# Request for quotation

**Request:**

Destination NSW is seeking an itemised quotation for the provision of **Event Coordinator services** for Vivid Sydney 2019, with an option to extend for Vivid Sydney 2020.

For the avoidance of doubt, Destination NSW may elect to procure up to two (2) Event Coordinators through this request for quotation.

**Background on Destination NSW:**

Destination NSW is the lead 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 goal of doubling overnight visitor expenditure within the state's visitor economy by 2020.The event, Vivid Sydney, which is the world's largest festival of creativity and innovation is owned, managed and produced by Destination NSW and welcomes over 2 million visitors annually.

**Period:**

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

Destination NSW may, at its sole discretion, execute an option to renew the agreement for the second period in 2020, based on the successful applicant's submitted quotation, and in consultation with the successful applicant. If this option is exercised, written notice will be provided no later than 90 days after the conclusion of Vivid Sydney 2019. Please note, there is no obligation for Destination NSW to exercise the option for Vivid Sydney 2020 and all potential applicants must plan accordingly for this.

Should a variation in period or supply of services be required, a quote variation will be sought from the successful service provider.

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| **Period 1:**<br>Vivid Sydney 2019 | Monday 12 November 2018 – Friday 28 June 2019<br>Full-time (5 days per week) during pre-production.<br>Up to 6 days per week with extended and flexible working hours during the Event period. |
| **Period 2:**<br>Vivid Sydney 2020 | Monday 11 November 2019 – Tuesday 30 June 2020<br>Full-time (5 days per week) during pre-production.<br>Up to 6 days per week with extended and flexible working hours during the Event period. |

**Leave:**

Due to the length of engagement of some positions within the Vivid Sydney team, Destination NSW provides for a set number of days of unpaid leave to be taken, commensurate with the contracted period and position scope. All leave is to be taken as agreed with the Vivid Sydney Project Director and Director, Event Development – Arts, Lifestyle & Entertainment. Any unpaid leave not taken by the conclusion of the contracted period will be forfeited.

Destination NSW acknowledges that the successful service provider is not required to work public holidays except those falling within the Vivid Sydney event period.

Destination NSW may also close for the Christmas and New Year period as part of Government arrangements. The Director, Event Development – Arts, Lifestyle & Entertainment will advise of dates accordingly.

The unpaid leave allowances for this contract are:

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| **Unpaid Leave Period 1** | 12 days unpaid leave – Taken during the Christmas/New Year Period and otherwise as agreed with the Vivid Sydney Project Director and Director, Event Development – Arts, Lifestyle & Entertainment. |
| **Unpaid Leave Period 2** | 12 days unpaid leave – Taken during the Christmas/New Year Period and otherwise as agreed with the Vivid Sydney Project Director and Director, Event Development – Arts, Lifestyle & Entertainment. |

Please note this is not a position of employment, but a contract for supply of services.

**Timeline:**

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| **Deadline for receipt of clarification Requests:** | 10:00am on Friday 5 October 2018 – Sydney Time. |
| **Deadline for receipt of quotations:** | 10:00am on Friday 12 October 2018 - Sydney Time. |
| **Successful applicant notified:** | 6:00pm Friday 26 October 2018 – Sydney Time. |
| **Unsuccessful applicants notified:** | 6:00pm Friday 2 November 2018 – Sydney Time. |

**Selection criteria:**

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

| Criteria | Weighting (%) |
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| Value for money. | 25% |
| Relevant tertiary qualification(s) and a minimum of 3 years' experience in event coordination or similar role(s), preferably for large-scale major events. Preference will be given to respondents who outline how their experience will assist them in delivering the Specifications and Services, Key Considerations and General Items outlined in Annexure A. | 20% |
| Strong written and verbal communication skills, excellent attention to detail, and experience developing and maintaining internal and external relationships. Experience in applying these skills with Government agencies is an advantage. | 20% |
| Excellent administrative and project management skills, high-levels of proficiency with Microsoft Office, and experience in computer drafting/drawing software (Auto-CAD/Vectorworks) is preferred. | 10% |
| Experience in updating and revising project based documentation including contracts, budgets, databases and timelines. | 10% |
| Proven ability to work effectively in a team, under pressure 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:**

Please provide the following:

1. A detailed and itemised quotation for Vivid Sydney 2019.
2. A detailed and itemised quotation for Vivid Sydney 2020.
3. A written response which addresses the specifications of services required, key considerations and general items in **Annexure A**. Attention must also be directed towards the selection criteria.
4. Current curriculum vitae including details for two (2) referees for each key person nominated.

**Clarification of requests for quotes:**

If you require clarification on the above request, please contact only via email:

Timothy Spohr
Event Manager, Vivid Sydney
timothy.spohr@dnsw.com.au

Please note that any clarification will be given to the other service providers that have been offered the opportunity to provide a quote.

**Lodgement Details:**

Adam Lowe
Project Director, Vivid Sydney
adam.lowe@dnsw.com.au

## ANNEXURE A

### Background:

Vivid Sydney is an annual festival of creativity and innovation, featuring the world's most important creative industry forums, a mesmerising free public exhibition of outdoor lighting sculptures, a cutting-edge contemporary music program and the spectacular lighting of the Sydney's iconic CBD buildings.

Vivid Sydney is where art, technology and commerce intersect. It provides a summit, forum and playground for the creative industries to collaborate, experiment, conduct business, and showcase their creativity.

Visitors from Sydney, interstate and across the world are invited to interact and immerse themselves in an array of lighting experiences, live performances and inspiring ideas.

Vivid Sydney is strategically positioned to increase interstate and international visitation to Sydney during what is traditionally the quieter winter months.

### Specifications of service required:

The **Vivid Sydney Event Coordinators** will work collaboratively with the Director, Event Development – Arts, Lifestyle & Entertainment and Vivid Sydney Project Director, under the specific direction of the Vivid Sydney Event Manager, to effectively support the planning, organisation, and day to day delivery of the Vivid Sydney event program, which may include, but is not limited to:

1. **Vivid Sydney Light Walk** – Transforming large parts of Sydney's built environment with light installations and large-scale architectural projections assembled along Sydney's foreshore precincts. The Vivid Sydney Light Walk also includes activations delivered by selected Vivid Sydney Commercial Partners.
2. **Vivid Sydney at Darling Harbour** – Large-scale, technically complex creative activation/s within the Darling Harbour precinct of Sydney's CBD.
3. **Vivid Sydney at other Destination NSW Produced Precincts** – Large-scale and technically complex creative activations and diverse program content delivered at precincts within the wider Sydney Metropolitan area. Successful service providers will be advised of any additional Destination NSW produced precincts in due course.
4. **Vivid Ideas Game Changer Series** - Destination NSW owned and produced talk series featuring headline talent from leaders in the creative industries sector.
5. **Vivid Ideas Exchange** - Held within the Museum of Contemporary Art Australia (MCA), designed to host creative industries events for up to 200 people.
6. **Vivid Ideas Third Party Events** - Stand-alone events and programs presented by creative industries organisations and businesses, either as independent events or as co-productions with Vivid Sydney.
7. **Vivid X|CELERATE Program** - A program that invests in small-to-medium music venues, bars, pubs, clubs and emerging producers/promoters/artists working within the City of Sydney area.
8. **Vivid Music Third Party Events** - Stand-alone events and programs presented by creative industries organisations and businesses, either as independent events or as co-productions with Vivid Sydney.
9. **Vivid Sydney Third Party Precincts** – Large-scale creative activations and various program content, presented by third-party event owners across a number of Sydney's urban centres (e.g. Vivid Sydney at Taronga Zoo). These activations are self-managed by the presenting party, and offered operational and marketing support by the Vivid Sydney team.

The **Vivid Sydney Event Coordinators** will provide effective support to the Vivid Sydney Event

Management and Event Operations Team, on all required tasks during the following phases of the event lifecycle:

1. Pre-Production and Event Planning
2. Event Delivery
3. Post-production

Specifically the Vivid Sydney Event Coordinators will undertake the following duties:

**Pre-Production and Event Planning**

1. Collaborate with the Vivid Sydney team to develop a full understanding of the creative and operational requirements for the Event.
2. Provide administrative support to the Vivid Sydney Event Manager, including working as directed to:
    a. Develop and update all relevant production documentation such as project budgets, equipment lists, technical drawings, Development Applications, briefing documentation, production schedules and event plans.
    b. Update and prepare all relevant contracts and event agreements to secure program content, suppliers and equipment.
    c. Develop and update all relevant presentations and other documentation to report on key elements of the Vivid Sydney event.
    d. Update all relevant data management systems, including preparing and updating spreadsheets and databases to manage, monitor and report upon key elements of the Vivid Sydney event.
3. Work as directed to facilitate and support the development of Vivid Sydney's event program by:
    a. Preparing and collating all creative proposals received by Vivid Sydney, ready for evaluation by the creative team.
    b. Supporting the creative team in evaluating all proposals received (e.g. Minute-taking, transposing evaluation notes and documenting scorings).
    c. Support the Event Manager and Creative Team by attending any relevant studio visits or Artist interview for the purpose of taking minutes and tracking action items and deliverables.
4. Work as directed to effectively liaise/communicate with all Vivid Sydney Artists, Event Owners and stakeholders to:
    a. Ensure the highest level of customer service is delivered and maintained with all Event Stakeholders.
    b. Assist in the distribution and tracking of proposal outcome notification communications.
    c. Ensure contracts are executed and returned in a timely manner
    d. Collect all required program content such as biographies, images/renders, event descriptions, ticketing information, event times/dates and logos. This includes assisting program participants to ensure all material is supplied in the required file formats and sizes.
    e. Ensure all event briefing material, program updates and instructions are effectively communicated to all Artists, Event Owners and Stakeholders.
    f. Work collaboratively with Vivid Sydney's Project Director, Creative Director and other relevant staff to facilitate the ongoing review, updating and approval process for all submitted content.

g. Collect and collate all installation/activation/event technical/operational requirements.

h. Collect and collate all installation/activation/event sponsor/contributor information and facilitate its review and approval by the Vivid Sydney Project Director and Commercial Partnerships Manager.

i. Collect and collate all installation/activation/event information as required to successfully apply for any/all relevant licenses and approvals (i.e. Land Owner Consent, Development Applications and Music Licensing).

j. Collect and collate all installation/activation/event information as required to successfully develop the relevant marketing and promotional material for the Vivid Sydney Event including program guides, signage/branding, digital assets, and other event collateral.

5. Assist the Vivid Sydney Event Manager in preparing and updating all relevant and necessary landowner consent documentation, Development Applications, compliance approvals, licences and permits.

6. Work collaboratively with the Vivid Sydney Event Manager and relevant Destination NSW cross functional teams (such as Marketing and Communications) to develop and deliver against approved project plans for projects such as;

   a. Vivid Sydney Media Launch

   b. Vivid Sydney Lights On Function (Opening Night)

   c. Vivid Sydney Game Changer Events

   d. Vivid Sydney Light Walk Contributors Function

   e. Vivid Sydney Volunteer Thank You Function

   f. Vivid Sydney Signage and Branding projects (including design, production, install, maintenance and removal)

   g. Any other Special Projects as identified by the Project Director and/or Event Manager.

   Once approved, these plans will be used by the Vivid Sydney Event Coordinators to oversee the successful delivery of each of these projects. Throughout the delivery phase of each of these projects the Event Coordinators will be expected to regularly report on the project status from both a timeline and financial perspective.

   It is expected that following the successful delivery of each of these projects the Event Coordinators will be able to provide access to a suite of documentation detailing how the event was delivered and providing context for re-mounting these projects in future years.

7. Contribute to Contract Management through efficient coordination of the requirements of a team of contractors in the delivery of:

   a. Production Management Services

   b. Technical Management Services

   c. Stage Management Services

   d. Construction/Design Services

   e. Site Operations Services/Crew

   f. Volunteer Management Services

   g. Event Risk, Security, Crowd and Emergency Management Services

   h. Event Traffic, Transport and Pedestrian Management Services

i. Event Medical/First Aid Services and Water Safety Services

j. Event Radio/Communication Services

k. Infrastructure and equipment supply

l. Specialist Event Suppliers (e.g. Engineers, electricians, riggers etc.)

m. Transport and Logistics

n. Venues and Facilities

o. Signage and Branding

p. Event Lighting Suppliers

q. Event Projection Suppliers

r. Event Special Effects/Pyrotechnics Suppliers

s. Event Owners

t. Artists

u. Any other suppliers as stipulated/required.

8. Support the Vivid Sydney Event Manager in liaising with all relevant contractors and suppliers to collect key information such as;

    a. All relevant risk and safety documentation

    b. Technical drawings and operational plans

    c. Accreditation requirements

    d. Site infrastructure plant and equipment requirements

    e. Event communications and radio requirements

    f. Any other relevant information as required.

9. In consultation with the Vivid Sydney Event Manager, prepare and have approved a plan for building, resourcing and dismantling the Vivid Sydney Event Operations Centre, Event Control Centre, Government Coordination Centre and any other local control centres, ensuring that meet all operational requirements are met within the agreed timeframes and budgets.

10. In consultation with the Vivid Sydney Event Manager, attend all required meetings and site visits for the purposes of minute taking, and tracking issues, actions and resolutions.

During pre-production the work hours will be standard business hours (i.e. 9:00am to 5:30pm).

**Event Delivery**

1. Attendance on site at the event precinct as required throughout the bump in, event period and bump out. For the avoidance of doubt this will include working for extended periods outside normal business hours on-site, undertaking manual handling and physical labour, and may include overnight work.

2. Work collaboratively with the Vivid Sydney Event Manager and Destination NSW cross functional teams to provide operational and technical support to Vivid Sydney's media preview events, including developing any required event documentation and being in attendance on site at each media preview.

3. Work collaboratively with the Vivid Sydney Event Manager and other relevant staff to contribute to:

    a. The management and oversight of a team of appointed contractors in the delivery/installation of the key program elements, ensuring that all elements are

delivered as planned, to schedule and to an exceptionally high standard. This includes working on site with contractors to oversee the successful delivery/installation of contracted goods and services to schedule and budget, and following correct issue resolution and escalation procedures where required.

b. Oversee the successful build, maintenance and dismantling of the Vivid Sydney Event Control Centre, Event Operations Centre, Government Coordination Centre and any other local control centres in line with the approved plan.

c. Updating event specific production schedules, including project specific bump in/out schedules.

d. Updating the relevant daily call-sheets and schedules throughout the Vivid Sydney period.

e. Preparing any run-sheets or daily checklists for use throughout the Event period.

f. Completing all daily reports and incident reports during the event.

4. Attend the Vivid Sydney Event Operations Centre, Event Control Centre, Government Coordination Centre and/or Joint Operations Centre to assist in logging and communicating any key, strategic decisions, incidents, actions or outcomes that occur throughout the event.

5. In consultation with the Vivid Sydney Project Director/Event Manager, attend all required meetings and site visits for the purposes of minute taking, and tracking issues, actions and resolutions.

During Vivid Sydney (including bump in and bump out), the Event Coordinators will be expected, to manage and oversee the delivery of nominated program content across Vivid Light, Music and Ideas. Hours per day may vary or extend beyond normal office hours, include overnight work, and will involve manual handling, and working outdoors.

Extended working hours, including overnight work, may also be required at key delivery points for Vivid Sydney Special Projects, such as the Vivid Sydney Media Launch and Vivid Sydney Opening Night.

**Post Production**

1. Assist the Vivid Sydney Event Manager in returning all Destination NSW owned and managed assets to storage, including undertaking post-event stocktake, damage reporting and asset disposal through appropriate and approved methods where required
2. Assist the Vivid Sydney Event Manager in facilitating, collecting, collating and presenting all post event reports from relevant Artists, event owners, contractors and stakeholders
3. Assist the Vivid Sydney Event Manager in delivering all post event deliverables and obligations such as calculation and procurement of Carbon Offset and GreenPower
4. Assist the Vivid Sydney Event Manager in post event filing, invoicing, documentation finalisation and general administration work as required
5. Completion of a post event report using a Destination NSW provided template.

**General Duties**

1. Work as directed to effectively review, track, and respond to any general enquiries received by Vivid Sydney, including following correct escalation procedures where required.
2. Provide event support to the Vivid Sydney media/program launch, media preview and opening night events and any other projects as directed.
3. Working with the Vivid Sydney Project Director/Event Manager to contribute to event documentation such as project plans, strategy documents, ministerial briefing notes, internal briefing notes, event investment submissions and critical path/timeline documents as necessary and directed.
4. Keep safe and in commercial in confidence, all IP, budget and contract information pertaining

to the Event.

5. Maintain all event specific documentation and critical documents using appropriate document templates and document register system; and
6. Any other general administrative work as directed by Destination NSW.

The Vivid Sydney **Event Coordinators** will require the following skills:

1. Flexibility
2. Ability to work as directed and within a team, maintaining a professional and customer-focussed approach at all times
3. Attention to detail
4. Strong communication and IT skills, including high levels of proficiency in Microsoft Office, Keynote, and computer drafting/drawing software (Auto-CAD/Vectorworks) preferred.
5. Ability to work under pressure and balance competing priorities
6. Ability to develop and maintain internal and external relationships, particular experience in event operations is an advantage
7. Ability to successfully liaise with a team of contractors in delivering on a pre-developed plan.
8. Experience working in large-scale major events will be well received.

**Position reports to:** Event Manager, Vivid Sydney

**Roles reporting to this position:** None

**General items:**

The successful service provider must provide;

- Appropriate public liability insurance. Minimum $20 million (AUD).
- Services of the highest quality.
- Services must be guaranteed and fit for purpose.
- An Australian Business Number or Australian Company Number.

**Key Considerations:**

The successful service provider will need to enter into a Contract of Engagement with Destination NSW which includes, but is not limited to the following terms:

- Indemnifying Destination NSW for all work carried out.
- Abiding by a suppliers code of conduct as issued by the NSW Government.
- 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 service provider 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
- 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 service provider, with such termination being effective upon expiration of the 30 day period. Destination NSW is not liable for any payments to the service provider beyond the 30 day notice period, and such amount will be received by the service provider 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.

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| During the period outlined above, the successful service provider will be required to work on the premises of the Destination NSW Offices, currently located at Level 2, 88 Cumberland Street, The Rocks, within normal business hours (9am – 5:30pm).<br><br>Flexibility with work hours will be required, with extended working days/hours as detailed in the Specification of Services Required above. No overtime will be paid, or time in lieu provided. |
| **Destination NSW will provide the following:** |
| Office facilities when working on site including: desk, chair, access to computer and printing facilities, phone line, and internet access.<br><br>Parking and any mobile phone costs <u>are not</u> included. |