



Little Rock Housing Authority
100 S. Arch Street
Little Rock, AR 72201
(501) 340-4821

REQUEST FOR PROPOSAL (RFP)

NSPIRE and NSPIRE-V Inspection Services Little Rock Housing Authority (LRHA)

Issue Date: June 17, 2026

Response Due: July 6, 2026, at 3:00 p.m. (CST)

1. Purpose:

The Little Rock Housing Authority (LRHA) is seeking proposals from qualified firms to provide independent inspection services for units participating in the Housing Choice Voucher (HCV) Program, Project-Based Voucher (PBV) Program, Project-Based Rental Assistance (PBRA) Program, and other HUD-assisted housing programs administered or managed by the Authority. The selected contractor(s) shall perform inspections to ensure that assisted units comply with applicable U.S. Department of Housing and Urban Development (HUD) requirements, including Housing Quality Standards (HQS), the National Standards for the Physical Inspection of Real Estate (NSPIRE), NSPIRE-V and all applicable federal regulations, notices, handbooks, and program guidance.

Inspection services may include, but are not limited to, initial inspections, annual inspections, biennial inspections, special inspections, quality control inspections, move-in inspections, move-out inspections, and reinspection's as required to verify compliance with HUD standards and program requirements.

All inspections shall be performed in accordance with 24 CFR Parts 982 and 983, and 24 CFR § 5.703, applicable NSPIRE standards and requirements, HUD notices, handbooks, and any successor regulations, notices, standards, or guidance issued during the contract term. The contractor shall maintain current knowledge of all applicable HUD inspection requirements and shall perform inspections in accordance with the most current standards applicable to each program. The contractor shall be responsible for ensuring that inspection protocols, notices, reporting formats, deficiency classifications, correction timelines, and documentation requirements comply with the specific standards governing the applicable assisted housing program.

The contractor shall provide timely inspection reports, photographic documentation, deficiency notices, and electronic data entry into LRHA-approved software systems. Inspection reports shall be completed accurately and submitted within the timeframes established by LRHA. All supporting documentation shall be maintained in a manner that supports LRHA's compliance, monitoring, reporting, audit, and record-retention requirements.

Inspectors assigned to this contract must possess appropriate HQS, NSPIRE and NSPIRE-V training and certifications, where applicable, and have demonstrated experience conducting inspections for Public Housing Authorities, Multifamily Housing programs, or similar affordable housing programs. The contractor shall ensure that all inspection personnel are knowledgeable of and capable of implementing HUD inspection standards, accurately identifying health and safety deficiencies, documenting inspection results, and professionally communicating inspection findings to property owners, tenants, and LRHA staff.

All inspection services shall be conducted independently and in a manner that supports LRHA's compliance with HUD regulations, program requirements, performance indicators, and reporting obligations. The contractor shall furnish all labor, supervision, equipment, technology, transportation, and administrative support necessary to perform the required services.

LRHA reserves the right to award contracts to one or more qualified firms to maintain adequate inspection capacity, reduce scheduling delays, ensure continuity of services, and provide operational flexibility throughout the contract term. LRHA reserves the right to modify inspection requirements, reporting requirements, performance standards, and work assignments to comply with future HUD regulations, NSPIRE and NSPIRE-V requirements, program guidance, or operational needs.

The resulting contract shall be an Indefinite Delivery/Indefinite Quantity (IDIQ) contract under which inspection services will be ordered on an as-needed basis through individual task orders. LRHA does not guarantee a minimum or maximum number of inspections during the contract term.

2. Scope of Services:

The selected contractor shall provide all tenant and landlord required notices, labor, supervision, equipment, transportation, software, and administrative support necessary to perform inspections including but not limited to:

Initial Inspections

- Conduct inspections for new admissions.
- Determine compliance with HUD HQS, NSPIRE and NSPIRE-V requirements.
- Document all deficiencies and inspection results, including pass and fail determinations.
- Provide inspection results within required timeframes.

Annual/Biennial Inspections

- Conduct required periodic inspections.
- Verify compliance with HUD regulations.
- Identify health and safety deficiencies.

Special Inspections

- Complaint inspections.
- Emergency inspections.
- Reasonable accommodation inspections.
- Quality control inspections.

Re-Inspections

- Verify correction of deficiencies.
- Document all deficiencies and inspection results, including pass and fail determinations. Written notification of any unit that fails two (2) inspections, together with the status of required abatements and corrective actions, shall be submitted to the HCV Director within twenty-four (24) hours following the second failed inspection.

Quality Control Inspections

- Participate in LRHA quality assurance reviews of Public Housing, HCV Inspections including NSPIRE and NSPIRE-V.
- Cooperate with HUD reviews and audits.

3. Reporting Requirements – The Vendor must:

- Upload inspection results into LRHA-approved software.
- Provide digital photographs.
- Submit inspection reports within 24 hours.
- Maintain complete inspection records.
- Provide monthly production reports upon request.
- Complete all emergency and exigent health and safety inspections, re-inspections, and required documentation within twenty-four (24) hours of identification or referral by LRHA.

4. Inspector Qualifications – The Vendor must:

- Provide evidence of 1 years' experience performing HUD HQS inspections.
- Provide evidence of training on NSPIRE and NSPIRE-V standards.
- Maintain all required certifications.
- Provide background checks if required by LRHA.
- Have reliable transportation and technology necessary to complete inspections.

5. Performance Standards: - The Vendor must:

- Schedule inspections within the specified timeframe established by the HCV Director, which will be communicated at the time the inspection assignment is issued.
- Complete inspections within the specified timeframe established by the HCV Director, which will be communicated at the time the inspection assignment is issued.
- Submit reports within 24 hours.
- Maintain at least a 95% accuracy rate on quality control reviews.
- Correct report deficiencies within 24 hours of notification.

6. Contract Term

- The initial contract term shall be one (1) year with up to four (4) one-year renewal options at the sole discretion of LRHA.

7. Proposal Submission requirements

- Company profile and list relevant HQS experience, NSPIRE and NSPIRE-V.
- Organization Structure – Key Personnel Resumes.
- Experience with Housing Choice Voucher Program
- Complete LRHA Vendor Packet
- Sample inspection report.

- Quality Control Plan
- Proof of Insurance
- Proposed Pricing Schedule
- Contractor must complete the [LRHA vendor packet](#).
- Required Certifications including NSPIRE and NSPIRE-V Training
- Prior to performing any services under this contract, the Vendor shall provide LRHA with documentation demonstrating that all assigned personnel have successfully completed a criminal background check and a state and national sex offender registry screening,

Individuals with disqualifying criminal histories or who are listed on a sex offender registry shall not be permitted to perform work under this contract.

8. Evaluation and Award – Total 100%

- Qualification of Key Personnel and Inspectors – 25%
- Experience with HUD HCV HQS and NSPIRE Inspections – 25%
- References and Past Performance – 25%
- Cost Proposal – 25%

9. Price Proposal

- Initial Inspection: \$_____
- Annual/Biennial Inspection: \$_____
- Re-Inspection: \$_____
- Complaint Inspection: \$_____
- Emergency Inspection: \$_____
- Quality Control Inspection: \$_____
- Special Inspection: \$_____
- No -Show Inspection: \$_____

Contractor understands the first “No Show” inspections will be at a cost of zero dollars for the initial inspection.

10. Inquiries and Submissions

All questions regarding this RFP must be directed to and must have the following Subject Line:

Name: Customer Service

Email: customerservice@mhapha.org

Subject Line: RFP for LRHA Inspector Services

All submissions must be received by LRHA no later than 3:00 p.m. Central Standard Time (CST) on July 6, 2026. Proposals may be submitted in person to Little Rock Housing Authority, 100 Bruce T. Moore Way (formerly 100 South Arch Street), Little Rock, Arkansas 72201, or by email to the Customer Service email address identified above, in accordance with the submission instructions provided herein.

The Little Rock Housing Authority (LRHA) reserves the right to award multiple contracts as needed to ensure timely completion of services, reject any or all quotations, and negotiate final pricing prior to award.

Forms

All forms included in this solicitation shall be reviewed, completed, and signed, as applicable, and submitted with the proposal package. These forms constitute a required component of the proposal submission.

1. [Instructions to Offerors \(non-construction\)](#)
2. [Representations, Certifications, And Other Statements of Bidders](#) Form HUD- 5369-C (11/92)
3. [General Conditions](#) for (Non-Construction) (less than \$250,000) – HUD-5370-C
4. [Certification of payments to Influence Federal Transactions](#)- HUD 50071 (01/31/2007)
5. [Certification for a Drug-Free](#) Workplace, HUD-50070 (02/28/2027)
6. Non-Collusive Affidavit
7. Section 3 Plan Appendix 1 & 2
8. Insurance
9. Company Proposal Submission, including the firm's profile, organizational structure, list of personnel assigned to the contract, resumes of proposed staff and inspectors, and copies of all applicable licenses, certifications, and professional credentials required to perform the services requested. The proposal shall also include evidence that all personnel assigned to the contract have successfully completed a criminal background check and a Sex Offender Registry check conducted within the past twelve (12) months.
10. Price Proposal

NON-COLLUSIVE AFFIDAVIT

JOB NO. _____

STATE OF _____

COUNTY OF _____

_____, BEING FIRST DULY SWORN, DEPOSES, AND SAYS:

That he is _____ of _____, the Bidder that has submitted the attached bid: that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the LITTLE ROCK HOUSING AUTHORITY or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of Bidder

Partner's Signature

Partner's Signature

Subscribed and sworn to before me this _____ day of _____, 20_____.

My Commission Expires _____, 20_____.

LRHA HUD Section 3 Compliance Clause (24 CFR Part 75)

Section 3 Employment, Training, and Contracting Requirements

The Contractor hereby agrees to comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, and its implementing regulation at 24 CFR Part 75. Accordingly, the Contractor shall undertake all efforts, to the greatest extent feasible, to ensure that:

1. Employment and Training Opportunities

The Contractor will provide employment, training, and apprenticeship opportunities arising in connection with this contract to low- or very-low-income residents of the project area, and to public housing residents, as defined in 24 CFR 75.

2. Contracting Opportunities for Section 3 Businesses

The Contractor will award subcontracts and procure goods and services, to the greatest extent feasible, to Section 3 business concerns that are:

- a. Located within the area of the project; or
- b. Substantially owned by persons residing in the area of the project.

3. Positive Steps Required When Subcontracting Is Anticipated

Where subcontracting is anticipated, the Contractor agrees to take the following affirmative steps consistent with 24 CFR 75 and HUD guidance, including but not limited to:

- a. Soliciting bids from Section 3 business concerns in the project area.
- b. Ensuring that qualified Section 3 businesses are included on solicitation lists.
- c. Dividing work items into smaller components, where feasible, to increase participation opportunities.
- d. Establishing delivery schedules that encourage participation by Section 3 businesses.
- e. Providing technical assistance or information to help Section 3 businesses understand bid requirements.
- f. Assisting with bonding, insurance, or financing requirements to expand opportunities for Section 3 businesses.
- g. Maintaining records of outreach, bid invitations, and responses for HUD monitoring and compliance review.

4. Documentation and Reporting

The Contractor agrees to maintain all required documentation demonstrating compliance with Section 3 and will submit reports to the Little Rock Housing Authority (LRHA) as required by HUD.

5. Flow-Down Requirement

The Contractor agrees to incorporate this clause into all subcontracts and require subcontractors to meet the same Section 3 obligations outlined herein.

SELF-CERTIFICATION FOR SECTION 3 BUSINESS CONCERN

Little Rock Housing Authority

I. BASIC INFORMATION

Name of Business/Company: _____

Address of Business: _____

Type of Business (corporation, partnership, sole proprietorship): _____

Owner/Official Representative: _____

Phone Number / Email address: _____

II. TYPE OF SECTION 3 BUSINESS CONCERN

The business listed above certifies that it qualifies as a Section 3 business concern under the check-marked category below:

- _____ 1) is 51% or more owned by Section 3 residents; or
- _____ 2) whose permanent, full-time employees include persons at least 30% of whom are currently Section 3 residents; or
- _____ 3) provides evidence of a commitment to subcontract in excess of 25% of the dollar amount of all subcontracts to be awarded to qualified Section 3 business concerns

Income Limits 2026

# in Household	1	2	3	4	5	6	7	8
80% AMI (gross)	\$ 52,500	\$ 60,000	\$ 67,500	\$ 74,950	\$ 80,950	\$ 86,950	\$ 92,950	\$ 98,950

Placing a check mark under category 1 or 2 implies that you (the official representative of the business) required each employee or owner to fill out the Section 3 Resident self-certification form, so that you can truthfully claim qualification under either category. Section 3 Resident certifications do not need to be submitted with this form but MUST be kept in your business records. This certification is valid for a period of three (3) years.

III. VERIFICATION

The Company hereby agrees to provide, upon request, documents verifying the information provided above. The applicant acknowledges that the information provided on this form may be disclosed to the public in response to requests made under the Freedom of Information Act. This applicant waives or releases any rights or claims it may have against the release of such information.

In addition, the applicant authorizes the information provided to be added to a database of Section 3 businesses, which will enable my business to receive notification of contracting opportunities for future Section 3 covered projects. I understand that this list may be accessed by

the Little Rock Housing Authority, its sub-grantees, contractors, and developers working on Section 3 covered projects. **YES** () **NO** ()

Under penalty of perjury, I certify that I am the _____(title) of the company listed above; that I am authorized by the company to execute this affidavit on its behalf; that I have personal knowledge of the certifications made in this affidavit and that the same are true.

Name (signature): _____ Date: _____

Name (print): _____ Title _____