JOYCELYN ST CLAIR, CO-SPACE

PROPOSAL | CRA NO. 2023-04
WORKSPACE OPERATOR FOR 98 NW 5th AVENUE

DELRAY BEACH
COMMUNITY REDEVELOPMENT AGENCY

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Tab 2: Proposer's Information

Description of the Proposer's Company:

A.

Company Name:	Co-Space LLC
Company Address:	17560 NW 27th Ave, Suite 105, Miami Gardens, FL 33056
Phone #:	305-622-0835
Email Address:	info@welcometocospace.com

B.

Ownership:	Joy St C Inc
Legal Organization Structure	Co-Space is owned by Joy St C Inc which is owned by Joycelyn St Clair

C.

Parent Company	Joy St C Inc

D.

Officers & Principles	Title: CEO ST CLAIR, JOYCELYN 20535 NW 2ND AVE STE 203 MIAMI GARDENS, FL 33169
FEDERAL BUSINESS ID # (EIN)	92-2406009
Business License	4 copies of image seen below are included in appendix

CITY OF MIAMI GARDENS CU

2022 CERTIFICATE OF USE 2023

EXPIRES September 30, 2023

MUST BE DISPLAYED AT PLACE OF BUSINESS

LICENSE CODE # DESCRIPTION / RESTRICTIONS BUSINESS NAME/LOCATION

CU-001287 c005 All Genrl Bus/Whls/Retl Uses CO-SPACE LLC
17560 NW 27TH AVE 105
MIAMI GARDENS, FL 33056

Owner/Corporation Name

CO-SPACE LLC
17560 NW 27TH AVE 105
MIAMI GARDENS, FL 33056

JOYCELYN ST. CLAIR

Use as permitted within zone

City of Miami Gardens Code Enforcement Department \18605 NW 27th AVENUE, MIAMI GARDENS, FL 33056

CITY OF MIAMI GARDENS LBTR

2022 BUSINESS TAX RECEIPT 2023

EXPIRES September 30, 2023

MUST BE DISPLAYED AT PLACE OF BUSINESS

LICENSE CODE # DESCRIPTION / RESTRICTIONS BUSINESS NAME/LOCATION

LBTR-001286 2590 UNCLASSIFIED CO-SPACE LLC
17560 NW 27TH AVE 105
MIAMI GARDENS, FL 33056

OFFICE SPACE FOR
REMOTE WORKERS

Owner/Corporation Name

CO-SPACE LLC
17560 NW 27TH AVE 105
MIAMI GARDENS, FL 33056

JOYCELYN ST. CLAIR

This is a business tax only. It does not permit the payee to violate any

Partner or Affiliated Firm:

A.

Firm Name:	Co-Space LLC
Firm Address:	17560 NW 27th Ave, Suite 105, Miami Gardens, FL 33056
Phone #:	305-622-0835
Email Address:	info@welcometocospace.com

B.

Ownership:	Joy St C Inc
Legal Organization Structure	Co-Space is owned by Joy St C Inc which is owned by Joycelyn St Clair

C.

Officers & Principles	Title: CEO ST CLAIR, JOYCELYN 20535 NW 2ND AVE STE 203 MIAMI GARDENS, FL 33169
FEDERAL BUSINESS ID # (EIN)	92-2406009

4 Copies of current business registration included in appendix

Key Personnel:

1.

Proposer Company Executive	Joycelyn St Clair
Qualifications	Owner and operator of Co-Space Miami Gardens. Actively created and maintained community of 174 "co-workers" with 31 monthly memberships, over 1100 active followers on Instagram. I am the branch manager of St Clair Financial Services, a local tax and accounting firm in Miami Gardens with over 4000 clients and strong ties to the community. From 2007 – 2021, I was an employee at American Express with the majority of my career in various level of project management. I have a proven ability to drive results and strong leadership skills. I pride myself in my organizational skills and ability to create and cultivate a culture.
Roles & Responsibilities:	I will manage and oversee all aspects of the workspace. Will act as manager

Support & staff	Not selected yet
Description	Will hire 2 people to work as a "co-working concierge", 1 additional person to manage events and eventually I will act as manager to oversee both roles, will hire new manager as business scales
Qualifications	High-school diploma or equivalent, ability to problem solve and operate/maintain basic equipment in studio, Community-driven & welcoming personality
Roles & Responsibilities:	Manager: oversee day-to-day operations in facility, capture and create content for social media, report directly to me to ensure all aspects of business is running smoothly Co-Working Concierge: welcome/greet customers, check-in members, oversee day-pass purchases, ensure equipment runs smoothly, capture and create content for social media Event Concierge: ensure smooth check-in, set-up and break-down for event space rentals & Co-Space led activations, capture and create content for social media

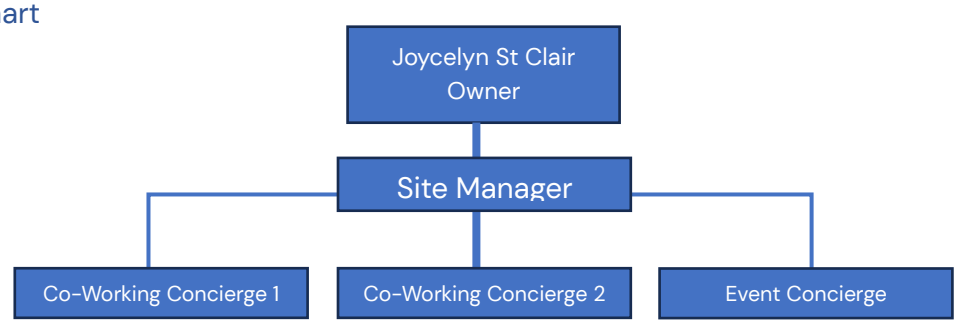
2.

Method of Selection	Open application via social media, LinkedIn & local colleges
Hiring Strategy	2-round interview process. Will begin with initial situational leadership scenario-based questions where the candidate can share their background and strengths. This can be conducted virtually or in-person to widen the candidate pool. The focus of this round is to ensure the candidate will be cohesive with the culture and guiding principles of the brand. 2nd round will be in-person and will be a panel interview with other business leaders/owners. This will include more in-depth questions to identify strong leadership skills, problem-solving skills, and ability to perform the role.
Development Strategy	Onboarding & training: Overview of the company, culture, and the services offered. Will ensure new employees have the tools and resources they need to be productive from day one. Training will cover everything from how to use the space's amenities to how to resolve customer complaints. Mentorship: one key aspect to creating strong employees is followership through developmental activities like mentoring and extended developmental trainings. I plan to make it clear that the company values continuous learning and that employees are encouraged to take advantage of training opportunities. Celebrate successes: When new employees reach milestones in their development, we will take the time to celebrate their successes in small but impactful ways. This will help them stay motivated, engaged & loyal to the company.

Information on any Sub-Consultants

None at this time

Organization Chart



Proposer's City of Delray Beach Business Tax Receipt

Will begin process if selected

Proposal Acknowledgment Form

Form completed, included in appendix.

Tab 3: Narrative/Executive Summary

I'm Joycelyn St Clair, the owner and operator of Co-Space Miami Gardens, a coworking space in Miami Gardens, Florida. **I am a proven leader with a strong track record of success. I over 20 years of experience in the business world, including 14 years at American Express in various levels of project management**. I am also the branch manager of St Clair Financial Services, a local tax and accounting firm in Miami Gardens with over 4,000 clients.

Co-Space Miami Gardens is a coworking space that provides entrepreneurs and freelancers with a shared workspace, office amenities, and a community of like-minded professionals. **The space has 174 "co-workers" with 31 monthly memberships, and over 1,100 active followers on Instagram**.

Let's go back about a year ago. I was one of the many people who transitioned to a remote work style during the pandemic. I was pregnant and as a cancer survivor (yay), I was more than happy to work from home. Once it was safe to go outside again, I remained a remote worker and began looking for places to work while getting out the house a bit. I struggled. I couldn't find a place that fit my needs and allowed me to feel comfortable so get work done. **Most places were very far from me, were not accommodating, and didn't feel reflective of my culture. I was looking for a community.** After asking around and trying multiple locations, two things occurred to me… 1, I'm not the only person looking for a place like this within my community and 2, I would have to take this very clear vision and make it come to life. Fast forward, and now we have Co-Space, a place for business owners, entrepreneurs and remote workers to come, feel safe, feel seen and get things done… all while remaining in the community in which they felt most comfortable. This place is more than an office, it has become a community and a growing hub in Miami Gardens, a traditional underserved community.

I have built Co-Space from concept to fruition without any grants, loans or outside funding. Just using **a dream, a solid strategy, and a will to win**. Imagine what I can do now with the insights learned from experience and the backing on this proposal from the Delray Beach CRA.

Overall, I am passionate about creating a vibrant and productive coworking space that fosters collaboration and innovation in "The Set" in Delray Beach. I am committed to providing members, "co-workers" and all patrons with the resources and support they need to succeed.

Tab 4: Proposal

When planning upcoming programming, all intentions must ring true to the community it will serve, especially when thinking about The Set. As a neighborhood originally settled by West African and Caribbean farmers, this vibrant and diverse neighborhood hosts a mix of residential, commercial, and cultural attractions. Many of the early residents were African American and Caribbean immigrants who were looking for a place to live and work. This committed search led the neighborhood to become a thriving community with a strong sense of community. This is the culture and sentiment we must keep at the forefront of all activities in this workspace.

I intend to develop and curate 3 streams of programing that will feed into driving memberships and community in the workspace.

I. Mental & Physical Wellness
    a. The Set has a higher rate of chronic health conditions than the rest of Delray Beach. Introducing non-threatening lifestyle changes like yoga, meditation and healthy cooking demos will directly impact the wellbeing of the neighborhood as well establish the workspace to be a community hub.
    b. "**Mindful Mondays**": Free yoga sessions 2x a month on the 1st & 3rd Monday. Yoga has been proven to promote relaxation and mindfulness while effectively reducing stress and anxiety. This is especially important in The Set, a community that has experienced a lot of economic hardship and social isolation in the past.
    c. "**Work-It Wednesday**" Free work-out sessions, trainers will range from HIIT to gentler workouts, all will be easy for beginners with availability to modify to intensify workout.
    d. In addition to the physical and mental health benefits, yoga & physical activity can also help to build community. When people come together to practice yoga or complete a workout, they can build relationships and create a sense of belonging.
II. Business Resources and Development
    a. **Small Business Workshops**: workshops will have varying topics covering aspects like starting a business, applying for grants, Demystifying AI (learning ChatGPT) and content creation workshops.
    b. **Small Business Networking events**: curated events to attracts various business owners to meet others and create room to collaborate and drive the growth of local small businesses in Delray Beach, specifically from The Set.
III. Educational Empowerment & Access:
    a. Only 22.4% of residents in The Set have a bachelor's degree or higher. Access to free & discounted educational resources will help the community feel empowered to continue their educational journey.
    b. Workshops to teach transferrable skills like typing, Microsoft Word, Microsoft Excel & coding. Will partner to offer certification workshops for job-ready skills like Project Management Professional (PMP), Certified Scrum Master (CSM), and AWS Certified Solutions Architect (Amazon).

c. Will host Ted-Talk like seminars to cover various educational topics that resonate with the area.

By focusing on these three pillars, I will ensure consistent and relevant programming and activations are available for the community through this workspace.

Workspace Design and Operation

1. I have created a similar 3-Pillar structure for programing at Co-Space Miami Gardens. Our strategy acts as a guidepost to ensure that we don't stray from the needs of the community. This framework allows me to easily replicate and reproduce the outline, but leaves room for the nuances of the needs of a different neighborhood. I have been able to launch, grow and cultivate a community here in Miami Gardens by taking the time to learn the city's needs and unique thumbprint. Miami Gardens is one of the few and oldest predominately black communities, the needs and pain points ring similar to that of The Set.
2. For Delray Beach businesses that are members of the Workspace, the goals will vary based on their direct needs. Overall, my intention is to create a hub for these businesses to leverage our workspace and view it as an extension of their business. From offering virtual addresses to enable business owners to feel legitimate and not have to risk their safety by using their home address for business registrations to creating personalized membership packages to encourage membership, I will listen to the needs from these business owners and use an agile approach to pivot when necessary.
    a. **Short-term goals**: create awareness of the new workspace by initiating social media, email and postcard campaigns to targeted local businesses and small business owners. Offering opportunities for business owners to tour and view the space through different networking, mixer and educational events held at the workspace.
    b. **Medium-Term goals:** leverage the growing relationships to create referrals, word-of-mouth, positive reviews in channels like Yelp, Tiktok and Google. Create a sense of inclusion for local small business owners to feel a sense of community with other local business owners.
    c. **Long-term goals**: sustain overhead by having a stable amount of business memberships and paid event bookings by these businesses. Business memberships will be among the higher level of membership and will ensure a certain amount of cashflow.
3. Our services will achieve these results by the following:
    a. Open and flexible workspace: businesses can adapt to the new model of remote workers, by exchanging traditional and costly rented offices for a membership to the workspace. The membership will not only remove the need for rent, but will also cover expenses like utilities, office supplies and even certain team outings as they could leverage their membership to host events in our workspace.

   b. Advertising options: businesses can pay to advertise in the open shared workspace, creating awareness of their brand to all who enter. We can also offer packages to include their business advertisement in certain email and social media campaigns.
   c. Networking: events will bring business owners face to face with potential customers
4. The workspace structure will ensure that business owners are not overwhelmed or overlooked. Since the workspace will focus on the pillars, business owners can align in activities that make the most sense for their direct strategies for growth. Upcoming events and opportunities will be advertised on our screens, social media and email blasts allowing them to be in the know. Pillars will be a set color-coding scheme when advertising to allow viewers to quickly identify events that would be beneficial and of interest to them through a quick scan.
5. The activities held at the workspace will drive these outcomes and ensure that our strategy is carried out.
6. Although Co-Space is less than 3 years old, I have a proven success record of well over 10 years. As a branch manager at St Clair Financial Services, I have been credited with building engaging programming to attract and retain clients year-round. Events have been well attended and beneficial to both our company and the community. As a project analyst at American Express I was directly responsible for overseeing various programming for both our employee-community and for outreach through organizations like Urban League.
7. I have served the following businesses:
   a. Co-Space: owner, coworking studio (2023 – present)
   b. Eatwell Exchange Inc; board member (2017 – present)
   c. SIG Realty: property manager; short & long term real estate rentals (2012 – present)
   d. St Clair Financial Services: branch manager, financial services office (2009 – present)
   e. American Express: project analyst (2007 – 2022)
8. Success can be so complex and subjective, but to me, it is defined as the achievement of one's goals or objectives. Some examples of past success that I have accomplished are as follows:
   a. Co-Space, successfully launching an idea and seeing it through to fruition. Starting with a concept of how a community-driven workspace can impact & increase local entrepreneurs and remote workers and then seeing the outcome is a true success for me. Having consistently well-attended events, activities and co-working days shows me that this is a success.
   b. I set a goal to create and host a small business workshop and not only was the event sold out, but the participants truly saw the value in both the workspace and the course.
   c. One of my pillars at Co-Space was to give back to the community I am creating here, I have been able to host free events, offer free memberships for organizations and even hosting a free testing day led by a local nonprofit.
9. For Co-Space, I track the following metrics:
   a. Monthly memberships created; goal is to gain new memberships monthly
   b. Monthly member renewed; goal is to retain 80% of new members
   c. Revenue: goal is to cover all overhead and remain on track to gross ≈$20k by end of year 2024
   d. Expenses; goal is to keep expenses low and meaningful, never exceeding 20% of incoming revenue

e. Event attendance: goal is to have at least 70% of tickets sold

10. Workforce development will be prominently incorporated into programming and operations in the workspace. Some ideas are:
    a. Transferrable skills taught in free, hands-on workshops
    b. Job fairs to be held in workspace
    c. Recruiters leading ready to work sessions, free to community
    d. Monthly free co-working days for community members
    e. Active job & gig posting board in workspace
11. My proposal is innovative because it disrupts the typical model for co-working workspaces as we know it today. This workspace will be tailored to the specific needs of the underserved community in The Set, it will be more than just a place to work. This workspace will build community and connect with other entrepreneurs and professionals. Our co-working space will offer a variety of community programming, such as workshops, networking events, and mentorship programs, all while remaining affordable. The workspace will be designed to be scalable, it will be easy to expand services to other underserved communities in Delray Beach and beyond. We will embrace technology and ensure that we not only leverage it but understand it enough to teach our members and become a resource.

Scalability

12. The Workspace will help scale-up Delray Beach businesses in a number of ways, including:
    a. Providing affordable workspace: The Workspace will offer affordable memberships making it possible for them to save money on rent and other overhead costs. This will free up resources that can be used to grow the business.
    b. Offering access to resources: The Workspace will offer a variety of resources to businesses, such as meeting rooms, conference rooms, and high-speed internet. This will allow businesses to host events, conduct meetings, and collaborate with other businesses.
    c. Providing networking opportunities: The Workspace will host a variety of networking events, such as workshops, meetups, and happy hours. This will allow businesses to connect with other businesses and potential customers.
    d. Providing mentorship opportunities: The Workspace will offer mentorship opportunities to businesses, connecting them with experienced entrepreneurs and professionals who can provide guidance and support. This will help businesses to learn from others and avoid making common mistakes.
    e. In addition to these specific ways, the Workspace will also help scale-up Delray Beach businesses by creating a vibrant and supportive community. The Workspace will be a place where businesses can collaborate, network, and learn from each other. This will create a positive environment that will help businesses to grow and succeed.
13. My business plan for the workspace has the potential to be a major driver of growth in the Delray Beach business community. It will provide businesses with the space, resources, and support they

need to succeed, and it will help to create a more vibrant and attractive city for everyone. More specifically, my plan will ensure the following:

a. Increased economic activity: The Workspace will attract entrepreneurs to start business in Delray Beach, and it will help existing businesses to grow. This will lead to increased economic activity in the city, such as increased job creation and increased tax revenue.
b. Enhanced entrepreneurial ecosystem: The Workspace will create a supportive environment for entrepreneurs and startups. This will help to create a more vibrant entrepreneurial ecosystem in Delray Beach, which will attract more businesses and investors to the city.
c. Improved quality of life: The Workspace will provide a space for people to work, collaborate, and connect. This will improve the quality of life for residents of Delray Beach and make the city a more attractive place to live, work, and visit.

14. The workspace will use metrics like utilization and peak-demands to monitor engagement and improve the performance and scalability of the space. The workspace should be able to add or remove resources & offerings dynamically, as needed. This will allow the workspace to scale up or down to meet demand of the community.

Sustainability

15. I believe that the services and benefits that the Workspace will provide for sustainability to Delray Beach client businesses are likely to be sustainable for at least 5 years, and possibly 10 years or more. Here are some reasons why I believe this:
    a. The demand for sustainable businesses is growing: There is a growing demand for sustainable businesses from consumers, investors, and other stakeholders. This demand is likely to continue to grow in the coming years, which will create a market for businesses that offer sustainable services and products.
    b. The workforce is changing and only businesses that can adapt to this change will survive. The pandemic taught us that remote work options and shared offices are not only cost-effective but they respond to the mental health & performance needs of most businesses and employees. Businesses and entrepreneurs no longer need to endure the burden caused by overhead like rent and utilities. These individuals see the value of outsourcing aspects like this in exchange for 1 monthly payment.
16. The Workspace's long-term goals are to:
    a. Create a vibrant and supportive community for businesses: The Workspace will provide a space for businesses to collaborate, network, and learn from each other. This will create a positive environment where businesses can grow and succeed.
    b. Provide businesses with the resources they need to succeed: The Workspace will offer a variety of resources to businesses, such as meeting rooms, conference rooms, and high-speed internet. This will allow businesses to host events, conduct meetings, and collaborate with other businesses.
    c. Help businesses to grow and scale: The Workspace will provide businesses with mentorship and guidance from experienced entrepreneurs and professionals. This will help businesses to learn from others and avoid making common mistakes.

I have a strategic plan to successfully reach these long-term goals. The strategic plan includes the following key components:

i. Marketing and outreach: The Workspace will conduct a marketing and outreach campaign to reach businesses of all sizes in Delray Beach and beyond. This campaign will include online and offline advertising, as well as networking events and partnerships with other organizations.
ii. Membership development: The Workspace will develop a membership program that offers a variety of benefits to businesses, such as discounted rates, access to resources, and networking opportunities.
iii. Programming: The Workspace will offer a variety of programming for businesses, such as workshops, meetups, and conferences. This programming will help businesses to learn, grow, and network.

17. I am confident that members of the workspace will be successful because it will provide them with the resources, support, and community they need to grow and thrive. The Workspace will be committed to helping businesses succeed and make a positive impact on the Delray Beach business community. Here are some specific examples of how the Workspace can help businesses to succeed:
    a. A small business owner could use the Workspace to host a workshop for potential customers. This would allow the business owner to reach a wider audience and generate leads.
    b. A startup could use the Workspace to collaborate with other startups on a joint project. This would allow the startups to share resources and expertise, and it would give them a chance to learn from each other.
    c. A growing business could use the Workspace to host a meeting with potential investors. This would allow the business to pitch their idea to investors and secure the capital they need to grow.
    d. Businesses could purchase and maintain a monthly membership in lieu of expenses like rent, utilities and supplies.

Organizational Capacity Decision Guidance

18. I have the motivation, capacity, and experience necessary to incubate Delray Beach businesses and manage the Workspace and achieve its mission and goals. Here are some reasons why I believe this:
    a. I have a strong track record of success in the business world, with nearly 20 years of experience in the business world, including experience in entrepreneurship, startup consulting, and business incubation. This experience has given the Proposer the knowledge and skills necessary to successfully incubate Delray Beach businesses.
    b. I am passionate about helping businesses in my community succeed. This passion is evident in work & personal history, and it will be essential in motivating the Workspace's members and staff to achieve their goals.

19. The funding in the grant will allow me to ability to select and on-board the staff needed. I will be able to offer competitive salaries and ensure that the right work-ethic is modeled for the employee.
20. I have the necessary skills and experience to serve the goal got Delray Beach businesses. I have a proven and successful track record of creating a strong community that translates to revenue through memberships, event attendance and ticket sales.
21. The unit is already furnished and seems to only need minor additional touches. I am a believer in upcycling and being resourceful so any items, services or new equipment needed will be thoughtfully purchased or bartered through offerings of discounted membership or use of space. Trades like this not only are cost-effective but create additional opportunities for potential members to view and experience the space.

Financial Plan

22. According to LoopNet, the average rent for office spaces in Delray Beach overall is $18 - $25 per square foot. I would propose $10 per square foot to allow the focus for the workspace to remain on building a community hub for the residents of Delray. I would also propose a rent-free period of 3 months to maximize recruitment and build brand awareness in order to attract the ideal clientele from the Delray population.

These modifications will ensure that the workspace is well-occupied, which will benefit all involved. When the pressure of rent is softened, it stops a business from having to debate which priority to satisfy, eliminating missteps focused on overhead versus the higher goal.

a. Fee Structure:
    i. Monthly Membership: $150
    ii. Business Membership: $800 (includes up to 10 memberships)
    iii. Day-Pass: $25
    iv. Booking Workspace for events: $250 per hour (min 2 hours)
    v. Content Creation/Photo Studio time: $100 per hour
    vi. Podcast Recordings: $100 per hour
    vii. Shirts & merchandise: $25 & up

Tab 5: Experience and Qualifications of the Proposer

I am the owner and operator of Co-Space Miami Gardens**. I have actively created and maintained a community of 174 "co-workers" with 31 monthly memberships, over 1100 active followers** on Instagram.

Even before I opened Co-Space, I have mastered the transferable skills needed to run a workspace successfully. From 2007 – 2021, I was an employee at American Express with the majority of my career in various level of project management, programming and engagement. **I have a proven ability to drive results and strong leadership skills. I pride myself in my organizational skills and ability to create and cultivate a culture.** I was the site lead for the Women's Interest Network and a highly active member of our Black Engagement Network. Being active in these networks allowed me opportunities to plan and execute workshops, volunteer events with organizations like The Urban League and overall build a structured and engaged community for a marginalized group**. My work for these networks was so impactful that I was honored by the Sunrise Chamber of Commerce as a recipient of the Sunrise Business Heroes award**.

I am also a board member for a nationally recognized non-profit organization, Eatwell Exchange. As a board member I have led several successful activations including their annual Cultural Chef Cook-Off which highlights and celebrates local chefs as they compete in a "Chopped" style competition. This event is also the organization's largest fundraiser and through my planning and execution, they raise nearly 30% of their annual operating expenses through this event.

Although Co-Space has only been open for about 6 months, my transferable skills from last 20 years or work history make me more than capable to lead this workspace.

Property Reference Forms:

1.

PROPERTY REFERENCE FORM

INSTRUCTIONS
Proposers shall provide a minimum of three (3) examples of existing commercial rental properties under its management that are similar in size, scope, and complexity as the Subject Property described in this RFP. Submitted examples shall include the name and address of the property, years under the Proposer's management, a brief description of the property, including square footage of building, number of tenants, and a brief description of the services provided by the Proposer.

The reference provided below should be for one (1) property reference.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Name of Property: CoSpace Miami Gardens
Property Address: 17560 nw 27th Ave, Suite 105, Miami Gardens, FL 33056
Property Owner/ Contact Information:
Joycelyn St Clair,
Years Under Proposer's Management:
<1 , Feb 2023
Brief Description of the Property:
Coworking, content creation and podcast studio.
Brief Description of the Workspace Operator Services Provided by Proposer:
daily operations, creae programming
Compensation Received:

Proposer's Certification of Information
By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Authorized Agent Signature: _____
Authorized Agent Name and Title: Joycelyn St Clair,
Date: 8/07/2023

2.

PROPERTY REFERENCE FORM

INSTRUCTIONS
Proposers shall provide a minimum of three (3) examples of existing commercial rental properties under its management that are similar in size, scope, and complexity as the Subject Property described in this RFP. Submitted examples shall include the name and address of the property, years under the Proposer's management, a brief description of the property, including square footage of building, number of tenants, and a brief description of the services provided by the Proposer.

The reference provided below should be for one (1) property reference.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Name of Property: SIG Realty LLC, various properties
Property Address: various properties
Property Owner/ Contact Information:
Joycelyn St Clair,
Years Under Proposer's Management:
11, 2012
Brief Description of the Property:
Managing short-term and long-term rentals.
Brief Description of the Workspace Operator Services Provided by Proposer:
Ensuring positive reviews and experiences for continued bookings
Compensation Received:
5% of rental payments

Proposer's Certification of Information
By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Authorized Agent Signature: _____
Authorized Agent Name and Title: Joycelyn St Clair,
Date: 8/07/2023

3.

PROPERTY REFERENCE FORM

INSTRUCTIONS
Proposers shall provide a minimum of three (3) examples of existing commercial rental properties under its management that are similar in size, scope, and complexity as the Subject Property described in this RFP. Submitted examples shall include the name and address of the property, years under the Proposer's management, a brief description of the property, including square footage of building, number of tenants, and a brief description of the services provided by the Proposer.

The reference provided below should be for one (1) property reference.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Name of Property: St Clair Financial Services
Property Address: 20535 NW 2nd Ave, Sjuite 203, Miami Gardens, FL 33169
Property Owner/ Contact Information:
Enoch St Clair,
Years Under Proposer's Management:
14, 2009
Brief Description of the Property:
financial services office
Brief Description of the Workspace Operator Services Provided by Proposer:
Manage tax office, develop programing to attract, engage and retain customers and tax preparers
Compensation Received:
commission based

Proposer's Certification of Information
By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Authorized Agent Signature: _____
Authorized Agent Name and Title: Joycelyn St Clair,
Date: 8/07/2023

Proposer Reference Forms

1.

PROPOSER REFERENCE FORM

INSTRUCTIONS
Proposers shall provide a minimum of three (3) references. Submitted references shall include the reference's name, address, phone number, any comments from the reference, and the reference's signature and date signed. The CRA reserves the ability to contact submitted references.

The reference provided below should be for one (1) reference and shall be completed by the reference, not the Proposer.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Reference Name	Viviana Torres
Reference Address:	1211 NE 131st St. North Miami FL 33161
Reference Organization/Company:	OptumRx
Reference Title:	Sr. Business Analyst
Reference Phone Number:	305-494-6025
Reference Email:	vivi.torres20@outlook.com
Comments	Hello! I've known Joy St. Clair for more than 6 years. During the time I've known her I've seen how important culture and community is to her. She goes above what is required and her passion is helping others meet their goal. Joy is responsible, hard working, innovative and dedicated. For these reasons I can confidently stand/vouch that she is capable and derserving of this proposal. Thanks-Vivi

Reference Certification of Information
By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Signature: VT
Name and Title: Viviana Torres
Date: 8/7/2023

2.

PROPOSER REFERENCE FORM

INSTRUCTIONS
Proposers shall provide a minimum of three (3) references. Submitted references shall include the reference's name, address, phone number, any comments from the reference, and the reference's signature and date signed. The CRA reserves the ability to contact submitted references.

The reference provided below should be for one (1) reference and shall be completed by the reference, not the Proposer.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Reference Name Ashley Carter
Reference Address: 20525 NW 2nd ave, Miami, FL, 33169
Reference Organization/Company: Eatwell Exchange
Reference Title: Program Director
Reference Phone Number: (305) 801-3047
Reference Email: Ashley@eatwellexchange.org
Comments
Joy has been a board member of eatwell exchange since 2017. She primarily helps with operations & logistics. She planned our chef cookoff for 3 years, including day of coordination & vendor management. Joy excels in process development & organization of task. She helps plan programs, fundraisers and events, being mindful of budget and staff capacity. She works diligently & efficantly and is very good at prioritizing needed tasks and delegating when needed. She is a true visionary & works well planning and thinking of innovative ways to help us create revenue & exposure.

Reference Certification of Information
By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Signature: A Carter
Name and Title: Ashley Carter Program Director
Date: 8/9/23

3.

PROPOSER REFERENCE FORM

INSTRUCTIONS
Proposers shall provide a minimum of three (3) references. Submitted references shall include the reference's name, address, phone number, any comments from the reference, and the reference's signature and date signed. The CRA reserves the ability to contact submitted references.

The reference provided below should be for one (1) reference and shall be completed by the reference, not the Proposer.

FAILURE TO COMPLETE AND SUBMIT THIS FORM MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.

Reference Name	Kenasha Paul
Reference Address:	271 NW 148th St, Miami, FL 33168
Reference Organization/Company:	Black Professionals Network
Reference Title:	Founder and CEO
Reference Phone Number:	(786) 380-3650
Reference Email:	Kenasha@mybpn.org
Comments	Co-Space will serve as an integral part of the Delray community. Joy provides a safe and hospitable atmosphere that brings the best minds and talents together and curates a space that supports their goals. An avid and sharp business owner committed to excellence and quality service.

Reference Certification of Information
By signing below, I certify that all information stated above is true and correct to the best of my knowledge.

Signature: Kenasha Paul
Name and Title: Founder and CEO
Date: 05/08/23

Tab 6: Financial Information & Legal Disclosures

Preliminary Operating Pro Forma

Year 1 - 2024	
Revenue: ○ Membership fees: $50,000 ○ Event rental fees: $10,000 ○ Other: $5,000 Total Revenue: $65,000	Expenses: ○ Rent: $12,000 ○ Utilities: $2,500 ○ Marketing: $5,000 ○ Staff salaries: $20,000 ○ Other: $2,500 ○ Total Expenses: $40,000 | Net Income: $25,000

Year 2 - 2025	
Revenue: ○ Membership fees: $60,000 ○ Event rental fees: $12,500 ○ Other: $7,500 Total Revenue: $80,000	Expenses: ○ Rent: $10,000 ○ Utilities: $2,500 ○ Marketing: $5,000 ○ Staff salaries: $22,500 ○ Other: $2,500 Total Expenses: $42,500 | Net Income: $40,000

Year 3 - 2026	
Revenue: ○ Membership fees: $70,000 ○ Event rental fees: $15,000 ○ Other: $10,000 Total Revenue: $105,000	Expenses: ○ Rent: $10,000 ○ Utilities: $2,500 ○ Marketing: $5,000 ○ Staff salaries: $25,000 ○ Other: $2,500 Total Expenses: $45,000 | Net Income: $65,000

The Workspace is expected to generate positive net income in each of the first 3 years. The net income is expected to increase each year as the Workspace becomes more established and attracts more members.

Co-Space Financial Statements

1:18 PM
08/08/23
Cash Basis

Joy St C Inc DBA Co-Space LLC
Profit & Loss
February through July 2023

	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	TOTAL
Ordinary Income/Expense							
Income							
Rental Income	0.00	5.63	385.50	2,121.20	1,929.22	2,514.93	6,956.48
Total Income	0.00	5.63	385.50	2,121.20	1,929.22	2,514.93	6,956.48
Cost of Goods Sold							
Cost of Goods Sold							
COGS - Artist Cosignment	0.00	0.00	0.00	124.72	87.50	65.00	277.22
Total Cost of Goods Sold	0.00	0.00	0.00	124.72	87.50	65.00	277.22
Total COGS	0.00	0.00	0.00	124.72	87.50	65.00	277.22
Gross Profit	0.00	5.63	385.50	1,996.48	1,841.72	2,449.93	6,679.26
Expense							
Advertising and Promotion	0.00	402.80	350.00	194.87	98.92	0.00	1,046.59
Bank Service Charges							
Bill Pay Fee Expense	0.00	1.50	1.50	1.50	1.50	1.50	7.50
Total Bank Service Charges	0.00	1.50	1.50	1.50	1.50	1.50	7.50
Event Expenses	0.00	0.00	0.00	167.47	0.00	0.00	167.47
Meals and Entertainment	0.00	0.00	0.00	0.00	39.35	0.00	39.35
Misc Expense	0.00	0.00	0.00	0.04	0.00	0.00	0.04
Rent Expense	0.00	2,289.75	2,289.75	2,289.75	2,289.75	2,289.75	11,448.75
Repairs and Maintenance	0.00	586.78	0.00	0.00	0.00	0.00	586.78
Supplies Expense	0.00	1,052.35	0.00	98.66	157.27	0.00	1,308.28
Taxes & License Expense	0.00	24.00	244.70	0.00	0.00	0.00	268.70
Utilities							
Electricity Expense	0.00	0.00	0.00	126.74	97.07	110.52	334.33
Internet Expense	0.00	461.75	0.00	161.35	161.35	161.35	945.80
Total Utilities	0.00	461.75	0.00	288.09	258.42	271.87	1,280.13
Total Expense	0.00	4,818.93	2,885.95	3,040.38	2,845.21	2,563.12	16,153.59
Net Ordinary Income	0.00	-4,813.30	-2,500.45	-1,043.90	-1,003.49	-113.19	-9,474.33
Other Income/Expense							
Other Income							
Interest Income	0.00	0.00	7.07	0.00	0.00	0.00	7.07
Total Other Income	0.00	0.00	7.07	0.00	0.00	0.00	7.07
Net Other Income	0.00	0.00	7.07	0.00	0.00	0.00	7.07
Net Income	**0.00**	**-4,813.30**	**-2,493.38**	**-1,043.90**	**-1,003.49**	**-113.19**	**-9,467.26**

08/08/23
Cash Basis

Balance Sheet
As of July 31, 2023

	Jul 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Bluevine Checking -0576	12,814.24
Total Checking/Savings	12,814.24
Total Current Assets	12,814.24
TOTAL ASSETS	12,814.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase Business Credit Card	490.01
First Ame Credit Card - 2166	5,041.96
Total Credit Cards	5,531.97
Total Current Liabilities	5,531.97
Total Liabilities	5,531.97
Equity	
Shareholder Distributions	16,790.46
Net Income	-9,508.19
Total Equity	7,282.27
TOTAL LIABILITIES & EQUITY	12,814.24

1:19 PM
08/08/23

Joy St C Inc DBA Co-Space LLC
Statement of Cash Flows
January through July 2023

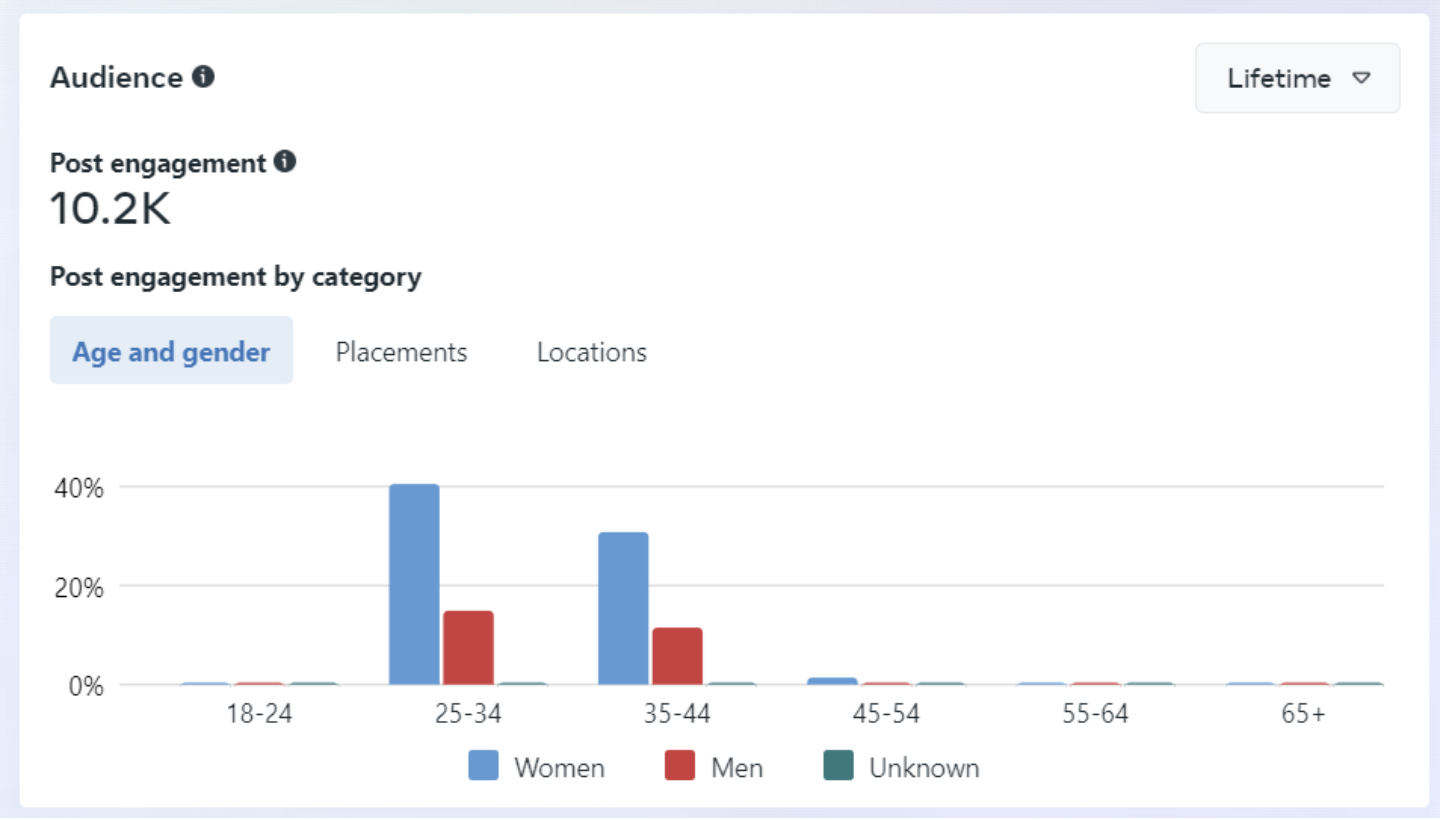
	Jan - Jul 23
OPERATING ACTIVITIES	
Net Income	-9,508.19
Adjustments to reconcile Net Income to net cash provided by operations:	
Chase Business Credit Card	490.01
First Ame Credit Card - 2166	5,041.96
Net cash provided by Operating Activities	-3,976.22
FINANCING ACTIVITIES	
Shareholder Distributions	16,790.46
Net cash provided by Financing Activities	16,790.46
Net cash increase for period	12,814.24
Cash at end of period	12,814.24

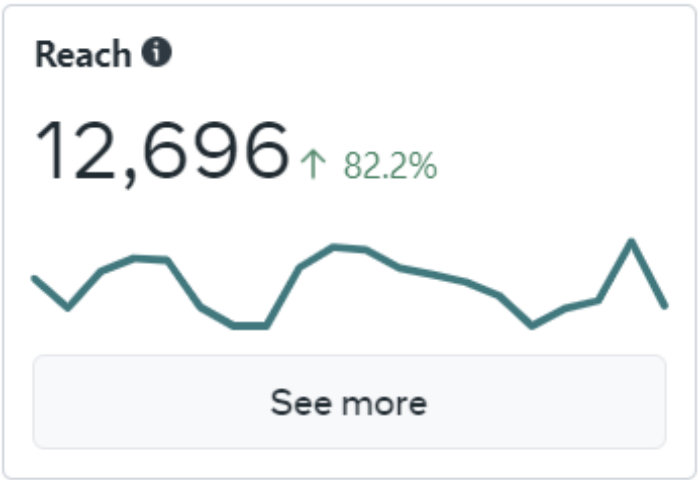
Disclosure of any prior or pending bankruptcies, legal or administrative actions

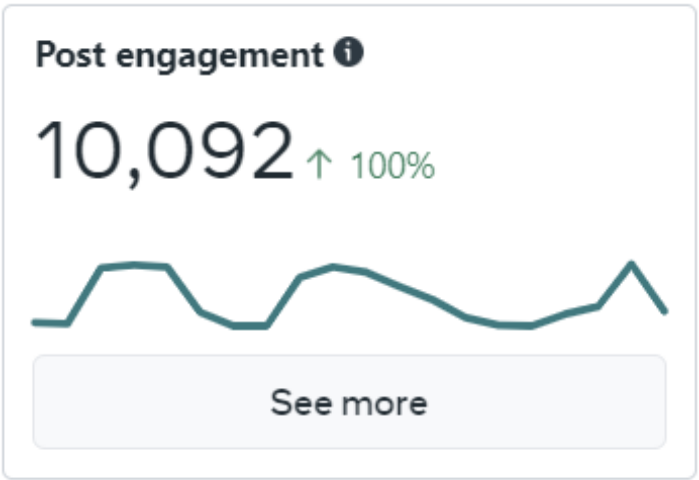
I do not have any prior or pending bankruptcies, legal or administrative actions

Tab 7: Additional Considerations

Instagram Account Metrics:







← Reel Insights

Wednesday, August 9 is International Coworking Day, and we're celebrating ...

Young Jeezy · Spaceships On Bankhead

August 7 · Duration 0:36

1163 73 19 25 4

Reel Insights

Instagram and Facebook plays	1,164
Instagram likes and Facebook reactions	73

Instagram

998
Accounts reached

370 Followers
628 Non-followers

← Reel Insights

Yall... I'm in love! I finally had the pleasure of checking out @juicedefined ❤️...

Anderson .Paak · Make It Better (Instrumental)

June 12 · Duration 0:14

1337 76 8 3 4

Reel Insights

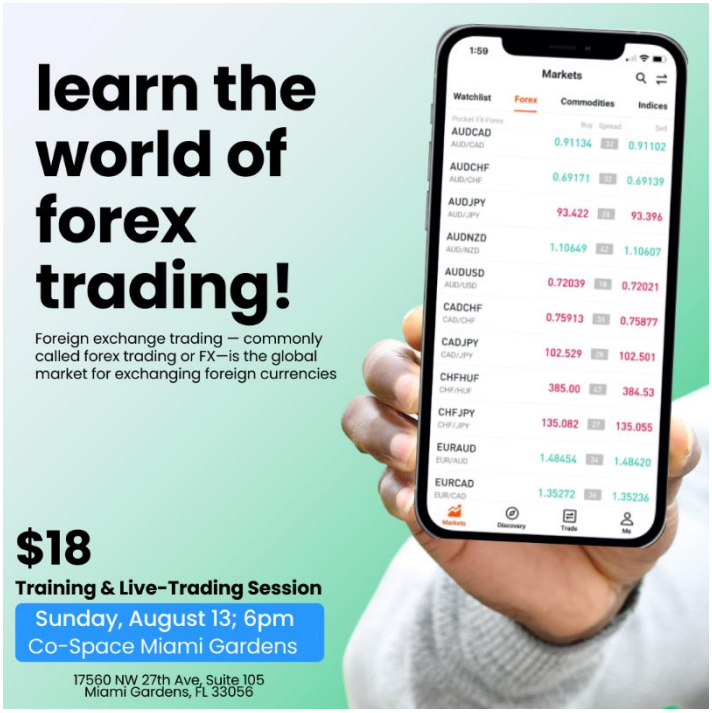
Instagram and Facebook plays	1,337
Instagram likes and Facebook reactions	76

Instagram

1,249
Accounts reached

196 Followers
1,053 Non-followers

Past & Current Programming



Co-Space Instagram Feed

Tab 8: RFP Required Documents

QR Codes

Electronic, Searchable .pdf File of Proposal

www.welcometocospace.com/cra202304

Co-Space Website

www.welcometocospace.com

Co-Space Instagram Account

www.instagram.com/the.cospace