

Request for Quotation – Event Technical Manager, Vivid Sydney 2022, 2023 & 2024

Request:

Destination NSW is seeking applications and itemised quotations from a suitably qualified and experienced contractor for the provision of **Event Technical Manager** 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 propose a person for this contract.

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:

Deadline for receipt of clarification requests	10:00am Thursday 9th September 2021 (AEST)
RFQ closing date	10:00am Thursday 16th September 2021 (AEST)
Interviews	Week beginning 27 September 2021
Successful contractor notified	Week beginning 4 October 2021
Unsuccessful contractor(s) notified	Week beginning 18 October 2021
Commencement of Contract	Monday 1 November 2021

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 substantial experience in event production and technical management including demonstrated understanding of the creative 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 rigging, staging, power requirements and design, 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 familiarity with relevant ISO, Australian Standards and legislations 	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 and CRM programs.	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 Service outlined in Annexure A
2. An itemised all-inclusive, 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, expenses, superannuation, and other personal inclusions at 5 days per week during pre and post Festival with 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 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 contractors 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

The **Event Technical Manager** is responsible for the planning, management, and implementation of the Event's technical requirements for Vivid Sydney. The **Event Technical Manger** 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.

Major Responsibilities include but are not limited to:

- Technical Management services in keeping with relevant ISO, Australian Standards and relevant legislation
- Coordination and management of Vivid Sydney technical requirements across Vivid Light, Music, Ideas and Cross Art Form projects. Including but not limited to rigging, staging, power and technologies
- Liaison with Vivid Sydney Artists and Event Owners and provision of technical advice and assistance where required
- Liaison with the Vivid Sydney Engineering and Rigging contractor to ensure all event engineering documentation and certificates are received and actioned

This work includes overseeing the technical delivery of sites and locations 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: Project Manager, Vivid Sydney.

Key Accountabilities:

- Review, evaluate and provide technical advice regarding Vivid Sydney Expressions of Interest as part of the Curatorial Panels or in an advisory capacity to determine successful Light Artists, installations, events or activations
- Provide input into planning and procurement of event technical and logistics requirements including identifying suitable suppliers, preparation of specifications, purchasing and contract management in accordance with NSW Government guidelines.
- Advise on budgeting, contract management, procurement, and resourcing of Vivid Sydney technical requirements (including third-party suppliers and contractors)
- Design and document a bespoke power distribution plan detailing the required infrastructure, equipment and location of all power generation / sources, heavy mains distribution / reticulation equipment, cable runs and local distribution across all precincts as directed
- Oversee and collaborate with relevant stakeholders to ensure program content is safely installed, operated and maintained during the Event period
- Undertake necessary stakeholder engagement with landowners to source power and confirm power locations
- In conjunction with the Project Manager, Production Manager, Vivid Light, and Producers – Vivid Ideas and Music oversee selected suppliers in delivering and maintaining the power distribution plans, rigging plans and staging plans across all event sites
- Attendance on site 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 relevant contractors to oversee the successful delivery of contracted goods and services within set budgets and timeframes
- Conduct onsite inspections with safety officers, contractors, suppliers and relevant stakeholders to oversee quality control and ensure event technical requirements are delivered in a safe and effective manner
- Collaborate with the Vivid Light team, Producers – Vivid Ideas and Music and Destination NSW appointed safety contractors to ensure all targeted risk assessments (TRA) are correct and completed
- Collaborate with the Vivid Light team, Producers – Vivid Ideas and Music and Operations Coordinator to prepare and collate schedules, reports, maps, site plans, event safety plans, risk assessments, safe work method statements and any other relevant technical documentation as required
- Collaborate with the Project Manager, Production Manager, Vivid Light and Operations Manager to scope, plan, procure, implement and deliver the power activations, lighting / projection treatments and operational power requirements
- Provide technical advice regarding operational requirements of selected programs including relevant plant equipment, fencing, infrastructure, power, labour and any other technical or operational requirements
- Provide technical advice to Vivid Light, Music and Ideas Artists and other Event stakeholders as required
- Prepare and update Event technical and production documentation as directed and/or required

- Contribute to relevant stakeholder meetings including production, working group meetings and daily debriefs
- Work collaboratively with the Vivid Sydney personnel and relevant Destination NSW cross-functional teams to contribute to approved delivery plans for projects such as - Media Launch, Preview Week and Opening Function
- 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 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.

Period 1: Vivid Sydney 2022	1 November 2021 - 15 July 2022
Period 2: Vivid Sydney 2023	1 September 2022 – 15 July 2023
Period 3: Vivid Sydney 2024	1 September 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.