

Request for Proposal (RFP): Retail Space Rental

Issued by: New Altitude Coworking & Office Space

Location: 6385 Corporate Drive, Suite 200
Colorado Springs, Colorado 80919

Intent to Submit Due Date: Monday, April 14th, just letting us know you're considering the opportunity.

RFP Due Date: Wednesday, April 23, 2025

1. Introduction

Operation: Meaningful & Gainful Employment Initiative

Our Altitude Attitude: **Believing we can ALL reach new heights!**

Operation: Meaningful & Gainful Employment Initiative (OMG Employment) is a groundbreaking initiative powered by **New Altitude Coworking & Office Space**; a social impact business launched by **The Resource Exchange (TRE)**. This program seeks to address the 80% unemployment rate among individuals with disabilities who are **capable and eager** to work.

New Altitude's innovative coworking and office space serves as a hub for **awareness, storytelling, and engagement**, breaking down employment barriers for individuals with disabilities. Through advocacy and shared success stories, we inspire businesses and individuals to recognize potential, foster inclusion, and strive to be better leaders in their communities.

- **Education & Awareness** – Shifting perceptions by educating local businesses about the abilities, strengths, and value individuals with disabilities bring to the workforce.
- **Success Stories & Advocacy** – Sharing compelling stories that highlight achievements and change narratives around employment and inclusion.
- **Employment & Community Engagement** – Creating direct opportunities for businesses to interact with these talented individuals through coworking, networking, and events.

Additionally, this initiative aligns seamlessly with key Colorado Springs' focus areas, including Public Safety, Housing, and Mental Health. Meaningful employment is a crucial social determinant of health and stability—when individuals have access to work, they gain financial independence, purpose, and community connection.

- **Public Safety** – Stable employment reduces the likelihood of individuals engaging in risky or unlawful behaviors driven by financial instability or desperation. It also fosters a sense of responsibility and inclusion, contributing to safer communities.
- **Housing** – Employment provides a steady income, reducing the risk of homelessness and housing insecurity. By creating more job opportunities, we empower individuals to afford stable housing and break cycles of poverty.
- **Mental Health** – Work offers a sense of purpose, routine, and social connection, all of which are critical for mental well-being. Employment has been shown to reduce anxiety, depression, and feelings of isolation while improving overall life satisfaction.

2. Scope of Services

This opportunity is designed to showcase the talents and contributions of individuals with disabilities. Your organization does not need to be a supported employment agency or nonprofit to qualify—the only requirement is that you employ individuals with disabilities in front-line roles within the space at New Altitude.

The selected agency will:

- **Operate a Retail Space:** Utilize the designated area at 6385 Corporate Drive, reception desk on the south side of the lobby in Suite 200 to sell snacks and, if desired, handcrafted items made by the individuals they support. Required hours of operation are Monday through Thursday 9AM – 4PM. Can operate outside of those hours, but that is minimum coverage.
- **Licensure Compliance:** Ensure all products sold comply with applicable local, state, and federal regulations, including obtaining necessary licenses for food sales and retail operations.
- **Tenant Engagement:** Provide quality products and services that enhance the experience of building tenants.
- **Customer Service:** Maintain a high standard of customer service, addressing tenant inquiries and concerns promptly.
- **Collaboration with New Altitude:** Meet with New Altitude Staff Monthly to collaborate with staff about possible partnerships. Allow New Altitude staff to do monthly trainings with organization's employment staff 1) to ensure the employees are being properly trained and therefore available to answer questions from New Altitude tenants when their front desk is unavailable and 2) to ensure that individuals the organization serves are set up for success.

3. Proposal Requirements

Interested agencies must submit a proposal that includes:

- **Agency Overview:** A brief description of the agency, including its mission, history, and experience in supported employment services.
- **Licensure Documentation:** Proof of all necessary licenses and certifications required for food sales and retail operations.
- **Product Information:** Details of the snacks and handcrafted items to be sold, including pricing, sourcing, and production processes.
- **Customer Service Plan:** A strategy for engaging with building tenants and handling inquiries, including availability during New Altitude front desk hours.
- **Attend Site Tour:** Must attend site tour on Thursday, April 3rd from 2PM – 2:30PM to see the expectations of the space. Jenn will be available after tour for any additional questions.
- **References:** Contact information for at least two professional references who can speak to the agency's experience and performance.
- **Rent:** Rent will be \$525 per month, two months down payment (\$1050) will be due May 1st.

4. Submission Instructions

Proposals must be emailed by 5:00 PM on Wednesday, April 23rd, to:

New Altitude Coworking & Office, Jenn.S@NewAltitude.co AND
Amanda.D@NewAltitude.co.

5. Evaluation Criteria

Proposals will be evaluated based on:

- **Services and Retail Operations provided:** Demonstrated experience in providing services and retail operations.
- **Product Quality:** Quality and appeal of the products offered.
- **Working with IDD community:** Proven ability to support, engage, and create opportunities for individuals with intellectual and developmental disabilities.
- **Compliance:** Adherence to licensure and regulatory requirements.
- **Customer Service:** Approach to tenant engagement and responsiveness.

- **References:** Feedback from provided references.

6. Additional Information

- **Lease Terms:** The lease will commence on May 1, 2025 and selected organization must commit to a one-year lease at \$525/per month for approximately 200sq.ft. Lease and terms will be reviewed again in April 2026.
- **Space Details:** This ADA-compliant space is approximately 200 square feet and located in the shared lobby of a commercial building at the convenient intersection of I-25 and Woodmen, on Corporate Drive. It's an ideal location to showcase your business or product in a high-traffic area. The building is home to 5 long-term tenants, including TRE, which has 500+ staff who come in and out of the building daily, and ERA Shields, which hosts 100+ agents. Additionally, New Altitude Coworking & Office Space features 30 separate offices and 10 conference rooms available for rent, bringing significant foot traffic to the storefront.

Amenities include:

- **Power & Wi-Fi:** Full access to electricity and high-speed internet.
 - **Lighting & Comfort:** Overhead lighting, air conditioning, and heating to ensure a comfortable environment year-round.
 - **Storage & Display:** Undercounter storage is provided, and the countertop can be used for displays.
 - **Seating & Parking:** Chairs are provided, but any additional furniture must be supplied by the organization. Ample parking is available with 200 spaces for visitors.
 - **Accessibility:** The entire building is ADA-compliant, ensuring easy access for all.
- **Contact Information:** For questions or additional information, please text Jenn Strehlow @ 719.499.3984

7. Rights Reserved

New Altitude Coworking & Office Space reserves the right to accept or reject any or all proposals, to negotiate with any or all proposers, and to waive any informalities or irregularities in the proposals received.

Selected Partner will be notified by 5PM on Wednesday, April 30th and being operational within 10 business days.