REQUEST FOR INFORMATION (RFI)

Management Services for Programmatic Development of New Mexico Literacy Center

Agency/Organization: New Mexico Public Education Department	Amanda DeBell and Paige Johns
Procurement Contact:	Ann Lucero
Date Issued:	08/29/2025

1. Introduction

The New Mexico Public Education Department (NMPED) is issuing this Request for Information (RFI) to gather information from qualified vendors to design and implement an organization and management structure in addition to a programmatic framework for the New Mexico Literacy Center (Center), which will be physically located in Albuquerque, New Mexico. The Center is a state-funded initiative to improve literacy outcomes for New Mexicans. Its core mission is to ensure all children, and their families learn to read proficiently through a Structured Literacy and the Science of Reading framework – proven methodologies that empower students to read at grade level. The agency is currently seeking interested applicants who are interested in designing or co-designing the organizational structure for the Center.

This RFI is for planning purposes only and does not obligate the Agency to issue a solicitation or award a contract.

2. Purpose

The purpose of this RFI is to identify individuals or entities that may be interested in providing management services in addition to program development and implementation to improve statewide literacy proficiency amongst students and their families. NMPED also seeks to obtain information to develop requirements for a potential formal Request for Proposals and gain a deeper understanding of best practices, services, technology, and standards that should be considered.

Project Overview:

The Center's overall goals and objectives include, but are not limited to:

- Possible governance or management structure;
- The State may consider:
- Solely public partnership;
- Private or public partnership; and

- Individual In-state and out-of-state applicants.
- Improve statewide literacy proficiency for children and adults;
- Deploy early intervention programming;
- Develop professional development for educators and tutors;
- Collect data and drive programming with a data-driven approach;
- Collaborate with state entities and other partners, such as local education agencies, libraries, community centers, higher education educator preparation programs, adult education and literacy programs, and more; and
- Support literacy opportunities and engagement for all ages.

This must be accomplished with Structured Literacy and the Science of Reading at the core of all programming, and the state's Summer Reading Program must be supported and implemented annually at the Center in addition to rural, tribal, frontier, and urban communities throughout New Mexico. All work must be in consultation and collaboration with NMPED and the Public Education Cabinet Secretary.

3. General Scope of Project

Develop a program and management plan in direct collaboration with NMPED to:

1. Draft a program plan for the Center that identifies the following:
    a. How PreK through adult learners will gain literacy instruction utilizing structured literacy through programming offered year around including summer programs, after school, evening, and weekend options.
    b. How the Center will engage and support students, families, school leaders, educators, and the larger community with literacy instruction, education, and best practices.
    c. How the Center will work with educator preparation programs at New Mexico higher education institutions to improve the training of educators.
    d. How data collection will be conducted to track outcomes of literacy instruction and impacts to educator quality.
2. Draft a management plan to include necessary administrative staff and budget for the operation and programming of the Center.
3. Include a plan for legislative advocacy related to literacy at the local, state, and federal levels to ensure continued investments in literacy and inform legislative entities about best practices related to literacy and the science of reading.

4. Identify methods and structures for gathering stakeholder input regarding the programming and services offered by the Center.

Roles and Responsibilities of NMPED:

1. Release RFI, collect list of interested responses, facilitate review of the responses with designated NMPED staff in addition to designees from the New Mexico Early Childhood Education and Care Department and New Mexico Higher Education Department.
2. Coordinate subcontract(s) with NMPED.
3. Direct the individuals, experts, or entities in the planning, development, and drafting of the creation of and management of the Center.
4. Provide any support and information to the individuals, experts, or entities in their work related to the development of plans for the Center.
5. Maintain a point of contact related to this RFI. The current PED point of contact will be: Paige Johns, paige.johns@ped.nm.gov

4. Proposed Minimum Requirements for Prospective Applicants

Prospective applicants shall:

1. have demonstrated education and expertise in statewide education programming and planning for all age groups;

2. have a demonstrated expertise in the provision of structured literacy instruction;

3. have a history of work involving structure literacy instruction, training, and systemic program implementation;

4. experience working with state education agencies and/or other public or private education entities; and

5. be ready and able to begin work described above as soon as their services are formally procured.

5. General Requirements for Responses to this Request for Interest:

Interested Individuals or Entities shall:

1. Submit RFI response to the NMPED no later than **5:00 p.m. on September 12, 2025.**

2. Submissions should be provided electronically to Paige Johns at paige.johns@ped.nm.gov **and** five hard copies to 300 Don Gaspar Ave. Room 107, Santa Fe, NM 87501

3. When submitting your response via email, clearly identify your response in the subject line of the email: **RFI – NM Literacy Center**

Response should indicate stated interest in providing the Project services, and should include:

1. Proposed general approach to program and management plans for the Center including staffing, budget, and timeline for establishing the Center.

2. Overview of related work experience that demonstrates successful literacy outcomes for students.

3. Questions or information that would support NMPED in planning the formal Request for Proposals for this Project.

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

1. **No Obligation**

   This RFI in no manner obligates NMPED to issue a resulting RFP, or to the eventual rental, license, lease or purchase of any services or equipment that may be described, implied, or proposed in any response to this RFI.

2. **Governing Law**

   This RFI and any subsequent RFP that may be issued by NMPED shall be governed by the laws of the State of New Mexico.

3. **Clarifications**

   Any inquiries or requests for clarification related to this RFI should be directed to Paige Johns at paige.johns@ped.nm.gov.

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**

NMPED 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. NMPED cannot guarantee the confidentiality of ANY information submitted.

7. **Eligibility to Participate in Subsequent Procurement**

If NMPED 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.

8. **Ownership of Materials**

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

9. **Acceptance**

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

10. **Disclaimer**

This RFI is issued solely for information and planning purposes and does not constitute a solicitation. Responses will be used to inform the Agency's procurement strategy. Respondents will not be compensated for their submissions.

Issued by: Amanda DeBell

Deputy Secretary for Teaching, Learning and Innovation

New Mexico Public Education Department