



## **Request for Proposal** Office Space within the District of Muskoka

### ***Purpose:***

We are seeking to begin a dialogue regarding the provision of office space for Muskoka Futures to provide enhanced support to the business community.

### ***Who we are?***

We are Muskoka Futures, a not for profit business development organization for the community, helping businesses succeed through support and investment. We are approachable, knowledgeable and connected. We deliver the Community Futures program on behalf of the Government of Canada.

### ***What do we do today?***

Our \$9 million investment fund is designed to do what no one else does, take the necessary level of risk to help businesses create positive economic growth and diversification in Muskoka. Our investment philosophy is built upon Support, Invest, Grow, where all investment earnings grow our fund and allow us to invest in the next business.

Our *Momentum program* offers businesses access to mentors, advisors/consultants, bookkeepers and HR professionals. These supports are available to any business in Muskoka, regardless of their size or capacity and are independent of our investment activities. Our *Momentum* philosophy is built upon concierge services, our staff individually design support unique to each entrepreneur. The result is a detailed roadmap to support and funding tailored to each business' needs.

### ***What we will do tomorrow?***

As a Community Futures Development Corporation, the **future** is in our name. As we look to the future we are redefining the economic landscape in Muskoka, turning our attention to diversification through the digital economy and all the opportunities for growth it brings.

Core to our evolution as a business development agency, we are developing **FUSE**, a physical resource for entrepreneurs and tech startups. **FUSE** will provide real time personal support and strategy for local and incoming entrepreneurs. We will offer direct connections to all other support resources and funders a list of examples can be found in Appendix A.

In parallel to FUSE, we are also launching Muskoka 4.0, earmarking a minimum of \$250,000 per year in a new investment competition for businesses that choose to locate and grow in



Muskoka. A key element in attracting new business is providing them with access to a physical space where they can connect, collaborate and access resources from within and beyond Muskoka.

These connections will be through direct in person introductions to agencies when available on site, and real time digital introductions (Google Hangouts, Facetime, Zoom, Skype etc.) We believe one of the most innovative things we can do in today's world is to personally connect people and then remain connected.

Fuse is a collaborative support centre offering:

- peer to peer,
- business to business,
- business to organization, and
- business to community, connections,

Fuse will connect the dots and create roadmaps to success for the businesses in or locating to Muskoka.

### ***Looking for a Partner***

Muskoka Futures is seeking a long term provider of physical space of approximately 2,500 - 3,000 square feet (ideally with the ability to grow to 4000-5000 sq ft within the next 3-5 years) in the District of Muskoka to develop and house **FUSE**. We are looking for an individual, corporation or municipality that understands our vision and recognizes the opportunity to be a leader in redefining the economic landscape of Muskoka. Muskoka Futures will work to create a value added space for both parties, and the community at large. ***Lease will commence April 1 2020.***

### ***The Proponent will***

- Recognize the value to their business that economic growth and diversification can provide.
- Be willing/able to enter into a long term lease with Muskoka Futures.
- Be willing/able to negotiate a competitive lease rate.
- Give consideration to investing in the leasehold improvements.

### ***The Space***

*(Please see Photos in Appendix B which are provided only to illustrate the type of finish/environment FUSE will provide)*

- 6 Private Offices.
- 10-12 Hot Desks - open office space.



- 1 Large Boardroom - seating 15- 20 people.
- 1 Medium Conference Room - Seating 6-8 people
- 1 Small Conference Room - Seating 4 people
- 1 Cafe/kitchen space
- 1 communication room - lockable.
- Washrooms as required by occupancy levels and Ontario Building Code standards.  
TOTAL 2500-3000 sq ft.
- Future growth potential of 1,500 sq ft.

**Intent to Respond:**

Please indicate intent to respond by October 16, 2019 by email to [jodi@muskokafutures.ca](mailto:jodi@muskokafutures.ca)

**Questions:**

All questions will be captured and responses circulated to those expressing interest on October 23, 2019.

**Requirements for submission:**

All interested parties should respond in writing addressing the above and completing APPENDIX C.

**Submission deadline is 4:30pm on October 30, 2019.**

Submissions to be submitted to:

David Brushey

Executive Director

Muskoka Community Futures Development Corporation

By:

Email - [david@muskokafutures.ca](mailto:david@muskokafutures.ca)

Or by mail to :

Muskoka Community Futures Development Corporation

345 Ecclestone Drive

Bracebridge, ON P1L 1R1



**Process:**

Muskoka Futures will review the Proposals and engage providers in additional dialogue and due diligence for all properties deemed potentially suitable. All providers deemed potentially suitable will be contacted by November 5, 2019 to set meetings to enter into additional dialogue and viewing of the space.

Acceptance of a Proposal does not bind Muskoka Futures to a lease or any other agreement. Muskoka Futures reserves the right to not proceed with any Proposal at its sole discretion.

**APPENDIX A**

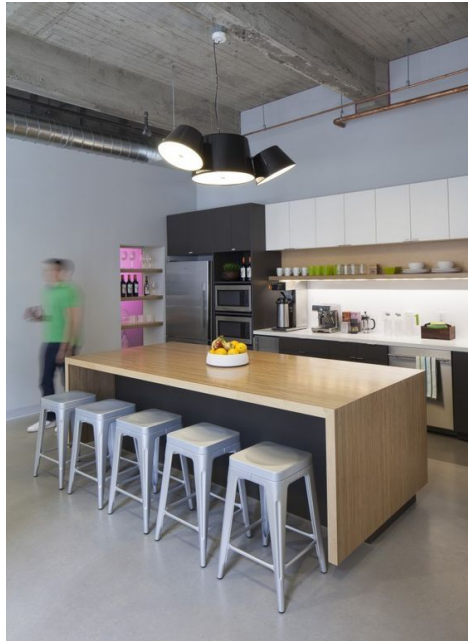
Intended Partner Agencies and Funders:

Business Development Bank of Canada (BDC)  
National Research Council- Industrial Research Assistance Program (NRC-IRAP)  
Ontario Centres of Excellence (OCE)  
Materials Joining Innovation Centre (MAJIC)  
Northern Centre for Advanced Technology (NORCAT)  
Innovative Initiatives Ontario North (IION)  
Venture Lab  
MaRS  
Communitech  
The Sandbox Centre  
Henry Bernick Entrepreneurship Centre (HBEC)

Angel Networks  
Venture Capital firms  
Founder's Circle Muskoka.

Muskoka Small Business Centre  
Parry Sound Muskoka Community Network (PMCN)  
YWCA Muskoka

**APPENDIX B**





**APPENDIX C**

Provider/Company Name:

Contact Name:

Phone Number:

Email Address:

Building Address:

Date of Availability:

Proposed Lease Rate (per sq.ft.)  
show annually for five years :

Is there potential for future expansion of FUSE in the proposed building? If yes, please describe:

Feel free to outline any additional considerations you feel are relevant to this proposal:

**The finished space is/provides:**

**Yes**

**No**

**If 'No' Can accommodations be made?**

Between 2,500 - 3,000 square feet.

At current Ontario Building Code Standards,  
including proper fire separations/doors between tenants.

Accessible, meeting all OBC/ADA requirements.

Required accessible parking and or access to  
public parking within a reasonable distance

Central heating and air conditioning with independent  
control of temperature from other building tenants.

**The finished space is/provides:**

**Yes**

**No**

**If 'No' Can accommodations be made?**

Access to 1GB internet service.

Properly secured external doors and windows.

Private washroom facilities based on square footage and intended use.

Kitchenette points (water, drain and electricity) on each floor in case of a multi-level building

Required firefighting, exit routes and fire suppression systems.

Vertical Transportation (Lifts) in case of a multi-storey Building.