



## Request for Proposals IDI Administration and Debrief

### Purpose

The Bush Foundation (the Foundation) seeks proposals from qualified organizations or groups to administer the Intercultural Development Inventory (IDI) to all Foundation employees, engage in individual debrief of results and Individual Development Plans (IDPs) and provide an organizational view from the aggregated IDI results.

### About Us

The Bush Foundation works to inspire and support creative problem solving — within and across sectors — to make our region better for everyone. Everything we do is to advance this purpose. It is what ties all our work together.

We invest in great ideas and the people who power them in Minnesota, North Dakota, South Dakota and the 23 Native nations that share this geography. This is both our tagline and our strategy to advance our purpose.

We work through open grantmaking programs to support efforts to: develop, test, and spread great ideas that will make the region better for everyone; and inspire, equip, and connect people to more effectively lead change.

These programs include:

- The [Bush Fellowship](#) funds individual development plans for leaders who want to be more effective in leading change.
- The [Bush Prize](#) provides flexible funding and recognition to organizations with a track record of making good things happen.
- [Community Innovation grants](#) and program-related investments (PRIs) directly support creative problem-solving efforts that have the potential for transformative impact in the region.
- [Ecosystem grants](#) provide operating support for organizations that others rely on for help in community problem solving.

Equity is central to the Bush Foundation's purpose and [how we do our work](#) is as important as what we do. Our [operating values](#) guide everything we do.

For more about us, please visit [www.bushfoundation.org](http://www.bushfoundation.org).

### Project Background

The Foundation's external commitment and focus on equity has both strong roots and a close link to the way we operate on a daily basis and what we learn together. We have ongoing staff development related to diversity, equity and inclusion with a clear understanding of the need to support both individual development and collective learning. The IDI was an important part of this work. Foundation staff took the IDI in 2014 and 2017 and up through 2020. Typically, new employees took the IDI during their first year. Nearly half of our current employees have joined the Foundation since 2020. We have not done org-wide learning or discussion related to the IDI in the last couple of years, though some teams and programs have continued to work with it.

### *Additional Background on Internal Equity Work*

[Our equity statement](#) reflects deep and broad work in building our individual and collective equity muscles. (We told the story of those first five years in this [learning paper](#).) After a couple of years of intense review of our grantmaking strategy and related organizational changes, we're ready to refresh and update that approach to fit who we are now and how we work.

This refresh of the IDI is part of a more comprehensive review of our approach to our internal equity work and we expect that what we learn here will inform and strengthen that broader review.

### **Project Scope**

We're looking for a partner to administer the IDI to our staff of approximately 35 people, to complete individual debriefs of the IDI and the IDPs and to develop and share a view of the Foundation's aggregate IDI. We would be looking for preparatory materials and/or sessions to help people understand the process and instrument. (Our staff have a range of familiarity with the IDI — some have not taken it; some have taken it several times and some are Qualified Administrators (QAs) themselves.)

In addition to this core work, we are also interested in the potential to make ongoing coaching and support available to our staff following the initial debriefs. We don't have a set approach or structure so would want to co-create that follow-up work. This isn't part of the proposed work in this RFP, but is a possibility in the future.

### **Requirements**

Successful respondents will need to be QAs of the IDI, with significant experience in IDI administration and coaching, preferably in the nonprofit sector. Ideally, the QA group should reflect some of the diversity of our staff and community. Experience interpreting and presenting aggregated results for an organizational view is a plus. We would like to begin this work as soon as possible, with all assessments, including the debriefs, completed by the end of November 2023.

As mentioned above, we're also interested in exploring more extended support for employees following their initial debriefs. These would be optional for employees. If your group or firm has capacity and interest in doing this, please feel free to prepare additional materials explaining how you might approach this additional work. We would likely decide on this additional engagement following completion of the initial assessments but would be interested in talking more about this possibility.

### **Proposal Content**

1. Please address the required elements from above.
2. Please provide background on the individuals who would be engaged with us on this work, including identifying the relevant experience of each person listed.
3. Please describe how you would ensure a great experience for our people.
4. If we engaged you and your organization for this work, what can we do to prepare you for a productive partnership? What would you want to know about the Bush Foundation, our work and our people?
5. A list of representative clients, plus three references who can speak to your experience and competencies in similar work.
6. A price estimate for the engagement and a suggested timeline.

If your proposal includes firms working together to provide services, please include the above information for each organization, your experience working together and how you would propose to work together for this project.

### **Selection Criteria**

In our selection, we will evaluate submitted materials, references and cost.

### **Selection Process and Timeline**

Proposals are due by noon CT on Thursday, August 17, 2023.

- By Friday, August 25 — We'll evaluate each response to determine the best qualifications and fit for this search. Applicants will be notified whether they are moving forward in the review process. We anticipate selecting up to three finalists.
- Week of August 28 — We'll have virtual interviews with finalists to explore the proposal and to assess capability and compatibility.
- Week of September 4 — Finalists will be notified whether they've been selected for the proposed work.
- We anticipate having a partner under contract in early September.

### **Submitting Your Proposal:**

Please submit your proposal and a completed [Vendor Demographic Form](#) to [talent@bushfoundation.org](mailto:talent@bushfoundation.org) by noon CST on Thursday, August 17.

Questions about this RFP can be sent to the same email address.

Thank you for considering this partnership with the Bush Foundation.