



## REQUEST FOR PROPOSALS

### DEVELOP A DISABILITY AND INCLUSION PLAN AND PRACTICE

#### Purpose

The Bush Foundation seeks a partner to help us continue to integrate accessibility, particularly for disability and inclusion, as a fundamental practice across our foundation's operations, physical spaces and interactions.

#### About us

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. Learn more at [bushfoundation.org](https://bushfoundation.org).

#### Project background

We are seeking proposals to support a two-year initiative to develop and implement a disability and inclusion plan and practice that informs our core decision-making processes, operational workflows and grantmaking program designs.

This project builds on previous work and is an organizational priority for 2025 and 2026. The first year will emphasize discovery and learning and reviewing current practices. The second year will focus on training and implementation to establish disability and inclusion practices across the organization.

Goals for the project:

- Define and integrate disability and inclusion as a core value and operational practice.
- Review current organizational resources and practices for inclusivity and accessibility.
- Develop and implement guidelines and training programs for inclusive programs, operations and events.
- Foster a culture of practice through collaboration with experts, staff, board and stakeholders

#### Scope of work

The selected consultant will:

1. Facilitate staff input sessions to understand what we already are doing, what's gone well and what we still need to learn. Examples:
  - a. We meet with community members in formal and informal settings, as well as host gatherings for people to connect. These activities include in-person, remote and hybrid offerings.
  - b. As a grantmaking organization, we use online application and submission processes for our various programs and provide a lot of online information, email communications and some written materials. When possible, we adapt those processes to be more inclusive but know we can do more.

2. Develop or source guidelines specific to Bush and help develop or identify training programs for staff. Possible approaches might include universal design and result in some tangible tools and recommendations for staff to implement.
3. Support the implementation and evaluation of disability and inclusion practices, including change management to help us build a culture of practice.
  - a. Begin developing trainings and resources in deep partnership with the Bush staff. We want to work to build a longer-term culture of practice around our accessibility principles and ownership of this work by Bush staff. This will likely include some cultural changes for us.
  - b. Identify a set of accessibility guidelines/resources that will allow Bush to support community members, applicants, attendees, staff and board who:
    - i. Use mobility aids, like wheelchairs, motorized chairs, canes or prostheses.
    - ii. Have low vision or blind.
    - iii. Are deaf or difficulty hearing, those using American Sign Language
    - iv. Are neurodivergent (Autism spectrum, ADHD)
    - v. Other areas of accessible access: community members who may immune compromised, chronic pain, or other mental health disorders.

Two Bush staff members, Farhiya Abdulkarim and Kevin Bruins, will serve as project leads. There is organizational support for this project, with a core project team who will be additional thought partners.

We expect the hourly rate associated with this work may range from \$150 to \$250. We will finalize the rate and budget with our selected partner. We envision the work may start in June or July 2025 and run through December 2026. This timeline may be adjusted with our selected partner and evolution of the work.

### **Selection criteria**

Decisions will be made based on how well an organization fits selection criteria. We will consider the following.

- Proven thought leadership in the field of disability and inclusion
- Expertise in this field, with experience in change management, culture change and implementation
- Depth of experience with similar projects
- Proposed methodology and work plan
- Budget
- Alignment with Bush [operating values](#)

### **Submission requirements**

Please include the following in your proposal:

- Description of relevant experience and qualifications
- Proposed approach and methodology
- Work plan and timeline
- Budget
- Three references for similar work

Proposals should not exceed four pages.

### How to submit

- Email your proposal to Farhiya Abdulkarim, at [fabdulkarim@bushfoundation.org](mailto:fabdulkarim@bushfoundation.org) please include “RFP for disability and inclusion partner” in the email subject.
- Include a completed [vendor demographic form](#).
- Proposals are due by Thursday, May 1, 2025, at noon Central.

If you have any questions, please contact Farhiya Abdulkarim at the email address above.

### Selection process and timing

- Bush staff will review all proposals and select finalists. In early May all applicants will be notified by email whether they are moving forward in the process.
- Bush staff may schedule calls with finalists to learn more about their proposal and may call references.
- Finalists will be notified in early June whether or not they have been selected as a partner.
- It is anticipated that work may begin in June or July.