



Request for Information: Travel agent

Purpose

We are seeking a travel agent to periodically help the Bush Foundation with travel arrangements.

About the Bush Foundation

The Bush Foundation works to inspire and support creative problem solving—within and across sectors—to make our region better for everyone. To do this, we invest in great ideas and the people who power them in Minnesota, North Dakota, South Dakota and the 23 Native nations that share the same geography.

Scope of Work

We work with a variety of people across our region and from time-to-time people travel to our offices in St. Paul or some other part of our region. Those traveling might include grantees, Bush Fellows, committee members and board and staff members. The travel agent would assist with flights, hotel reservations and/or car services. The needs will vary.

While we can't anticipate all travel needs in 2024, we know we will need assistance arranging for travel in mid-April, mid-May and sometime in October.

How to Submit Information

Please provide information about your business, including your rates and a completed [Vendor Demographic Form](#).

Email your information to Farhiya Abdulkarim at fabdulkarim@bushfoundation.org by Wednesday, January 31, 2024, at noon Central. We anticipate selecting one or two businesses to work with and will notify the others of our decision in early February.

While it is not a requirement, preference will be given to businesses located in the region the Bush Foundation serves.

If you have questions, please reach out to Farhiya Abdulkarim at fabdulkarim@bushfoundation.org.