



United Way
Greater Toronto

Request for proposals

Cooksville Space & Services Study

United Way Greater Toronto

March 21, 2025

1. Invitation

United Way Greater Toronto (UWGT) is inviting qualified consultants with experience in the community and non-profit sector, and with neighbourhood-based research and facilitation skills to:

- conduct a deep-dive into community space and service needs in the Cooksville area of Mississauga
- facilitate community and stakeholder engagement to identify considerations for community space and services as part of the upcoming changes in the area
- author a report based on all the findings

2. Background

Transit infrastructure projects such as Hazel McCallion Line (formerly the Hurontario LRT), Dundas BRT and Milton Line GO expansion, are fueling major changes in Cooksville. This multicultural neighbourhood in Mississauga has become a hotspot for transit-oriented development with thousands of square feet of residential, retail, commercial and institutional space being proposed in the area over the coming years.

The anticipated influx of new residents in this growing neighbourhood is expected to add pressure on the local social services infrastructure, which is already facing significant challenges with regards to access to community space. It is therefore critical to assess both the current landscape as well as emerging needs and opportunities, to ensure upcoming neighbourhood development efforts result in the available and accessible community spaces and services in the area.

Local community agencies have been mobilizing in Cooksville to identify shared aspirations for building a strong and inclusive neighbourhood. Through this engagement, community space and services was identified as a key priority, with the development of a community hub as a key area of interest. Supporting this effort, local agency partners operating as part of the Cooksville Community Collaborative Table (under the leadership of Indus Community Services and supported by United Way Greater Toronto), did a preliminary community hub feasibility study in 2023. The findings underline the urgent need for well-coordinated services and gathering spaces that can improve social connections and ensure adequate services.

3. Purpose

The purpose of this work is to paint a picture of the current and emerging needs of community space and services, and assess opportunities and interest from a range of

community service providers related to coordinating and co-locating services within a community hub model. This is intended to inform recommendations to help maintain or expand services in the Cooksville area.

4. Scope of work

For this contract, UWGT is interested in working with a qualified consultant(s) to conduct and deliver on the following:

- i. **Material Review:** Review any relevant community services and facilities studies, local community plans, development plans and applications, previous needs assessments and asset mapping, etc. to understand current and emerging needs and opportunities related to community services, space and facilities in the Cooksville area.
- ii. **Needs Assessment:** Conduct a community space and services needs assessment
 - A. Service Needs Assessment
 - Deepen understanding of current service delivery infrastructure (for example: who is currently accessing services, what services are at capacity in the Cooksville area, what services are missing, etc.)
 - Provide an overview of current service levels and anticipated service level needs based on population projections and local demographic trends
 - B. Space Needs Assessment
 - Get a sense of the different community spaces currently operating in the neighbourhood (including space type and size, ownership model, etc.)
 - Confirm with community service agencies the kind of community space required to meet current and future needs, as well as any space-related considerations in light of upcoming changes in the neighbourhood
 - Understand interests and constraints among community service agencies around different space-tenancy models (example: ownership, lease, co-location in hub / shared facility etc.)
- iii. **Community & Stakeholder engagement:** Facilitate relevant community sessions and key stakeholder interviews to inform the assessment, including:
 - Engaging a mix of community leaders, service agencies and developers
 - Preparing any associated materials for the sessions
- iv. **Final Report:** Provide a final report, written in accessible and plain language, with findings from the needs assessments as well as the summary of community sessions and interviews. This will include key considerations for community organizations around enabling adequate services and spaces to meet current and future needs of Cooksville community.

5. How the findings from this project will be used

The findings from the research, assessment, mapping and engagement will be used to inform opportunities to preserve and enhance services in Cooksville in anticipation of neighbourhood change. The information gathered will also be leveraged by UWGT and the Cooksville Collaborative Table to explore future community hub options in Cooksville.

6. Consultant role and relationship with United Way staff

The consultant will report directly to the UWGT's Senior Manager, Community Initiatives, who has the direct management responsibility of this project. Along with members of UWGT's Neighbourhoods and Community Real Estate teams, the Consultant will also meet with the Cooksville Community Collaborative, as required, to provide updates and progress on this project.

7. Timelines and deliverables

RFP released	21 March, 2025
Last day for questions from applicants	17 April, 2025
Proposal submission	21 April, 2025
Interviews of candidates	28-30 April, 2025
Selection and awarding of contract	Week of 5 May, 2025
Initial meeting with UWGT staff	7 May, 2025
Progress update meeting with UWGT	13 June, 2025
First draft of final report to UWGT	14 July, 2025
Final report submitted to UWGT	1 August, 2025

8. Consultant qualifications and considerations

- Demonstrated in-depth knowledge of the community and voluntary sector.
- Experience conducting literature reviews, performing needs assessment and facilitating community conversations preferably in a non-profit context.

- Ability to analyze and synthesize quantitative and qualitative data, as well as produce a high-quality, plain-language written report.
- Ability to work collaboratively with UWGT staff and its partners.
- Ability to manage this project as necessary to meet deadlines and deliver high-quality deliverables.

9. Proposal requirements

The Proposal should not exceed 3,000 words in total, including details on how the budget will be used, but excluding appendices (CV, writing samples, references, etc.). Type size should be 12 pt. The following specific content is required to be included in the proposal:

Name and contact information

Reference Information

- Description of the applicant's work, including experience in relevant projects related to conducting literature reviews, needs assessment and community facilitation. Attach a separate CV if needed.
- List of similar projects currently or previously undertaken.
- Names and contact information of three references for whom the applicant has completed relevant projects.
- 2-3 examples of executive summaries and one full report written by the applicant (for example: a community needs assessment).

Proposal

Overview of the applicant's understanding of the scope and requirements of the project, and the approach that the applicant will take.

- A proposed research strategy with rationale for chosen methods and tools.
- A work plan that takes into account the deliverables and implementation timelines.
- A clear breakdown of the tasks, showing the amount of time each member of the consultant team will spend on this project.
- A brief description of how the applicant would work with UWGT staff managing the project.
- A budget for the total cost of the work, including all personnel, materials, and other expenditures.

10. Budget

A maximum of \$25,000 inclusive of taxes, with justification through daily consultancy rates.

11. Application deadline

Please submit one (1) electronic copy of your proposal before 5pm on April 21, 2025 to:

Juneeja Varghese

Senior Manager, Community Initiatives

United Way Greater Toronto

Email: jvarghese@uwgt.org

Subject/Reference: Cooksville Space and Services Study

12. Questions/inquiries

Please contact Juneeja Varghese at jvarghese@uwgt.org by April 17, if you have any questions regarding this RFP.