

Oversee the preparation, management and implementation of comprehensive Event Operations documentation including but not limited to:

- Master schedule
- Event operations plans and manuals, schedules, databases and rosters
- Event Command, Control, Coordination and Communications (C4) protocol
- Site operational procedures and management structures
- Master Site plans and technical drawings
- Infrastructure and Equipment plans
- Event signage, branding and printed collateral
- Vendor and busking management plans and;
- Accreditation

Oversee the planning, coordination and delivery of the Vivid Sydney Access & Inclusion, Sustainability, Volunteer, Stakeholder Engagement and Retail Activation programs.

Work collaboratively with Vivid Sydney personnel and relevant Destination NSW cross-functional teams to develop and or contribute to approved delivery plans for projects such as - Vivid Sydney Media Launch, Vivid Sydney Preview Week and Vivid Sydney Opening 'Lights On' Function.

As required, contribute to event documentation such as project plans, strategy documents, briefing notes, event investment submissions and critical path/timeline documents as necessary.

Keep safe and commercial in confidence, all 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 that would be required to deliver on the above services/duties/outcomes and/or special projects as directed by Destination NSW.

General Items:

- The contractor must provide appropriate public liability insurance noting Destination NSW as an Interested Party. Minimum \$20 million
- The contractor must provide appropriate professional liability insurance. Minimum \$10 million
- The contractor must provide appropriate workers compensation insurance – as required by law
- The contractor must provide an Australian Business Number or Australian Company Number

Key Considerations:

The successful contractor 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 contractor 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 suppliers 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 contractor, such termination being effective upon expiration of the 30 day period. Destination NSW is not liable for any payments to the contractor beyond the 30 day notice period, and such amount will be received by the contractor 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 contractor does not perform the services required, the contractor is not entitled to receive any further payments and must if so required by notice in writing to the contractor 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.
- During the contracted period, the contractor will be required to work full-time on the premises of the Destination NSW offices currently located at Level 2, 88 Cumberland Street, The Rocks within standard business hours (9am – 5:30pm). Flexibility with work hours will be required, this includes after hours and weekend work. No overtime will be paid or time in lieu provided. 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, internet access and business cards. Parking is not provided however approved and agreed demonstrated work-related travel costs may be reimbursed. A mobile phone is not provided however demonstrated work-related telephone costs may be reimbursed.

Period:

Destination NSW requests two (2) separate and itemised quotations, for the services detailed in this document, for each of the following Periods.

<p>Period 1: Vivid Sydney 2021</p>	<p>1 July 2020 - 30 June 2021</p>
<p>Period 2: Vivid Sydney 2022</p>	<p>1 July 2021 – 30 June 2022</p>

Destination NSW will advise the successful contractor 60 days in writing before 30 June 2021 if it wishes to execute Period 2. If the option is not exercised, Destination NSW has no further liability to the successful applicant. If the option is exercised, a new contract of engagement will be negotiated and executed.

Leave:

Destination NSW provides for a set number of days of unpaid leave to be taken (20 days per annum calculated on a pro-rata basis), commensurate with the contracted period and position scope. All leave is to be taken as agreed with Acting General Manager, Event Development & Executive Producer, Vivid Sydney. Any unpaid leave not taken by the conclusion of the contracted period will be forfeited.

Destination NSW acknowledges that the successful contractor is not required to work public holidays except those falling within the Event periods.

Destination NSW may also close for the Christmas and New Year period as part of NSW Government arrangements. The Acting General Manager, Event Development & Executive Producer, Vivid Sydney will advise of dates accordingly.

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. Deductions will be made on a pro-rata day basis based on the quoted per day rate.