Behavioral Health System Baltimore

REQUEST FOR PROPOSALS:

Housing Inspector

Release Date: October 16, 2026

Pre-Proposal Conference: October 19, 2026 at 3 p.m.

Proposals Due: November 16, 2026 at 11:59 p.m.

Anticipated Award Notification: December 23, 2026

Anticipated Contract Start: January 1, 2027

Issued by:

Behavioral Health System Baltimore, Inc.
100 South Charles Street, Tower II, 8th Floor
Baltimore, Maryland 21201

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OVERVIEW OF RFP PROCESS

BHSB's Role

Behavioral Health System Baltimore, Inc. (BHSB) is a non-profit organization that serves as the Local Behavioral Health Authority (LBHA) on behalf of Baltimore City and operates in this role under the authority of the Maryland Department of Health (MDH). BHSB is responsible for planning, managing, and monitoring resources, programs, and policies within the larger Medicaid fee-for-service system, as well as services directly funded by BHSB through private and public grants. We use our knowledge of what services are available and how to structure system resources to meet the unique needs of the communities we serve.

In its role as the LBHA, BHSB administers grant funds designated to address needs, gaps, and barriers to a comprehensive and accessible public behavioral health system in Baltimore City. As a steward of public dollars, BHSB is committed to ensuring that all funds entrusted to the organization are appropriately allocated using fair, consistent, and transparent practices that demonstrate integrity and foster competition.

Authorized Contact

All matters concerning any Request for Proposals should be directed to Procurements@BHSBaltimore.org.

Risk Assessment

BHSB completes a risk assessment as part of the procurement process. Applicants should be sure to provide the most recent available versions of all requested documentation with their RFP application.

Proposal Submission and Award Conditions

Online Application Portal

All proposals must be submitted through BHSB's online portal. Applicants must register with the system ahead of time. You will be able to save your application and continue working on it before submitting it. BHSB encourages all applicants to test this system well in advance of submitting proposals. In addition, applicants are encouraged to regularly monitor their email inboxes, including junk and spam folders, throughout the procurement process to ensure timely receipt of communications from BHSB.

Click here to access BHSB's online application portal, or copy and paste the following URL into your browser:
https://www.grantinterface.com/Home/Logon?urlkey=bhsbaltimore

Health Insurance Portability and Accountability Act

It is the policy of BHSB to adhere to the rules and regulations in the Health Insurance Portability and Accountability Act (HIPAA), which require appropriate safeguards to protect the confidentiality, integrity, and security of all protected health information. No proposals submitted in response to this RFP should include individually identifiable health information.

For more information, please refer to the Guide to IT Privacy and Security of Electronic Health Information: https://www.healthit.gov/topic/privacy-security-and-hipaa/health-it-privacy-and-security-resources-providers.

Submitted Proposals

All submitted proposals become the property of BHSB.

Proposals submitted after the due date/time will not be accepted. Applicants must contact BHSB before the due date/time at Procurements@BHSBaltimore.org if they experience technical difficulties related to submitting your proposal.

The submission of a proposal does not in any way guarantee an award. BHSB is not responsible for any costs incurred related to the preparation of a proposal in response to this RFP. BHSB reserves the right to withdraw an award prior to execution of a contract with a selected applicant in BHSB's sole and absolute discretion.

Contracting with BHSB

The applicant selected through this process will enter into a contractual agreement with BHSB. Following a notification of selection, BHSB will issue a Letter of Award that provides details about the contract and the process for executing it. The selected applicant will be required to submit a new budget on BHSB's budget forms, which will be reviewed for allowable costs under the grant.

Please note that the selected applicant may be asked to change their budgets and/or service delivery even if the proposal was selected for funding. Applicants new to BHSB's contracting process are encouraged to review the resources and forms available on the Forms for Providers page, including the Contract Financial Compliance Quick Reference

Payments

BHSB issues payments once per month. Applicants should note that submitting required documents and reports late can result in delayed payment.

Contract Monitoring

The selected applicant is required to submit regular program and financial reports to BHSB using an electronic contract management system. BHSB will review these reports to monitor progress and contract compliance throughout the contract term.

Program reports include an update on progress toward deliverables (e.g., number of people served, number of services delivered, etc.). BHSB monitors progress on these reports throughout the contract term and may offer technical assistance and support if deliverables are not on track to be met.

Financial reports are required to generate payment and require the submission of actual expenditures or invoices (depending on the contract type). They are used to monitor spending compared to the budget or award amount. If organizations are spending more or less than expected of their award amount throughout the contract term, BHSB may offer technical assistance and support to ensure the funding covers the contract term fully, and BHSB may reduce funding if all funds are not likely to be expended by the end of the contract term.

Verification of Services

BHSB conducts a retrospective audit of all contracts to verify that the requirements set forth in the contract were completed as reported and that relevant federal, state, and local regulations were followed. Audits may be conducted remotely through a review of documents submitted to BHSB or on-site at the organization's location. Failure by vendors to comply with the terms of any contract with BHSB may result in the denial of future contracts with BHSB.

Vendors are expected to maintain clear and accurate documentation of programmatic and financial activities to aid in an efficient audit.

RFP Postponement/Cancellation

BHSB reserves the right to postpone or cancel this RFP, in whole or in part.

Applicant Appeal Process

Applicants may file an appeal within five days of notification of non-selection. BHSB will not review new proposal materials that were not included in the application. BHSB will review the appeal letter and respond to the non-selected applicant within ten business days of receipt of the appeal.

OVERVIEW OF THE PROJECT

Project Timeline

RFP Release Date:	October, 16,2026

Pre-Proposal Conference:	October 19, 2026, at 3 p.m.
Proposal Due Date:	November 16, 2026, 11:59 p.m.
Anticipated Award Notification:	December 23, 2026
Anticipated Contract Start:	January 1, 2026

Pre-Proposal Conference

The date and time of the Pre-Proposal Conference are noted above. It will be a virtual Microsoft Teams meeting that you can join via your computer or mobile device.

Click here to join the meeting Housing Inspector Pre-ProposalOr call in (audio only): **Dial in by phone**

+1 443-819-0973,,295675548# United States, Bel Air

Find a local number

Phone conference ID: 295 675 548#

Please join five minutes early to leave time to troubleshoot. If you have any problems accessing the meeting, please contact Procurements@BHSBaltimore.org.

Questions related to this RFP will be answered at the Pre-Proposal Conference. Questions and answers will be posted on BHSB's website at https://www.bhsbaltimore.org/for-providers/funding-opportunities/ within five business days of the conference.

Individuals who attend the Pre-Proposal Conference and sign in with their name and email address will be notified by email when the questions and answers are posted on BHSB's website.

Questions received after the Pre-Proposal Conference will not be answered.

Description of Project

Through this Request for Proposals (RFP), BHSB is seeking one (1) qualified housing inspector to conduct HUD-compliant inspections for up to 38 participants in the state's Housing First Program residing in Baltimore City. Housing First is an evidence-based approach to ending homelessness that prioritizes immediate access to permanent housing without treatment, sobriety, or other participation requirements. The program serves eligible Baltimore City adults ages 18 and older who are experiencing or at risk of homelessness and have a diagnosed mental health disorder or co-occurring mental health and substance use disorder.

The selected applicant will partner with Baltimore City's Housing First provider, Healthcare for the Homeless, to provide housing inspections to the Housing First consumers.

Scope of Service

The selected applicant will perform initial move-in, annual, emergency, and follow-up inspections using HUD Housing Quality Standards (HQS) inspection tools to ensure units are safe, decent, and habitable.

1. Inspection Requirements

- Conduct and document all initial move-in inspections within five (5) business days after receiving a request from the referring Housing First Provider of the new housing unit. The inspector must confirm that the housing unit passes and meets the required standards for safety, cleanliness, and decency before occupancy.
- Conduct and document an annual inspection for each consumer enrolled in the Housing First Program. Annual inspections shall be completed in conjunction with the consumer's lease renewal and within 30 calendar days of a request from the Housing First Provider. Housing First Providers are expected to provide at least 120 calendar days' advance notice of the lease anniversary date to support timely scheduling and completion of inspections.
- Conduct and document a re-inspection for any unit that fails a routine inspection within 30 calendar days of the inspection.
- Conduct and document an emergency inspection within one (1) business day of receiving a request from the referring Housing First Provider. Emergency Inspections are conducted for conditions that may be harmful for the occupant or pose a serious safety risk that meet HUD's definition of a life-threatening or severe deficiency under the Housing Quality Standards. Some examples include, but are not limited to, structural collapse, severe fire hazard, gas leak, or broken heating in winter.

Conduct and document a re-inspection within one (1) business day for any unit that fails an emergency inspection due to a 24-hour landlord safety violation.

- Conduct and document the reason for any inspection or reinspection completed outside the required timeframe.

2. Scheduling and Notice Requirements

- Schedule each inspection at a date and time mutually agreeable to the consumer and the property owner/agent.
- Provide a minimum of 2 weeks' notice of each scheduled inspection date and time to the property owner/agent, Housing First consumer, and provider.
- Promptly notify the property owner/agent, Housing First consumer, and provider of the results of all inspections.
- For each failed inspection, promptly notify the property owner/agent and Housing First consumer and provider of all cited deficiencies and schedule a re-inspection.

3. Inspection Records

- Submit all move-in, annual, and emergency inspection and reinspection results to the Housing First Provider within five (5) business days of completing the inspection.
- Submit inspection reports for units that fail two consecutive inspections to the BHSB designated staff and the Housing provider.
- Submit annual inspection no later than the tenth day of the month following the month in which the inspection occurred.

Within 30 calendar days of the effective date listed on the Letter of Award (LOA), the selected applicant shall collaborate with the current Housing First Provider to identify housing units requiring inspections and prioritize units that are overdue for inspection, approaching required inspection deadlines, or require emergency inspections.

Project Deliverables

The selected applicant shall submit all required program performance and inspection data to BHSB quarterly, or as otherwise specified by the contract.

- Submit program performance reports that summarize inspection activities conducted during the reporting period, including inspection totals, outcomes of initial, annual, emergency, follow-up, and re-inspections, identified deficiencies, corrective actions taken, results of follow-up reviews, and explanations for inspections not completed within required timeframes.
- Copies of completed inspection reports and related supporting documentation for all inspections conducted during the reporting period.
- Any additional reporting information required by BHSB to support program monitoring, compliance, and quality assurance activities.

Staffing Requirements

Staff working on this project must have relevant experience and knowledge to meet the needs of the people who will be served within the scope of the project. The selected applicant must meet the following requirements:

- Knowledge of Housing First Principles
- HUD regulations and housing quality standards training.
- Experience conducting residential housing inspections and identifying health, safety, and habitability deficiencies.
- Ability to complete inspections and accurately document findings using HUD-approved inspection forms and tools in a timely manner, as indicated in the scope of work
- Ability to prepare timely and accurate inspection reports and maintain required inspection records.
- Strong organizational and communication skills to coordinate with tenants, landlords/property managers, and program staff.

Funding and Anticipated Contract Term

A total of $4,617 is available under this contract to support housing inspection services during the contract period of January 1, 2027, through June 30, 2027. The selected applicant may be eligible for renewal, contingent on funding availability and performance.

The selected applicant shall:

- Submit invoices to BHSB for inspections completed, no-shows, and/or administrative fees in accordance with the contracted service rates.
- Ensure all services are delivered within the allocated budget and comply with contract requirements.

Contract Type

The contract and payment type that will result from this procurement are described below. Applicants are encouraged to consider whether their organization will be able to operate with this payment mechanism before applying for these funds.

Consultant

- Issued to a person or entity engaged in independent work as outlined in the contract. The total cost of the contract is based on a calculation that includes an hourly consultant rate and the estimated number of hours it will take to complete the scope of work.

- Payment is based on the costs reported for a specific period (e.g., total number of completed inspections, no-show and/or administrative fees).
- Vendor receives payment after costs are incurred and reported. Payment is based on the costs reported for a specific period.

Eligibility Requirements

Applicants must meet all of the criteria outlined below to be considered eligible to be selected through this RFP process.

- Have the Housing Choice Voucher (HCV)/ Housing Quality Standards Certification
- Have umbrella insurance coverage or standard business liability coverage with a minimum coverage of 1 million dollars
- Submission of a Certificate of Good Standing from the Maryland Department of Assessments and Taxation (If the selected applicant's business is registered in a state other than Maryland, they will be required to register in Maryland as part of the contracting process.)
    - The certificate **must be dated within one year** of the RFP submission due date.
    - **Screenshots from the MDAT website will not be accepted**.
- Applicants that currently receive grant funds from BHSB or did receive grant funds in prior years must have:
    - No outstanding financial audits
    - No late payments owed to BHSB
    - No current Corrective Action Plans (CAP) for which the applicant has not met identified targets more than two years beyond the date the CAP was issued.
    - No more than one (1) Accountability Compliance Audit in the two fiscal years preceding the current fiscal year that reflects unresolved deficiencies.

PROPOSAL SUBMISSION

Reminder: Late proposals will not be accepted. Please refer to the Project Timeline section of this document for the proposal due date.

Online Application Portal

Click here to access BHSB's online application portal, or copy and paste the following URL into your browser:
https://www.grantinterface.com/Home/Logon?urlkey=bhsbaltimore

Proposal Questions

Applicants must respond to the following questions. The maximum point value for each question is indicated.

1. **Organizational Background and Capacity (30 Points)**
    a. Describe your organization's experience conducting housing inspections and monitoring housing programs. Include the number of years providing these services, experience with Housing First, supportive housing, or other community-based housing programs, and any relevant certifications or qualifications.
    b. Describe your organization’s experience managing programs similar to this project, meeting contractual deliverables and obligations (including any contracts with BHSB), and your capacity to manage the programmatic and financial requirements of this grant.
2. **Principles and Values (20 Points)**
    a. Describe your understanding of the Housing First model and how your inspection approach supports housing stability while ensuring health and safety standards are met.
3. **Service Delivery (40 Points)**
    a. Describe your experience conducting initial, annual, emergency, and follow-up housing inspections. Include the types of housing programs inspected and the standards or regulations used.
    b. Provide examples of similar projects completed within the last five years. Include the client, scope of work, number of inspections conducted, and outcomes achieved.
    c. Describe how you will collaborate with the Housing First consumers and provider and property owner/agent to ensure inspections are completed as required.
    d. Attach a completed sample inspection report that demonstrates compliance with applicable HUD standards and policies.
4. **Effectively Serving the Focus Population (10 Points)**
    a. Describe your organization's experience working with individuals with mental health challenges, including the populations served and the types of services provided.
5. **Service Fee (not weighted into scoring)**
    a. Provide a list of all service fees. This includes inspections, no-show, and other administrative fees.

Required Documents

- Copy of the Housing Choice Voucher (HCV)/ Housing Quality Standards (HQS)Certification
- Copy of umbrella insurance policy showing coverage or standard business liability coverage with a minimum coverage of 1 million dollars
- Resume or curriculum vitae for individuals/consultants working on this project
- Most recent independent Financial Audit package, including the Auditor's Report, Findings (if applicable), and Management Letter (if applicable). If an independent audit is not available, applicants must provide a written explanation and submit their most recent unaudited Income Statement and Balance Sheet. Failure to provide all required documentation may result in proposal rejection.

  Required Documentation:

  - Most recent independent Financial Audit package, including:
    - Auditor's Report
    - Findings (if applicable)
    - Management Letter (if applicable)

  OR, if an independent audit is not available:

- Written statement explaining why an independent financial audit has not been conducted
- Most recent unaudited Income Statement
- Most recent unaudited Balance Sheet

- Most recent IRS 990 – Return of Organization Exempt from Income Taxes, **OR** if an IRS 990 form is not required to be filed, the most recent Business Tax Return, **OR** the Schedule C only of the most recent Personal Tax Return. (Please redact any social security numbers on the Schedule C).
- Certificate of Good Standing from the Maryland Department of Assessments and Taxation. (If the selected applicant's business is registered in a state other than Maryland, they will be required to register in Maryland as part of the contracting process).
  - The certificate **must be dated within one year** of the RFP submission due date.
  - **Screenshots from the MDAT website <u>will not</u> be accepted**.
- Completed and signed Organizational Capacity Assessment. (This form is available on BHSB's website. Click on For Providers, select Forms for Providers, then scroll down to Key Information for Contracts.)