



## Intercultural Competency Training & Development

### Request for Proposal

#### **Project Summary**

The Bush Foundation (the Foundation) seeks proposals from qualified organizations or individuals to partner with us to design and implement a comprehensive training and development program for Foundation staff to strengthen our skills in and practice of diversity, equity and intercultural competency.

#### **About Us**

The Bush Foundation is a private foundation based in St. Paul, Minnesota. We invest in great ideas and the people who power them, helping individuals and organizations think bigger and think differently about what is possible for their communities.

The Foundation was established in 1953 by 3M executive Archibald Bush and his wife, Edyth, and today works in communities across Minnesota, North Dakota, South Dakota and the 23 Native nations that share the same geography.

We have 40 employees, contractors and fellows who would be participating in this work. You can find much more about the Foundation at [BushFoundation.org](http://BushFoundation.org).

#### **Project Background and Scope**

The Foundation has a long commitment to building individual and organizational capacity to lead community change. Recently, our focus on diversity has become more pointed, with new program criteria explicitly emphasizing our goals of addressing inequalities and building diverse leadership pipelines. We have also redoubled our efforts to build a staff that reflects the diversity of the communities in which we work, including the recent launch of the MCF Fellows program. A joint effort with the Minnesota Council on Foundations (MCF), this program aims to increase the number of philanthropic leaders from under-represented communities by providing three-year fellowships at the Bush Foundation. The first four MCF Fellows began work at the Foundation in mid-January 2014.

These activities both lead to and result from our interest in improving our competency on diversity and equity. In order to refine our individual and collective capacity, we envision a sustained and significant engagement with the individual or organization selected through this RFP that would include (1) individual and organizational assessment, (2) individual and group training and coaching and (3) review and refinement of internal processes and approach. Our ultimate goal is to improve the Foundation's ability to be inclusive and effective in our grantmaking, our operations, our outreach and our partnerships.

#### **Requirements**

Qualified firms or individuals must have extensive experience building capacity around diversity, equity and inclusion with a variety of organizations. Specific experience working with philanthropic organizations is a plus. We seek an engaging, challenging, supportive partner who is interested in and has experience with a long-term iterative partnership. Bush Foundation

management and staff will be actively engaged in co-creating both the approach and implementation plan, and successful respondents will welcome this high degree of engagement.

### **Proposal Content**

We are open to a range of approaches and encourage respondents to suggest strategies that have been successful in similar engagements. We will work with our selected partner to craft a meaningful and feasible project plan, with work ideally beginning sometime in March 2014.

We anticipate that this engagement will extend through 2014 and 2015, but are willing to adjust that timeline depending on the ultimate plan.

The proposal should address the following areas:

1. Describe how you would assess the cultural competence of our organization and staff at the beginning of the engagement, and how improvement and learning would be assessed throughout the project.
2. Describe the general approach, tools and strategies that you would propose, including your staffing, work phases, timelines and client requirements.

Some examples of issues we are interested in reviewing include:

- How you would incorporate assessment tools into your approach
  - How you would balance individual and group training and coaching
  - Strategies you would propose to help staff practice and refine their skills over time
  - Your experience co-creating similar work with other clients
3. Please provide background on the individual(s) who would be engaged with us on this work, including identifying the relevant experience of each person listed.
  4. A list of representative clients, plus three references who can speak to your experience and competencies in similar work.
  5. A price estimate for the engagement and a suggested timeline, including potential ways to phase this work if relevant to your suggested approach.

### **Selection Process and Timeline**

The Foundation will interview up to three respondents to explore the proposal and to assess capability and compatibility. A proposal revision may be requested following the interview and prior to selection.

Proposals are due by noon CST on February 18<sup>th</sup>. After reviewing the proposals, we intend to schedule interviews with selected respondents during the weeks of February 24 or March 3, with final selection soon after.

### **Selection Criteria**

In our selection, we will evaluate submitted materials, interviews, previous work with similar clients, references and cost.

**Pre-Proposal Conference Call for Further Discussion**

The Bush Foundation will host a conference call on Friday, February 7 from 3:00 to 4:00 p.m. CST where we will briefly review the proposed work and answer questions. Please contact Beth Norris at [bnorris@bushfoundation.org](mailto:bnorris@bushfoundation.org) if you would like to participate in this call, and we will provide you with call-in information.

If you are unable to participate in the call but would like access to the information discussed, please contact Beth at the e-mail address above and we will make the information available to you in an alternative format.

**Submitting your Proposal**

By 12:00 p.m. CST on **Tuesday, February 18, 2014**, please send one copy of your proposal via email or mail to:

Stephanie Andrews  
Leadership Development Director  
Bush Foundation  
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St. Paul, MN 55101  
[sandrews@bushfoundation.org](mailto:sandrews@bushfoundation.org)

Thank you in advance for your response and your interest in the Bush Foundation.