



Request for Proposal

To partner with the Blandin Foundation and Board to redesign the mission, vision, and values of the organization; and to redevelop a relevant 2021 strategic plan

1. Organizational Overview

The Foundation is the largest rural-based and rural-focused private foundation in Minnesota and one of only a handful nationally. We provide approximately \$12 million in grants each year and have a nationally recognized community leadership development, broadband and other programs. The Foundation also convenes rural community leaders around critical issues such as student success, diversity, equity and inclusion, and economic development. The Foundation works throughout rural Minnesota and maintains a special relationship with its home area. Further information about our organization can be found on our website: <https://blandinfoundation.org/>.

The Blandin Foundation has a diverse twelve-member board. The Board is working intentionally on learning how to bring increased equity into their work with each other as well as into the work of the Foundation overall. The consultant selected to assist the Board with this project will be asked to coordinate with board and staff the facilitation of the strategic planning process.

Given COVID-19, it is uncertain at this time if these discussions will take place in person or via teleconference so the selected consultant should be prepared for either. The selected consultant must be available to begin March 1.

2. Overview of Project

The Board has completed a variety of self-assessment surveys and processes over time to advance equity. The purpose of this planning process is for planning, alignment, bringing diverse trustee talents and experience into the Board's work and helping the board capture and inform a new strategic direction and plan for the Foundation. The consultant selected will be provided with additional background about the survey tool and its development.

Specifically, the Blandin Foundation Board of Trustees is seeking a consultant to:

- Work with the Strategic Planning Committee of the Board and key staff to facilitate online discussions, necessary data collection, and survey results;
- Analyze the results and note themes, key opportunities and challenges, and topics for deeper discussion;
- Provide a summary document which captures the results;
- Facilitate a full board and staff discussion and re-write of the mission, vision, and values of the organization.
- Meet with the board to present data and facilitate discussion relevant to writing a strategic plan.

- Assist the board and staff in completing the strategic plan.
- Finalize the mission, vision and values and strategic plan for approval by the board.
- Provide technical assistance to create actionable outcomes with the new deliverables identified in the process with the Strategic Planning Committee as needed to complete a new Strategic Plan for the Foundation with a target date of December 1, 2021.

There will be opportunities at all board meetings for the consultant to work with the board and there is flexibility to schedule additional time outside these scheduled times if necessary. Currently, 2021 board meetings are scheduled for: March 18-19, June 28-29, September 16-18 (board retreat), and December 13-14.

3. Proposal Submittal

If interested in working with the Blandin Foundation Board on this project, please submit a brief proposal (i.e., four pages or less) **no later than, February 24, 2021** to include the following:

- Consultant Profile--Brief overview of your firm and consultant experience.
- Brief summary of proposed process and associated fees and expenses
- Describe any experience you've had consulting in the following areas:
 - ✓ Experience in facilitation of mission development and strategic planning processes
 - ✓ DEI/cultural competency, creating a culture of inclusion, advocacy, social justice
 - ✓ Board governance, particularly in non-profit or philanthropic organizations or organizations with a diverse board
 - ✓ Team/organizational development
 - ✓ Other experience, training, or skills you believe would be beneficial for this project.
- Contact information for organizations (2-3) we may contact for references

Please submit your proposal via email to Carolyn Olson, Executive Administrative Assistant, cbolson@blandinfoundation.org. Questions about this project can also be directed to Carolyn Olson via email.

4. Proposal Review

Proposals are being requested from consultants and will be reviewed by the Strategic Planning Committee of the Board. Factors to be considered in selecting a consultant will include, but are not limited to:

- Level and scope of consultant experience working with diverse boards, assisting organizations to advance equity centered values, and demonstrated experience on systems change;
- Demonstrated experience & knowledge working with Tribal programs and communities;
- Demonstrated experience & knowledge working with rural communities;
- Experience in facilitation of group conversations leading to deep reflection and action planning;
- Proposed approach and methodology;
- Experience working with non-profit organizations or foundations;

- Ability of consultant to approach facilitation in an inclusive, adaptive and responsive manner using telecommunication tools and platforms;
- Proposed fees and expenses.