



OKLAHOMA CITY
**INNOVATION
DISTRICT**

OKLAHOMA CITY INNOVATION DISTRICT

REQUEST FOR PROPOSALS (RFP)

Recurring Community Activations at OKC Innovation Hall

316 NE 9th St., Oklahoma City, OK 73104

Issue Date: May 14th, 2026

Submission Deadline: See final page

Prepared by: Oklahoma City Innovation District (OKCID), the operators of Innovation Hall

Point of contact:

Mickey Loveless II
Hospitality & Event Manager
Mickey.Loveless@okcinnovation.com

TABLE OF CONTENTS

1. About the Oklahoma City Innovation District (OKCID)
2. Purpose of the RFP
3. Activation Themes
4. What OKCID Provides
5. Partner Expectations
6. Proposal Requirements
7. Evaluation Criteria
8. Contract Term
9. Submission Details
10. Appendix A — Proposal Submission Form

1. ABOUT OKCID

The Oklahoma City Innovation District (OKCID) is a growing 1.3 square mile district of NE OKC where healthcare, research, technology, entrepreneurship, and STEM education leadership activities intersect. Our mission is to cultivate Oklahoma City's most collaborative community where programming, events and activities build inclusivity, scientific curiosity, community leadership discussions, and collaboration.

Innovation Hall is intended to be the district's central gathering space; a multi-use 29,000 SF building that opened in January of 2025 and was designed as a space to bring people together. The space includes multiple indoor and outdoor spaces, a public café/lounge space, conference rooms, and a large event hall for events ranging from 12-250 people. To expand its role as a community hub built on scientific leadership and neighborhood engagement, OKCID is seeking partners to deliver **recurring, organic activations** that energize the space and strengthen community ties.

2. PURPOSE OF THIS RFP

OKCID invites proposals from organizations, practitioners, creatives, and community leaders to host **recurring programs** at Innovation Hall. Selected partners will receive **free access to the space, depending on needs as reviewed and evaluated by OKCID with final OKCID approval** in exchange for delivering high-quality and mission-aligned programming that promotes:

- Community building
- Networking and professional connection
- Cross sector collaboration
- Health, wellness, and creativity
- A welcoming, inclusive district culture

3. ACTIVATION THEMES BEING SOUGHT

3.1 Health & Wellness (*preference given to early morning activations occurring outside, weather permitting, in the Presbyterian Health Foundation Plaza*).

Examples include:

- Yoga, meditation, or mindfulness
- Movement classes (dance, stretching, tai chi, etc.)
- Holistic wellness workshops/seminars

- Mental health and stress relief sessions

3.2 After Work Engagement *(not to exceed more than 2 hours of meeting time ending prior to 8:00 pm)*

Examples include:

- Networking mixers and meetups
- Skill sharing or peer learning circles
- Social clubs (book clubs, hobby groups, game nights)

3.3 Arts & Creative Culture *(preference given to activities in Cafe/Lounge space during Elemental Coffee's business hours 7:00 AM – 4:00 PM Mon – Thurs and 7:00 AM – 1:00 PM on Fridays).*

Examples Include:

- Live music, acoustic sets, poetry readings or open mic sessions
- Visual arts workshops or community art projects
- Creative writing, poetry, or storytelling events
- Maker or craft demonstrations

3.4 Open Category

Innovative concepts outside these categories are welcome if they support OKCID's mission and enhance community engagement. To be reviewed by OKCID with restrictions like the other categories based on circumstances.

4. WHAT OKCID PROVIDES

Selected partners will receive:

- Free use of specific spaces in Innovation Hall for approved recurring activations
- Standard furnishings and AV equipment (tables, chairs, microphones, speakers) as is included in a normal booking:
 - Conference Rooms: 85" Touchscreen TV with built in PC & Camera
 - Lounge: Built in sound through Spotify for ambient background music, Large TV Screen
 - Presbyterian Health Foundation Plaza: No AV

- Onsite support for building access and basic event needs
- Marketing and promotional support through OKCID channels
- Scheduling and coordination assistance\

[Please see our drone video here to view the spaces.](#) If you would like a tour, please email the point of contact listed on the cover page.

5. PARTNER EXPECTATIONS

Partners are expected to:

- Deliver consistent programming for a minimum of **three (3) months**
- Provide all program specific materials or supplies
- Ensure facilitators are qualified and prepared
- Collaborate with OKCID on marketing and outreach
- Maintain a welcoming, inclusive environment in Innovation Hall
- Track attendance and share participation metrics for MAPS 4 monthly reports
- Clearly communicate any participant fees
 - All ticketing or participant fees required are to be reviewed and approved by OKCID prior to marketing launch and may require additional contracts with a percentage donated to OKCID

6. PROPOSAL REQUIREMENTS

6.1 A completed Appendix A from below

6.2 Marketing & Outreach Plan

- Any pre-built marketing materials

6.3 A letter of support

7. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Alignment with OKCID mission and activation goals
- Creativity, quality, and feasibility
- Community impact and inclusivity

- Potential for cross sector engagement
- Experience and qualifications of the proposer
- Clarity and completeness of the submission

8. CONTRACT TERM

Initial activation term: **3–6 months**, with potential renewal based on performance and alignment with OKCID priorities.

9. SUBMISSION DETAILS

Submit proposals electronically (PDF preferred) to the point of contact listed on the cover page with the subject line: *RFP – Innovation Hall Activation Proposal*

Deadline: Submissions to be reviewed on a rolling basis at the end of each month with anticipated initial start date 2-3 months out from submission

- Ex: submission in January -> review by OKCID start of February -> Meetings to discuss needs and marketing launch -> First activation in March or April

Questions may be directed to the point of contact listed on the cover page

APPENDIX A — PROPOSAL SUBMISSION FORM

Innovation Hall Activation Proposal Form

Organization/Individual Name:

Primary Contact Name:

Email: _____ **Phone:** _____

Activation Title:

Activation Category (check all that apply): ☐ Health & Wellness ☐ After Work
Engagement ☐ Arts & Creative Culture ☐ Other: _____

Program Description:

Target Audience:

Format (class, workshop, meetup, etc.):

Frequency: ☐ Weekly ☐ Biweekly ☐ Monthly ☐ Other: _____

Preferred Days/Times:

Space: ☐ PHF Plaza ☐ Café/Lounge ☐ Conference Room

Equipment Needs:

Participant Fees (if any):

Proposed Start Date: