



## REQUEST FOR PROPOSAL: Project Manager

<b>Date of Issue:</b>	December 2 <sup>nd</sup> , 2019
<b>Submission Due Date:</b>	December 16 <sup>th</sup> , 2019
<b>Expected Date of Award:</b>	December 23 <sup>rd</sup> , 2019

This Request for Proposals (“RFP”) is being issued by Indus Community Services (Indus) and its Funder, the United Way Greater Toronto on behalf of the Peel Community Benefits Network (PCBN) to obtain competitive proposals from external consultants or contracting firms for project management services between the Peel Community Benefits Network (PCBN) and Mobilinx. We are inviting the submission of a proposal to be submitted to us by 10:00am, Monday, December 16<sup>th</sup>, 2019, for our consideration.

### Background:

The Peel Community Benefits Network (PCBN) was born from an initiative of the Peel Poverty Reduction Strategy Committee (PPRSC), which is co-chaired by the Region of Peel and United Way Greater Toronto. Its mandate is to:

- Ensure that residents benefit from the economic opportunities that large infrastructure projects, like the Hurontario Light Rail Transit, will bring to the community
- Actively engage stakeholders from business and non-profit organizations, the community, school boards, labour unions, etc. to create inclusive Community Benefit frameworks

### Scope and Deliverables:

1. Lead stakeholder engagement and project manage the successful implementation of a Community Benefits Agreement (CBA) for the Hurontario LRT project. Engagement and project management shall focus on three specific pathways:
  - Construction Apprenticeships – opportunities for residents in Peel to enter the construction trades through apprenticeships
  - Professional Administrative Technical (PAT) – opportunities for residents in Peel to access jobs in their professions/fields of study
  - Social Enterprise procurement – opportunities for social enterprises and local small businesses to bid on contracts related to catering, printing, cleaning and others, as they emerge
2. Act as the main contact for members of the PCBN, Region of Peel and Mobilinx, as related to, but not limited to:
  - Coordinating and facilitating regular meetings
  - Meeting agendas, presentations and establishing next steps
  - Identifying and responding to any gaps or opportunities that may be identified through such meetings
3. Establish work-plans with the participants in each of three pathways:
  - Construction Apprenticeships
  - Professional Administrative Technical (PAT)
  - Social Enterprise procurement
4. Monitor and apply for any funding opportunities for PCBN

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5. Evening and weekend work is required (attendance at community/outreach events and occasional evening meetings)
6. Office space will be made available at the Mississauga Offices of the United Way Greater Toronto.

**Key Qualifications:**

- Strong project management skills
- Experience with engagement strategies and working with stakeholders
- Strong understanding of the Peel Community Benefits Network and large infrastructure projects, like the Hurontario Light Rail Transit
- Knowledge of Community Benefits Agreements, the construction sector, Ontario's trades and apprenticeship system, the role of Government, Contractors and unions in apprenticeships, workplace and on the job
- Excellent verbal communication skills, particularly community engagement and facilitation skills
- Excellent research and written skills
- Ability to work collaboratively with various stakeholders
- Demonstrated ability to meet timelines
- Proficiency in Microsoft Office including Word, Excel, Access, Power Point and Outlook
- Valid Ontario Driver's License. Travel will be required across the Region of Peel, and occasionally to other parts of the GTA, to meet with stakeholders as and when required
- Reliable IT equipment such as laptop and proficiency in Microsoft Office as well as visual presentation tools such as PowerPoint
- Peel based experience will be considered an asset

**Proposal Instructions:**

All proposals should be received by 10:00am on December 16<sup>th</sup>, 2019. Submit your proposal by e-mail to [hr@induscs.ca](mailto:hr@induscs.ca). As part of your proposal, please address the following:

- A brief Executive Summary
- A resume that clearly demonstrates how your experiences reflect the key qualifications
- A detailed plan and description of how the deliverables may be executed
- A breakdown of costs including time availability
- The names and contact information of three references
- A community project example that you were involved with would be an asset

**Fees:**

This project has a defined budget of up to \$70,000.00 CAD/Annually including taxes, prorated until March 2020 with the possibility of extension, subject to funding and performance.

**Inquiries and Proposals should be directed to:**

Harinder Malhi, Director – Newcomer Services  
Telephone: 905-275-2369, ext. 1240  
Email: [hr@induscs.ca](mailto:hr@induscs.ca)

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