

Request for Quotation – Curator, Vivid Ideas and Special Events, Vivid Sydney 2025 and 2026

Request:

Destination NSW is seeking applications and itemised quotations for the provision of Curator, Vivid Ideas and Special Events services for Vivid Sydney 2025 and 2026.

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 also submit a response to this RFQ for the supply of the services. Incorporated entities are preferred.

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.

Timeline:

Deadline for receipt of clarification requests	10:00am Monday 29 July 2024 (AEST)
RFQ closing date	10:00am Monday 5 August 2024 (AEST)
Interviews	Week commencing Monday 5 August 2024
Successful supplier notified	Week commencing Monday 5 August 2024
Unsuccessful supplier(s) notified	Week commencing Monday 12 August 2024
Commencement of Contract	Monday 2 September 2024

Selection Criteria:

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

Criteria	Weighting (%)
Value for money	20%
Demonstrated extensive experience in successfully developing, programming, curating and delivering high profile artistic programs, activations and projects which attract broad and diverse audiences and deliver positive financial results, preferably within an international festival or major events context with a focus on creativity and innovation.	20%
Demonstrated extensive experience in: <ul style="list-style-type: none"> Programming and related project management and administrative requirements of multi-day, outdoor major events and festivals across multiple precincts. 	20%

<ul style="list-style-type: none"> Working with a Festival Director or similar in the strategic planning, curation and delivery of innovative festival programming Oversight of program budgets, financial reporting, box office modelling and contract management. 	
Exceptional relationship management, communication and negotiation skills, including experience in collaborating and negotiating with a wide range of stakeholders including international, national and local agents, promoters, venues, artists, government, business and community. This includes experience in acting as a conduit between artists, agents and presenters.	15%
Proven detailed knowledge and insight of the creative industries and trends, including the ability to attract & secure high profile industry talent both nationally and internationally.	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-pressure work environment. Able to work both autonomously and within a team. Proficient in Microsoft Office programs.	10%
Compliance with 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 outline (up to 2 pages) of the proposed curatorial approach, and potential key elements for the Vivid Ideas and Special Events program including an outline of how to evolve the Vivid Sydney Ideas and Special Events program. We welcome curatorial strategies that aim to articulate ideas differently, through special events, immersive and unexpected experiences.
3. An itemised all-inclusive separate quotation for Vivid Sydney 2025 and Vivid Sydney 2026, exclusive of GST but inclusive of all other taxes and charges. The Supplier should anticipate that the Services will require ongoing commitment based on 4 days per week during pre and post Festival with 6-day weeks for the 3-week festival period and 5-day weeks for the two-week bump in, and should quote accordingly, whether that be on a daily basis or for the completion of Services required as a whole. Please provide a day rate regarding how the quotation has been calculated and include up to 10 additional days in lead up to Program Launch and Festival Launch (or as otherwise required) – to be pre-approved by the Festival Director. A daily rate for additional services not included in the scope of this RFQ should also be provided by the Supplier.
4. 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. Payments will be made on completion of outcomes and tasks.
5. Current curriculum vitae or capability statement 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 contractor to undertake the role of **Curator, Vivid Ideas and Special Events** who will work collaboratively with the Vivid Sydney Festival Director, Producer – Vivid Ideas, other relevant Vivid Sydney staff, Destination NSW teams and, engages as required with external stakeholders including creative practitioners, artists, corporate partners, venues, promoters, Local and State Government agencies.

Vivid Ideas currently hosts an array of thought-provoking events, experiences and deep-dive discussions with some of the world's greatest minds, innovators, and creatives. We encourage audiences to discover new ways of thinking, be curious about the 'next' and, to challenge their perspective.

Vivid Sydney presents new ways to articulate ideas - providing opportunities for our audiences to see, touch and feel innovative concepts beyond "talking heads". We welcome curatorial strategies that examine ideas through story, experience and immersion and that are hands on, stimulating and unexpected. We are also interested in exploring ways to connect and integrate the Vivid Ideas and Special Events program to the Vivid Light, Music and Ideas pillars.

The **Curator, Vivid Ideas and Special Events** is responsible for the research, scoping, design, development and delivery of an innovative, accessible and progressive Vivid Ideas program, on time and within budget.

Major Responsibilities include but are not limited to:

- Curation of Vivid Ideas and Special Events – including engagement of guest curators
- Strategic and creative planning
- Financial oversight and reporting
- Contract negotiation
- Stakeholder engagement and management

Program content for Vivid Ideas is also developed through:

Vivid Sydney Global Expression of Interest
Vivid Sydney Commercial, Government and Industry Partnerships

Reporting to: Vivid Sydney Festival Director

Roles directly reporting to this position: Casual event assistance

This specification includes scope for collaborative programming within Vivid Music, Food and Light. Increasing results in collaborative and integrated programming of this nature is desirable and encouraged.

Key Services

The **Curator, Vivid Ideas and Special Events** will perform the following services:

- Develop a program rationale and annual plan in consultation with the Producer – Vivid Ideas (Producer) and the Festival Director outlining suggested developments, initiatives and partnerships to ensure program alignment with the festival's creative direction and strategic objectives
- With the Festival Director and Producer actively investigate, identify and assess opportunities, both nationally and internationally, for programming elements for Vivid Sydney. Lead commercial negotiations and procurement processes to ensure projects deliver the best value for the festival.
- Curate and develop the Vivid Ideas and Special Events program to ensure it continually increases its relevance, uniqueness and profile, including recommending guest curators where appropriate.
- Undertake research to advise and inform the Festival Director in the selection, evaluation and/or development of new and existing programs, concepts, proposals, strategies and opportunities culminating in the development of the final Vivid Sydney Ideas and Special Events program.
- Participate in the Vivid Ideas and Special Events Expression of Interest (EOI) and/or other evaluation panels along with Destination NSW nominated representatives, including attending all panel meetings to evaluate and confirm program content
- Provide ongoing curatorial development and guidance to selected program proponents including working with the Producer to prepare and maintain a detailed dossier highlighting key information of each element of the Ideas and Special Events program for Destination NSW and Vivid Sydney teams' reference.
- Work collaboratively with the Producer to ensure the preparation of all program specific documentation relating to the Vivid Sydney Ideas and Special Events Program (including project timelines, event schedules, programming matrixes, program guide, program calendar, post event reports etc.) is completed in an accurate and timely manner
- Work collaboratively with the Producer to liaise with all third-party event owners, venues, producers, promoters and participants within the Vivid Sydney Ideas and Special Events program to ensure that all relevant personnel are, at all times, fully briefed on all aspects of the proposed Program. This includes collaborating with Destination NSW's Marketing and Communications Divisions to ensure content information is accurate and secured for the purpose of marketing and communication strategies
- Work with the Producer and Destination NSW's Marketing Division and other relevant staff to develop and produce all necessary program specific collateral e.g., design and content development for the Vivid Ideas Guide and Vivid Sydney Website
- Collaborate with the Festival Director, Producer and Commercial Partnerships team to identify and secure Vivid Sydney commercial and industry partners relevant to the Vivid Ideas and Special Events program in accordance with Vivid Sydney sponsorship guidelines
- Provide expert advice to the Producer to facilitate negotiation with Vivid Sydney contractors to ensure the most cost effective and quality solutions are delivered whilst all procurement requirements are met.

- Under the direction of the Festival Director, actively collaborate with Vivid Light, Vivid Food and Vivid Music to produce cross art form activations, cross-promotion of events, ideas, innovative practice and creative outcomes.
- Prepare a range of relevant correspondence including copywriting and presentation development and reports
- Collaborate with the Producer and Festival Director in preparing, administering and reporting on the Vivid Ideas and Special Events budget.
- Maintain all event specific documentation including historical documentation of planning process and project administration tasks, and critical documents using appropriate document templates and document register system including liaison with other NSW Government agencies and third parties.

General Items:

The successful supplier must provide:

- Appropriate public liability insurance. 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, in order 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.

Destination NSW will provide the following:

- Access to Destination NSW's office facilities email and data systems, plant and equipment as required for the performance of the Services, except as otherwise agreed between the Supplier and Destination NSW.
- Parking is not provided however pre-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 two (2) separate and itemised quotations, for the services detailed in this document, for each of the following Periods.

PERIOD 1: Vivid Sydney 2025	2 September 2024 – 11 July 2025
PERIOD 2: Vivid Sydney 2026	2 September – 10 July 2026

Destination NSW will advise the successful supplier in writing within 30 days of the contract period ending if it wishes to exercise the option to renew the contract for the Option. If the Option is not exercised, Destination NSW has no further liability to the successful supplier. If the Option is exercised, the terms and conditions set out in the contract will remain in full force and effect unless otherwise varied by agreement in writing.

Leave:

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

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. Destination NSW may also close for the Christmas and New Year period as part of NSW Government arrangements. Destination NSW and the Festival Director, Vivid Sydney will advise of dates accordingly.