



Request for Qualifications – Legal Services

Purpose

We are seeking a legal firm with broad expertise to provide comprehensive legal services and long-term partnership to the Bush Foundation.

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. Learn more at bushfoundation.org.

Background

We are looking for a full-service law firm to serve as our primary partner regarding all legal questions and concerns. We would like to engage a firm that offers comprehensive expertise around a broad spectrum of legal topics including employment and benefits, contracts, real estate, tax, data privacy and cybersecurity, IRS rules and restrictions for private foundations, intellectual property, litigation, risk management and other areas.

We are generally pleased with the service we have received from our current legal partner, but we believe it is good practice to periodically review services and cost, and to consider all options.

Scope of Services

Given the wide range of legal questions that arise in our work, we are looking for a firm with deep expertise across a broad spectrum of practice areas. Additionally, given the timely nature of some of our legal needs our ideal partner should be highly responsive and available when needed. We are looking for a partner with significant skill and experience working with philanthropic entities, particularly private foundations. The Foundation has a history of innovation and creativity in our grantmaking, and we are looking for a legal partner who can support these efforts.

Examples of the specific services and expertise we have needed include the following:

- Support for development and review of org level policies and practices related to employment, benefits, hiring and selection and workplace practices.
- Employee specific issues related to interpretation and application of internal policies and guidance in managing employee performance issues.
- Guidance in incorporating equity and anti-racism goals into our policies and programs.
- Research and advice on course of action related to grants-to-individuals, specifically the Bush Fellowship Program which has been granted special approval from the IRS for the Bush Foundation to operate. Examples include:
 - Guidance on programmatic procedures and policies
 - Assess individual circumstances most often occurring with government officials
 - Help us understand how to think about risk as we make programmatic decisions.
- Guidance on specific grants that raise questions about things like tipping (public support test), use of funds (especially related to advocacy) and qualifying distributions.

- Expertise in expenditure responsibility, fiscal sponsorship, donor advised funds, program related investment agreements, tribal sovereignty and conflicts of interest.
- Training for Foundation staff in the key legal concepts related to being a private foundation.

The firm must have offices in Minnesota, North Dakota, South Dakota or the 23 Native nations that share that geography.

Submission Requirements

Please provide the following:

- Overview of your firm including:
 - Expertise working with private foundations.
 - Experience working across a broad range of practice areas.
 - Demonstrated capacity to meet Bush Foundation legal needs.
- Information/bios for the individuals primarily involved in the relationship.
- Fee structure.
- Values that guide your organization or your approach to work.
- Contact information for three references who can speak to your experience with similar organizations.

Submissions should not exceed five pages.

Review Considerations

- Experience with the type of work and grantmaking that the Foundation does, including the work outlined in the scope of services.
- Alignment with the [Bush Foundation values](#).

Submit Qualifications

Submissions are due by Friday, December 20, 2024, at noon Central. Email your materials to Kent Linder, finance and facilities associate, at klinder@bushfoundation.org and include a completed [Vendor Demographic Form](#).

If you have any questions, please reach out to Chris Romano, chief operating officer, at cromano@bushfoundation.org.

Review and Timing

- Mid-January: We will notify all organizations by email whether they are moving forward in our process.
- Mid/Late January: We may ask to meet with finalists to learn more about their services.
- Early February: We will make our decision and notify all finalists.