

Request for Quotation – Head of Event Production and Delivery - Vivid Sydney 2021 and 2022

Request:

Destination NSW is seeking applications and itemised quotations from a suitably qualified and experienced contractor for the provision of **Head of Event Production and Delivery** 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 and to achieve the NSW 2030 Visitor Economy Strategy targets.

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 (the 'Event').

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 (the 'Event').

Timeline:

Deadline for receipt of clarification requests	10:00am on Monday 17 May 2021 (AEST)
RFQ closing date	10:00am on Tuesday 25 May 2021 (AEST)
Interviews	Week beginning 31 May 2021
Successful contractor notified	Week beginning 7 June 2021
Unsuccessful contractor(s) notified	Week beginning 15 June 2021
Commencement of Contract	1 July 2021

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 managing event teams, event management, event production and operations including demonstrated understanding of the creative, financial 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 risk and traffic management, resource management for events with a creative overlay and high-value production elements operating across multiple locations.• Management of diverse event teams in a dynamic and high-pressure environment.• Management of contractors including delivery teams, technical and site crews• Management of substantial major event budgets, financial reporting, procurement, and contract management.• Working with a Festival Director or similar in the day to day planning and delivery of large scale, complex festivals	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 of no more than four (4) pages that addresses the Selection Criteria and Specifications of Service outlined in Annexure A.
2. An itemised all-inclusive quotation for the period specified via provision of a day rate exclusive of GST but inclusive of all charges, expenses, and other personal inclusions.
3. 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: Gill Minervini, Festival Director – Vivid Sydney – gill.minervini@dns.gov.au

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

Lodgment Details:

Please email your application, quotation and supporting documentation to:
Neville D'Costa, Director, Procurement & Legal: neville.d'costa@dns.gov.au

ANNEXURE A

Specifications of Service

The **Head of Event Production and Delivery** is responsible for overseeing the delivery of Vivid Sydney's production and operations.

The **Head of Event Production and Delivery** works collaboratively with key Vivid Sydney and Destination NSW staff; working with the Festival Director regarding Event delivery to ensure that the festival is delivered safely, on time and within budget.

Key Accountabilities include but are not limited to:

- Strategic planning and project management
- Management of roles reporting to this position.
- Team resourcing for Event delivery
- Management of key Vivid Sydney contractors including Operations and Production Managers
- Oversight of the management of the delivery of:
 - Event Operations and Logistics management including 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
 - Event Production management including documentation including but not limited to;
 - Expression of Interest for artists
 - Production schedules
 - Time-lines
 - Production plans and manuals, data bases and rosters
 - Site production procedures and management structures
 - Technical plans
 - Infrastructure and equipment plans
 - Artist technical liaison
 - Community engagement and stakeholder management
 - Access & Inclusion, Volunteer and Sustainability programs
- Budgeting, contracts management, procurement and resourcing of Vivid Sydney event delivery (including third-party suppliers and contractors).

This work includes overseeing the 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: Festival Director, Vivid Sydney.

Roles reporting to this position: Production Manager (Light), Operations Manager, and Program Manager (Vivid Ideas and Music) Vivid Sydney and Event delivery contractors as required.

Key Responsibilities:

- Facilitate the operational and production aspects of the delivery of Vivid Sydney under the direction of the Festival Director.

- In collaboration with the Festival Director, ensure the Event is managed and delivered efficiently, is compliant financially, legally, and from a safety perspective.
- Oversee all operational and production delivery requirements of the Event, including identifying suitable suppliers, overseeing preparation of specifications, procurement, purchasing and contract management in accordance with NSW Government guidelines in conjunction with the Operations Manager and Production Manager.
- In collaboration with the Festival Director and in consultation with direct reports, oversee the preparation, monitoring and management of finite Event delivery budgets including planning, scoping and costing, financial reporting and reconciliation.
- Obtain approval from the Festival Director for all expenses and payments.
- Oversee the development and implementation of all Vivid Sydney delivery plan(s) including key milestones and project timelines.
- Oversee the development and implementation of all Event delivery and planning documents including but not limited to; risk, security, safety, emergency and crowd management plans, medical, water safety, traffic, transport and pedestrian management, venue or landowner consent documentation, development applications, compliance approvals, licenses and permits and ensure they are integrated across all event operational plans and prepared, submitted and approved prior to the Event.
- Collaborate with the Production Manager (Light), Technical Director (Light) and, Program Manager Ideas & Music to ensure the development of the technical components of the Event, value for money and seamless delivery is achieved.
- Collaborate with the Operations Manager to ensure the development of the operational components of the event, value for money and seamless delivery is achieved.
- 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 event delivery.
- Oversee Destination NSW's relationships with State and Local Government agencies as managed by the Operations Manager, 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
- Oversee 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 as managed by the Operations Manager.
- Oversee the planning, coordination and delivery of the Vivid Sydney Access & Inclusion, Sustainability, Volunteer, Stakeholder Engagement and Retail Activation programs as managed by the Operations Manager
- 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.
- Oversee the maintenance of all event specific documentation and critical documents using appropriate document templates and document register system.
- Oversee the management of 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.
- Represent the Festival Director when required.
- Attend all meetings as required, either in person or remotely.

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 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 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. 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 one quotation, for the services detailed in this document, for the following Period.

Vivid Sydney 2021 and 2022	Commencement to 26 August 2022
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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 the Festival Director, 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 General Manager, Events & Festival Director, 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.