



## **REQUEST FOR PROPOSALS**

**National Standards for Physical Inspections (NSPIRE)  
and Housing Quality Standards (HQS) Inspection Services**

**RFP2601-01**

**Issued by:**

Housing Authority of Fulton County, Georgia

**Issue Date:**

January 16, 2026

**Proposals Due By:**

12:00 PM ET Monday, February 2, 2026

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## REQUEST FOR PROPOSALS

### National Standards for Physical Inspections (NSPIRE) and Housing Quality Standards (HQS) Inspection Services

**OWNER:** Housing Authority of Fulton County, Georgia (HAFC)

**PROJECT:** RFP2601-01 National Standards for Physical Inspections (NSPIRE) and Housing Quality Standards (HQS)

#### I. INTRODUCTION

The Housing Authority of Fulton County, Georgia (“HAFC”) is seeking proposals from qualified companies, agencies, or individuals to provide National Standards for Physical Inspections (NSPIRE) and Housing Quality Standards (HQS) inspection services for HAFC-owned and/or HAFC-managed properties in which Section 8 Housing Choice Voucher (HCV) program participants apply to reside. One-person companies are welcome to apply. All NSPIRE and HQS inspections must be performed in accordance with the requirements and guidelines established by the U.S. Department of Housing and Urban Development (HUD) for the Housing Choice Voucher Program.

#### II. BACKGROUND

HAFC administers federal housing assistance programs in accordance with the regulations and requirements of HUD. As part of its responsibility to ensure that assisted housing units meet federal NSPIRE and HQS requirements, HAFC conducts inspections of units participating in the HCV Program and other HUD-funded programs. These inspections are critical to ensure that assisted housing is safe, sanitary, and decent for participating families, while also supporting program compliance and timely assistance payments. To meet program demands and maintain high service standards, HAFC is issuing this Request for Proposals (RFP) to solicit qualified and experienced companies to provide NSPIRE and HQS inspection services in accordance with HUD regulations, HAFC policies, and applicable local, state, and federal requirements.

#### III. INSTRUCTIONS

##### I. RFP GENERAL INSTRUCTIONS

- A. Interested parties may obtain **RFP2601-01 National Standards for Physical Inspections (NSPIRE) and Housing Quality Standards (HQS)**  
Request for Proposal package from [www.hafc.org](http://www.hafc.org).
- B. Submit proposals to Housing Authority of Fulton County, Georgia in accordance with the instructions found at Exhibit C no later than 12:00 PM ET on Friday, January 30, 2026.

## II. PROPOSAL SUBMISSION

- A. Please see Proposal Submission Instructions, Exhibit C, for instructions regarding the electronic submission of proposals.
- B. Proposal Submission should include a Proposed Agreement between the proposer and HAFC.
- C. Submit information that represents proposer will meet HAFC expectations as provided by Exhibit A “Scope of Work” attached herein.
- D. Submit proposals online or a hard copy to Housing Authority of Fulton County, Georgia no later than 12:00 PM ET on Friday, January 30, 2026. Proposals received after the due date and time will be deemed non-responsive and will not be considered.

Respondents are advised that all submissions (including those not selected) may be made available to the public upon request after completion of the procurement process, selection of the successful respondent, and execution of a contract for the requested services. Any information the respondent believes to be proprietary or confidential should be clearly identified as such.

## IV. PROPOSAL CONTENT & EVALUATION CRITERIA

Proposals to this RFP must be organized as outlined below. Proposals not organized as outlined below, not containing the information specified, or not containing sufficient detail, will receive a lower rating when evaluated. The proposal must address the following areas at a minimum:

### I. PROPOSAL CONTENT

- A. Proposal Response Cover Sheet. This is to be the first document of the proposal. It must include the legal name of the proposer, the name of a contact person and title and contact information. It must be signed by a person authorized to submit a proposal in response to this RFP.
- B. Letter of Introduction. Please provide a letter of introduction as the second document of the proposal. Briefly introduce your company, provide the location of the office that will be primarily responsible for the work, and identify the contact person in your organization for correspondence with HAFC. Also include email and telephone numbers for the contact person. Provide the name of the person legally authorized to sign an agreement for your company.
- C. Company History and Background. Provide a brief history of your company including years in business, number and location of offices, total number of employees, and a description of the firm’s primary services. Identify the number of employees assigned to the office that will service this contract, categorized by inspection/technical staff, administrative staff, and other relevant personnel.  
If applicable, disclose any current or pending arbitration or litigation that may materially affect the firm’s ability to perform the services described in this RFP. Also

disclose any bankruptcy or reorganization filings within the past five (5) years, including dates and outcomes.

- D. Qualifications and Capacity. Describe the firm's qualifications and capacity to perform NSPIRE and HQS inspection services in compliance with HUD regulations. This section should address specialized expertise, inspection volume capacity, quality control practices, training related to HUD NSPIRE standards, and the firm's ability to meet HAFC timelines and performance expectations.
- E. Experience with Comparable Projects. Provide a summary of the firm's experience serving as the prime contractor for NSPIRE and HQS inspection services within the past three (3) years. Include project descriptions identifying the client, location, type of HUD-assisted program, scope of services provided, and inspection volume. Proposers shall highlight experience with public housing agencies or similar governmental entities. Limit examples to three (3) to five (5) representative projects.
- F. References. Provide a minimum of three (3) client references for comparable inspection services performed within the past five (5) years. References shall include the client name, contact person, title, telephone number, and email address. By submitting references, the proposer authorizes HAFC to contact such references and acknowledges that neither HAFC nor the referenced entities shall incur liability related to the provision or use of reference information.
- G. Key Personnel and Subcontractors. Identify key personnel who will be directly involved in performing the services described in this RFP, including inspectors, supervisors, and project management staff. Provide résumés or curricula vitae detailing education, certifications, relevant experience, and NSPIRE and HQS expertise. Identify any proposed subcontractors and describe their role, qualifications, and experience.
- H. Proposed Approach and Methodology. Describe the firm's proposed approach to performing the services outlined in the Scope of Work (Exhibit A). This section shall include the inspection methodology, scheduling and coordination processes, quality control measures, compliance with HUD NSPIRE standards, and experience using Yardi or comparable inspection and data management systems.
- I. Additional Information. Provide any additional information that the proposer believes will assist HAFC in evaluating the firm's qualifications or that distinguishes the firm from other proposers, including innovations, efficiencies, or value-added services relevant to NSPIRE and HQS inspections.
- J. Agreement to Contract. Affirm that the firm is willing and able to enter into a contractual agreement with the Housing Authority of Fulton County under the terms and conditions set forth in this RFP.
- K. Exceptions or Omissions. If the proposer is unable to provide information requested in any section of this Proposal Content, the proposer shall clearly state the reason for such omission.

## II. PROPOSAL EVALUATION CRITERIA AND PROCESS

A. An evaluation committee (Committee) will review all written proposals. The review process may involve requesting clarification of portions of the proposal and/or a request for additional business financial records. From that review process, the Committee will rank the proposals in an order representing the Committee's evaluation of the proposer's ability to provide the services required in this RFP, using the established Evaluation Criteria listed below.

HAFC reserves the right to reject any or all proposals, to waive informalities, to rebid, or to negotiate with one or more respondents as deemed to be in its best interest. Issuance of this RFP does not oblige HAFC to award a contract. All decisions made by HAFC shall be final.

B. Evaluation Criteria. The following criteria will be used to evaluate and rank all proposals. Evaluation scoring will be based on a 100-point system as described below.

- a. Compliance with the RFP Proposal Requirements. Ten (10) points possible.
- b. Approach to the Project. Thirty (30) points possible. The proposer's proposed approach to meeting HAFC's specific needs and requirements, as well as the ability to meet timeframes for responding to service requests, delivering customizations, and completing projects within a reasonable period.
- c. Experience in providing the services required, particularly with public agencies. Twenty (20) points possible. The proposer's demonstrated
  - i. experience in performing similar work and the proposer's demonstrated and
  - ii. successful past performance of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.

NOTE: The Agency will place particular emphasis on the proposer's above-described experience and past performance with public housing authorities and services of this type.

- d. References and the quality of service provided for similar services Ten (10) points possible. The proposer's previous customer satisfaction, including references from prior clients, experience with HAFC (if applicable), testimonials, and any case studies demonstrating successful projects.
- e. Anticipated Costs for the project. Thirty (30) points possible.

| <b>Evaluation Criteria Rating</b> |                                      | <b>Rating Weight Score</b> |   |  |
|-----------------------------------|--------------------------------------|----------------------------|---|--|
| 1                                 | Compliance with RFP Requirements 10% |                            | 2 |  |
| 2                                 | Approach to Project 30%              |                            | 6 |  |
| 3                                 | Experience 20%                       |                            | 4 |  |
| 4                                 | References 10%                       |                            | 2 |  |
| 5                                 | Cost 30%                             |                            | 6 |  |

(Rating x Weight) = Score (100 total points maximum)

Rating Points:

- 5.0 – Excellent
- 4.0 – Good
- 3.0 – Meets Minimum Expectations
- 2.0 – Unsatisfactory
- 1.0 – Poor
- 0.0 – No Information Provided

C. Presentation and Interview. (Optional and worth 50 points.) If deemed helpful, the Committee may request Proposers to give a presentation of their proposal and answer questions. The Committee is not required to hold presentations or interviews but may request presentations and/or interviews of the top ranked proposers from the initial evaluation. Proposers will be ranked on the quality of the presentation and/or interview up to a maximum of 50 additional points. Any points awarded during the presentation and interview phase will be added to the proposer's existing cumulative points as per the other evaluation criteria described above, increasing the maximum total points to 150.

#### **Approximate Selection & Contracting Process**

HAFC is dedicated to swiftly selecting a vendor and finalizing a contract. The selection process will be expedited, with a decision expected within approximately three weeks of the proposal submission deadline. Once a company is chosen, HAFC will prioritize contract execution to facilitate the prompt start of services.

## EXHIBIT A - SCOPE OF WORK

The selected proposer will provide NSPIRE and HQS inspection services, including but not limited to:

### 1. Inspection Types

The Contractor shall perform inspection types as assigned by HAFC, including:

- Initial / Move-In Inspections
- Annual Inspections
- Special or Complaint Inspections
- Re-Inspections
- Quality Control or Supervisory Inspections
- Emergency or Life-Threatening Condition Inspections

All inspections shall be conducted in accordance with HUD NSPIRE standards, including deficiency classifications, correction timeframes, and scoring protocols, as applicable.

### 2. Regulatory Compliance and Governing Requirements

The NSPIRE/HQS Contractor and its inspectors must be knowledgeable of, and comply with, all applicable HUD rules, regulations, handbooks, notices, and forms governing NSPIRE and HQS inspections, including but not limited to:

- Regulations
  - NSPIRE Final Rule (24 CFR Parts 5, 200, 880, 882, 884, 886, 902, 982)
  - HQS Regulations (24 CFR 982.401)
- Official Notices and Standards
  - National Standards for the Physical Inspection of Real Estate: Inspection Standards published June 22, 2023
  - NSPIRE Scoring Notice (FR-6086-N-06) published July 7, 2023
  - NSPIRE Administrative Procedures Notice (PIH 2023-16/H 2023-07) published June 30, 2023
  - Carbon Monoxide Alarms/Detectors Notice (PIH 2022-01): HUD Housing Inspection Manual: Section 8 Existing Housing Program
  - NSPIRE Implementation/Compliance Date Notices
- HQS Inspection Forms:
  - HUD Form 52580 used for HQS inspections.
  - NSPIRE Inspection Forms
- Yardi Inspection Software

- General Contract Forms:
  - HUD Form 5369-C, as substituted by Exhibit D – Certifications, Assurances, and Representations
  - HUD Form 5370-C: General Conditions for Non-Construction Contracts.
- Housing Choice Voucher Guidebook 7420.10G (Being updated)
- Applicable HUD PIH Notices

The Contractor is responsible for maintaining current versions of all applicable requirements and ensuring inspections are conducted, documented, and reported within HUD-mandated timeframes. This subsection is referenced in performance standards, quality control reviews, and compliance monitoring to support enforcement and contractual obligations.

### 3. Inspection Standards

- Inspect Unit, Inside, and Outside components as defined under NSPIRE.
- Identify and document deficiencies in accordance with HUD NSPIRE definitions.
  - Classify deficiencies as Life-Threatening or Non-Life-Threatening.
  - Apply HUD-mandated correction timeframes:
    - Life-Threatening deficiencies: 24 hours
    - Non-Life-Threatening deficiencies: 30 days, unless otherwise specified by HUD or HAFC
- Conduct inspections in a consistent, objective, and defensible manner.

### 4. Inspection Timelines

The Contractor shall complete inspections according to the following timeframes:

- Initial Inspections: Within fifteen (15) calendar days of HAFC's receipt of a Request for Tenancy Approval (RFTA).
- Annual Inspections: Within thirty (30) calendar days of HAFC's request.
- Special/Complaint Inspections: Within five (5) business days of request, or within twenty-four (24) hours in emergency situations.

### 5. Scheduling and Customer Interaction

- Schedule inspections in coordination with tenants, owners, and property representatives in accordance with HAFC procedures.
- Maintain professional and courteous communication at all times.
- Document failed access attempts, no-shows, and refusals in accordance with HAFC policy and HUD requirements.

## 6. Reporting and Yardi System Requirements

- Enter inspection results directly into Yardi or other HAFC-designated systems in a timely and accurate manner.
- Record all deficiencies using HAFC-approved NSPIRE and HQS deficiency codes.
- Upload required inspection documentation, including notes and photographs, as applicable.
- Ensure inspection data supports housing assistance payment (HAP) determinations and compliance tracking.

## 7. Re-Inspections and Follow-Up

- Conduct re-inspections within HUD- and HAFC-required timeframes.
- Verify that all cited deficiencies have been corrected prior to passing the unit.
- Clearly document unresolved or recurring deficiencies and notify HAFC as required.

## 8. Quality Control and Compliance

- Cooperate with HAFC quality control reviews, audits, and monitoring.
- Correct inspection errors identified by HAFC at no additional cost.
- Maintain internal quality assurance procedures to ensure compliance with NSPIRE standards.
- Retain inspection records in accordance with HUD and HAFC requirements.

## 9. Inspector Qualifications

- Inspectors must be knowledgeable and trained in HUD NSPIRE and HQS standards.
- Inspectors shall maintain any required certifications or credentials.
- HAFC reserves the right to approve or disapprove assigned inspectors.
- Inspectors may be subject to background checks.

## 10. Performance Expectations

Contractor performance will be evaluated based on:

- Timeliness and completeness of inspections
- Accuracy and consistency of inspection results
- Proper use of Yardi and related systems
- Responsiveness and professionalism
- Compliance with HUD and HAFC requirements

## 11. Insurance Requirements

- Contractor must procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the contracted work.
- Contractor will be required to provide proof of insurance, with coverage of not less than \$1,000,000 per occurrence, prior to commencement of any inspection services.

## 12. Term and Volume

HAFC seeks NSPIRE and HQS inspection services for a one-year term with an option to extend for an additional one-year term. Any extension or renewal of the contract beyond the initial term shall be at the sole and absolute discretion of HAFC and is not guaranteed. HAFC makes no representation or warranty regarding the volume of work and does not guarantee a minimum number of inspections during the contract term.

## **EXHIBIT B - PROPOSED AGREEMENT FOR SERVICES**

### **NOTICE REGARDING PROPOSED AGREEMENT FOR SERVICES**

This Exhibit is intentionally left incomplete at the time of RFP issuance. HAFC is in the process of finalizing its standard Agreement for Services. The fully drafted proposed agreement will be provided to all shortlisted or selected Proposers prior to contract award.

By submitting a proposal, Proposers acknowledge and agree that:

1. **The final Agreement for Services will be issued by HAFC at a later date** and may include additional or modified terms customary to HAFC's contractual requirements;
2. **Issuance of this RFP does not create any contractual rights or obligations**, and no agreement shall be formed until HAFC issues a final written contract executed by both parties; and
3. **HAFC reserves the sole and absolute discretion** to amend, revise, or supplement the proposed agreement language prior to execution.

The absence of the complete agreement in this Exhibit shall not be construed as a waiver of any contractual provisions HAFC may require at the time of award.

## **EXHIBIT C- PROPOSAL SUBMISSION INSTRUCTIONS**

### **PLEASE READ CAREFULLY:**

**ISSUE DATE:** January 16, 2026

**PROJECT TITLE:** RFP2601-01 National Standards for Physical Inspections (NSPIRE) and Housing Quality Standards (HQS) Inspection Services

**DELIVERY DUE DATE/TIME:** 12:00 PM ET Monday, February 2, 2026

- Proposals will be accepted until 12:00 PM ET Friday, February 2, 2026. Proposals received after 12:00 PM ET Friday, February 2, 2026, even if sent for submission earlier, may not be accepted. This is a Request for Proposals solicitation.
- Proposals must include a proposed Agreement between the NSPIRE and HQS company and HAFC.
- Proposals may be submitted electronically at the following email address(es):  
[rfp@HAFC.org](mailto:rfp@HAFC.org)

Proposals may be submitted in hard copy form by ground mail at the following address:

Housing Authority of Fulton County, Georgia  
ATTN: Monica Baugh, Executive Assistant / Office Manager  
4273 Wendell Drive S.W.  
Atlanta, GA 30336

All questions and/or requests for additional information on this solicitation should be put into writing and directed to Monica Baugh at [rfp@HAFC.org](mailto:rfp@HAFC.org). The last date to submit questions is by 5:00 PM ET Friday, January 23, 2026.

Any questions received before or on Friday, January 23, 2026, will be addressed and provided to all proposers no later than the end of the day Thursday, January 29, 2026.

## **EXHIBIT D – CERTIFICATIONS, ASSURANCES, AND REPRESENTATIONS**

This Exhibit is executed as an agency-developed document and serves as HAFC's required certifications and representations for non-construction contracts. It is intended to capture all information and disclosures deemed necessary by HAFC in connection with work performed under the National Standards for the Physical Inspection of Real Estate (NSPIRE) and Housing Quality Standards (HQS). By submission of a proposal in response to this RFP, the Proposer certifies the following:

**1. Compliance with HUD NSPIRE and HQS Requirements.**

The Proposer certifies familiarity with and compliance with HUD's NSPIRE Final Rule (24 CFR Parts 5, 200, 880, 882, 884, 886, 902, and 982), HQS Regulations (24 CFR 982.401), related PIH Notices, and all HUD inspection standards, scoring protocols, and correction timeframes.

**2. Debarment and Suspension**

The Proposer certifies that neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federally assisted contracts pursuant to 2 CFR Part 180 and 24 CFR Part 24.

**3. Lobbying**

The Proposer certifies compliance with Section 1352 of Title 31, U.S. Code, and that no federally appropriated funds have been paid or will be paid for influencing or attempting to influence any federal, state, or local official in connection with this procurement.

**4. Conflict of Interest**

The Proposer certifies compliance with HUD conflict of interest requirements at 24 CFR §982.161 and affirms that no HAFC employee, officer, or agent has a prohibited interest in the proposed contract

**5. Equal Opportunity and Non-Discrimination**

The Proposer certifies compliance with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and applicable Equal Employment Opportunity requirements.

**6. Independent Price Determination and Non-Collusion**

The Proposer certifies that pricing was determined independently, without consultation, communication, or agreement with any other proposer.

**7. Accuracy of Information**

The Proposer certifies that all information contained in its proposal is true, complete, and accurate and acknowledges that false statements may result in rejection or termination.

Authorized Signature:

Firm Name: \_\_\_\_\_

Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_