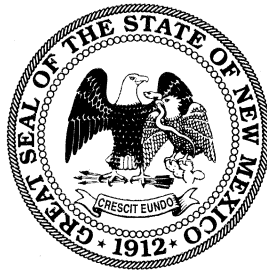


**STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS (DWS)
OFFICE OF HOUSING (OH)**



**REQUEST FOR INFORMATION
RFI# 27-631-1111-00020**

Planning for Unsheltered Housing Stability

Release Date: October 15, 2026

Due Date: Rolling deadline until March 31, 2027

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I. INTRODUCTION

A. Purpose of this Request for Information (RFI)

The purpose of this RFI is to solicit and gather information to help the New Mexico Department of Workforce Solutions (DWS) Office of Housing (OH) determine how to best utilize its funds for the procurement of a geographically or demographically focused, action-driven plan for system level enhancements in homelessness and housing instability services. This RFI is to obtain information from governmental entities to develop action-oriented plans for system-level improvements supporting people experiencing homelessness or housing instability, focused on:

1. A specific geographic area, population, or both (not statewide).
2. Strengthening organizational and community capacity.
3. Improving provider readiness, coordination, infrastructure, and effectiveness for housing-focused, trauma-informed, culturally responsive services.
4. Enhancing regional ability to collect, synthesize, analyze, and use multi-sector data.
5. Additional goals emerging from the planning process.
6. Work must involve Continuum of Care partners, Coordinated Entry Systems, outreach teams, and community-based organizations.

B. Background

The DWS OH is committed to building the capacity, data infrastructure, and collaboration systems needed to improve homelessness response across New Mexico. This RFI builds on these statewide initiatives by supporting planning that enables communities to develop clear, actionable strategies to strengthen their homelessness response systems, improve coordination, expand provider capacity, and increase the use of trauma-informed and data-driven practices.

Information submitted in response to this RFI may be used to:

1. Evaluate potential projects for funding
2. Support the negotiation and execution of IGAs, including establishing project scope, funding amounts, timelines and performance requirements within an IGA.

This is not a formal procurement solicitation.

C. Eligibility

The following entity types are eligible to respond to this RFI:

1. Counties
2. Municipalities
3. Housing Authorities that operate as governmental entities and have the authority to enter into intergovernmental agreements with DWS

4. Local Educational Agencies
5. Higher Education Institutions
6. Indian Tribes, Pueblos and Nations
7. Special Districts or other entities with the authority to enter into intergovernmental agreements with DWS and to undertake all activities proposed in the response.

DWS intends to fund eligible governmental entities for up to **\$100,000 per project**, subject to the availability of funds and the quality of submitted applications.

D. Detailed Scope of Work

All activities performed under this project must result in a comprehensive plan outlining system-level improvements to services for individuals experiencing homelessness or housing instability. Successful Offerors are required to develop and deliver an action-oriented plan that strengthens and enhances the overall system of care, ensuring improved coordination, service delivery, and outcomes for the target population.

1. Activities

Each Offeror must describe a detailed process for developing a geographically and/or demographically focused, action-driven plan for system level enhancements in homelessness and housing instability services, which is designed to be implemented over a defined time period. At a minimum, the planning process shall include:

- a. Identifying and engaging partner organizations.
- b. Conducting stakeholder analysis and recruiting essential partners.
- c. Completing quantitative and qualitative assessments, needs analyses, and environmental scans.
- d. Mapping current service systems and identifying gaps, along with associated outcomes, responsibilities, timelines, and metrics.
- e. Incorporating input from individuals with lived experience.
- f. Applying low-barrier, trauma-responsive, housing-focused practices.
- g. Providing a system map identifying strengths, gaps, and opportunities within the service landscape.
- h. Establishing goals that strengthen organizational and community capacity.
- i. Outlining objectives, strategies, and specific next steps to improve provider readiness, coordination, infrastructure, and effectiveness.
- j. Developing continuity-of-operations strategies that support stability and resilience.
- k. Describing steps to improve data collection, analysis, and use across partner sectors.
- l. Strengthening outreach, intake processes, workflows, safety procedures, referrals, and warm handoffs.

- m. Enhancing collaboration with governmental, medical, behavioral health, judicial, tribal, faith-based, nonprofit, and/or Continuum of Care partners.
- n. Addressing any additional goals identified during the planning process.
- o. Defining clear outcomes, responsibilities, timelines, resource needs, and metrics for all recommended actions.

The DWS OH will use the information provided in response to this RFI to inform potential partnerships and enter into IGAs with governmental entities.

2. Deliverables

If an award is issued, the governmental entity will be required to submit the following:

- a. Monthly Progress Reports summarizing planned/completed activities, progress towards accomplishing the tasks set forth in the proposal, challenges, and number of partners and individuals engaged.
- b. Final Plan, meeting the requirements of the RFP Detailed Scope of Work.
- c. Final Report, summarizing processes used, accomplishments, lessons learned, recommendations for other communities seeking to undertake similar work, and any copies of checklists, planning documents, partnership agreements or other collateral materials developed in the planning process that may be useful to other communities undertaking similar planning efforts.

E. RFI Point of Contact

The DWS OH has designated the following Points of Contact who are responsible for the conduct of this RFI whose names, addresses, and telephone numbers are listed below:

Point of Contact	Maria Wolfe
Office address:	Department of Workforce Solutions Office of Housing 401 Broadway Blvd. NE, Albuquerque, NM 87102
Office Phone:	(505) 362-4632
Email Address:	maria.wollfe@dws.nm.gov

F. Terminology

The following definitions apply to this RFI:

“Intergovernmental Agreement” or “IGA” means an agreement between two governmental entities.

“Project” means a temporary process undertaken to solve a well-defined goal or objective with clearly defined start and end times, a set of clearly defined tasks, and a budget. The project terminates once the scope of work is achieved and acceptance is given by DWS OH,

“Request for Information” or **“RFI”** means a document used for soliciting information or recommendations to the marketplace through a structured, defined, non-binding inquiry process.

“Written” means typewritten on standard 8 ½ x 11-inch paper. Larger paper is permissible only for charts, spreadsheets, etc.

II. CONDITIONS GOVERNING THE RFI

A. Sequence of Events

The primary RFI Point of Contact will make every effort to adhere to the schedule below. However, dates and times may be modified, depending upon the questions and responses received.

Action	Responsible Party	Due Dates
1. Release of RFI	DWS	October 15, 2026
2. Submission of Response	Respondents	Responses may be submitted at any time and will be accepted on a rolling basis until March 31, 2027.
3. Response Review	DWS	Responses will be reviewed monthly. Each month, DWS will review proposals received on or before the 15 th of that month. For example, responses received on or before September 15th will be reviewed by October 15th.
4. Any resulting Intergovernmental Agreements	DWS /Respondents	Any resulting IGAs will be made on a rolling basis until all funds are allocated, or until the Department issues a notice that the RFI has terminated, or March 31, 2027, whichever comes first.

B. Explanation of Events

1. Release of RFI

This RFI is being issued on the date indicated in the Sequence of Events Table above, by DWS OH.

2. Submission of Response

DWS OH will accept and review responses to this RFI on a rolling basis starting immediately on the date indicated in the Sequence of Events Table above.

3. Response Review

Responses will be reviewed monthly as outlined in the Sequence of Events Table above.

4. Any Resulting Intergovernmental Agreements

Any resulting IGAs will be made as indicated in the Sequence of Events Table above.

C. General Requirements

Submission of a response to this RFI constitutes acceptance of, and consent to, the following General Requirements:

1. No Obligation

This RFI is for informational purposes only. Participation does not create any binding obligation. The agency reserves the right to accept or reject any submission, request additional information and modify or cancel the RFI at any time

2. Governing Law

This RFI and any subsequent agreements that may be issued by DWS OH shall be governed by the laws of the State of New Mexico.

3. Clarifications

All requests for clarification must be directed to the RFI Point of Contact identified in Section I.D.

4. Response Preparation Cost

Any cost incurred by the respondent in the preparation, transmittal or presentation of any response or material submitted in response to this RFI will be borne solely by the respondent.

5. Use of Information

DWS OH reserves all rights available to it by law. If an RFP or other type of solicitation results from this RFI, respondents to this RFI are hereby notified that all information, documentation, and any specific content or approaches included in RFI responses will be

analyzed, may appear in various reports, and may be used in the resulting solicitation. Therefore, do not submit any proprietary or confidential information. DWS OH cannot guarantee the confidentiality of the information submitted.

6. Eligibility to Participate in Subsequent Procurement

If DWS OH decides to issue an RFP or other form of solicitation, those parties who choose to respond to this RFI, as well as those parties who choose not to respond to this RFI, will be eligible to participate in that procurement.

7. Ownership of Materials

Ownership of all data, material, and documentation originated and submitted to the DWS OH, pursuant to the RFI, shall belong exclusively to DWS OH and be subject to public inspection in accordance with the New Mexico Open Records Act. No documents will be returned once submitted to DWS OH.

8. Acceptance

The State of New Mexico reserves the right to reject responses that arrive late, or do not meet all of the specified requirements.

III. RESPONSE FORMAT AND ORGANIZATION

A. Number of Responses

Respondents should submit one submission per project and must be submitted electronically using the Bonfire Portal.

B. SUBMISSION OF PROPOSALS

ONLY ELECTRONIC SUBMISSIONS VIA BONFIRE PORTAL IS PERMITTED.

(<https://nmdws.bonfirehub.com/projects/251605/details>).

Responses should be submitted as indicated below.

1. Electronic Submission Requirements

a. Bonfire Registration and Technical Support

Applicants must complete their full registration in the Bonfire Portal in advance of the submission deadline. Registration must be 100% complete to submit a response to this RFI. It is the Applicant's responsibility to ensure registration is finalized to allow

timely upload of all required proposal documents.

Registration may be accessed at:

<https://nmdws.bonfirehub.com/portal/>

The Bonfire Portal is secure, and accessible only to DWS personnel, through a password-protected login.

For assistance with completing the registration process, uploading a proposal, or other technical support issues contact: Support@GoBonfire.com or call 1-800-354-8010.

b. Submission Instructions

Applicants must follow all submission requirements outlined in this RFI and upload all documents in accordance with Section III, RESPONSE FORMAT AND ORGANIZATION in the Bonfire Portal:

<https://nmdws.bonfirehub.com/projects/251605/requestedInformationNew/14367>

c. Late Submissions

The Bonfire Portal automatically locks at the exact date and time of the deadline; once locked, no additional uploading, modifying, or submitting of documents will be permitted.

Applicants are responsible for ensuring that all required documents are fully uploaded and successfully submitted through the Bonfire Portal before the submission deadline established in this RFI. Applicants must allow sufficient time to upload large files and verify that the submission is complete.

A submission will be considered late if it is not:

- i. Fully uploaded and complete, and
- ii. Received in the Bonfire Portal by the submission deadline.

Submissions that fail to reach the Bonfire Portal due to antivirus software, firewalls, security filters, quarantining, or any other system interference will also be deemed late.

RESPONSES WILL BE ACCEPTED ON A ROLLING BASIS UNTIL 5:00PM MST ON THE DATE INDICATED IN SECTION II.A, SEQUENCE OF EVENTS

C. Response Format

The Application (Attachment A) and the Budget Worksheet (Attachment B) must be downloaded, completed, and submitted through the Bonfire Portal. Please ensure that the Budget Worksheet is uploaded in its original Excel format.