



**Date: March 11, 2022**

**RE: Request for Estimates - HUD Certified Inspections**

This letter is in request for estimates to conduct annual inspections for our Continuum of Care Program (CoC) for the St. Mary's County Health Department, Behavioral Health Division, Local Behavioral Health Authority (LBHA).

The Continuum of Care Program is a housing program that provides partial and full rental assistance for qualified individuals who receive ongoing wrap-around services in the community and have a history of homelessness, mental health and substance use concerns. The Continuum of Care follows guidelines directed by The U.S. Department of Housing and Urban Development (HUD).

Currently, the program in St. Mary's County serves a minimum of 11 units with the ability to increase to 13 when funding is available. Our program is looking to contract with a company effective July 1, 2022 - June 30, 2023 with the possibility of renewing the contract annually thereafter to provide the following services:

- Initial Housing inspection when requested for new participants or for relocation to a new unit; to be completed no later than two weeks from request with completed documentation provided to the LBHA
- Annual inspections for up to 13 homes; payment per home inspection upon receiving invoice and completed documentation of the inspection
- At least two re-inspections if a unit fails
- Annual inspections completed within a 30 day window of request
- Re-inspections completed within two weeks of request and documentation of the inspection provided within the two week window.
- Provide inspections in St. Mary's County (primarily) and, as needed, within Charles and Calvert counties
- Inspectors must be certified in Housing Quality Standards (HQS) and provide copies of inspector certifications to the LBHA at the time of contract signing.

Estimates need to be provided on company letterhead including: cost for annual inspections per unit, re-inspection cost(s) and any administrative fees. The total funding available is up to \$5,000, not to exceed that amount.

If you are interested in providing this service, please fax or mail estimates no later than March 31, 2022 to:

St. Mary's County Health Dept.  
Division of Behavioral Health  
ATTN: Jaime L. Barnes  
P.O. Box 316  
Leonardtown, MD 20650

or

Fax: 301-363-0312

Thank you and I look forward to hearing from you soon.

Kind Regards,

Jaime L. Barnes, NCC, LCPC  
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