

Request for Quotation – Production Coordinator, Vivid Sydney 2022, 2023 and 2024

Request:

Destination NSW is seeking applications and itemised quotations for the provision of **Production Coordinator, Vivid Sydney** services for Vivid Sydney 2022, 2023 and 2024

Please Note: this is not a position of employment but a contract for the supply of services. Companies can submit proposals with a nominated person.

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 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 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:

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| Deadline for receipt of clarification requests | 10:00am Wednesday 15 September 2021 (AEST) |
| RFQ closing date | 10:00am Wednesday 22 September 2021 (AEST) |
| Interviews | Week beginning 4 October 2021 |
| Successful contractor notified | Week beginning 11 October 2021 |
| Unsuccessful contractor(s) notified | Week beginning 18 October 2021 |
| Commencement of Contract | Monday 1 November 2021 |

Selection 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 this 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 four (4) pages which addresses the Selection Criteria and Specifications of Services outlined in Annexure A
2. An itemised all-inclusion separate quotation for each Period 1, Period 2 and Period 3 via provision of a day rate exclusive of GST but inclusive of all charges, superannuation, expenses and other personal inclusions at 5 days per week during pre and post Festival with up to 6-day weeks for the 6-week festival period to include Bump in, Festival and Bump out.
3. Current curriculum vitae including details for two (2) referees.

Clarification of Request for Quotes:

If you require clarification on the above request, please [click here](#) to email the Vivid Sydney team.

Please note that any clarification will be given to the other contractor 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.

Please ensure that you have prepared a separate PDF document for each of your responses to the selection criteria.

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

SPECIFICATION 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 Producer, Vivid Light, Production Manager, Vivid Light and Technical Manager, Vivid Sydney 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 and Technical Coordination
- Vivid Light artist liaison and stakeholder engagement
- Contract management, procurement and resourcing of the Vivid Light program (including the Sydney Harbour Bridge, lighting of Sydney Harbour and CBD buildings program, third-party suppliers and contractors)
- 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, licences 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, licences 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

- Assist with the collection of all required Vivid Light program content such as biographies, images/renders, Event descriptions digital assets and logos including assisting artists to ensure all material is supplied in the required file formats and sizes
- Ensure all Vivid Light production and operational activities are coordinated and completed in accordance with planning deadlines and production schedules
- Assist with 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 for Vivid Light
- Work collaboratively with Vivid Sydney Project personnel and relevant Destination NSW cross-functional teams to contribute to approved delivery plans for projects such as Media Launch, Preview Week and Opening 'Lights On' Function
- Work collaboratively with the Technical Manager, Vivid Sydney to develop power, rigging and staging requirements including for Vivid Light.
- Contribute to the effective development, documentation, planning and delivery of program activity, and accuracy of communications and notifications to stakeholders regarding the Event
- 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
 - Attendance in the Government Control Centre (GCC) as required
 - Responding to, logging, actioning and resolving issues as they arise
 - Coordinating infrastructure requirements and implementing changes on site under tight deadlines
- Attendance onsite at the Vivid Light precinct(s) as required including site visits, bump in, Event period and bump out ensuring the effective delivery of the appointed creative and production contractors. This includes working on site with contractors to assist in delivering contracted goods and services within set budgets and timeframes.
- Contribute to Vivid Sydney Access & Inclusion initiatives by identifying requirements or initiatives for Vivid Light and collaborate with the Stakeholder and Community Engagement Manager to plan and implement them.
- Assist in the coordination, collection, collation and/or presentation of all post Event reports from relevant contractors and stakeholders
- Contribute to other relevant Event documentation such as project plans, strategy documents, briefing notes and critical path/timeline documents as necessary and directed
- Maintain all Event specific documentation and critical documents using appropriate document templates and document register system
- Keep safe and in commercial in confidence, all IP, budget and contract information pertaining to the Event
- Any other general production and administrative work as directed by Destination NSW

GENERAL ITEMS

The successful contractor must provide:

- Appropriate public liability insurance noting Destination NSW as an Interested Party. Minimum \$20 million (AUD).
- Appropriate professional liability insurance. Minimum \$10 million (AUD).
- Appropriate workers compensation insurance – as required by law
- 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) subject to compliance with the Public Health Orders at the time and/or in consultation with the Festival Director/ Destination NSW. 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

- 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 three (3) separate and itemised quotations, for the services detailed in this document, for each of the following Periods.

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|---------------------------------------|---------------------------------|
| Period 1: Vivid Sydney 2022 | 01 November 2021 – 15 July 2022 |
| Period 2: Vivid Sydney 2023 | 16 July 2022 – 15 July 2023 |
| Period 3: Vivid Sydney 2024 | 16 July 2023 – 15 July 2024 |

Destination NSW will advise the successful contractor in writing 60 days before each contract period ends if it wishes to execute Period 2 and Period 3 respectively. If the options are not exercised, Destination NSW has no further liability to the successful contractor. If the option is exercised, a new contract of engagement will be negotiated and executed for each of the above periods.

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 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.