Whole Home Performance
Comprehensive Site Evaluation
Vendor RFP

Capital Area Community Services, Inc. (CACS) – Local Program Manager

Overview

Capital Area Community Services (CACS), the Local Program Manager (LPM), seeks proposals from qualified vendors to perform whole-home Comprehensive Site Evaluations (CSEs) for a first-of-its-kind county-wide Whole Home Performance (WHP) program. WHP combines Community Development Block Grant (CDBG) funds administered through the Michigan State Housing Development Authority (MSHDA) with Ingham County Land Bank, utility, and other funds in a single project. Each project addresses a home's health, safety, structural, and energy-efficiency needs to improve living conditions and affordability for owner occupants across the county.

After intake, each project begins with a CSE. The CSE combines a decent, safe, and sanitary home inspection with a full energy audit, so that health, safety, durability, structural, and energy improvements can be integrated into one coordinated rehabilitation strategy. The completed CSE is the technical foundation for funding determinations, the scope of work, cost estimating, contractor procurement, and compliance across multiple funding sources.

Key Dates

Milestone	Date
RFP issued	Wednesday, October 21, 2026
Questions due	Wednesday, October 28, 2026, 4:00 p.m. ET
Answers emailed to all recipients	Friday, October 30, 2026
Proposals due	Friday, November 6, 2026, 4:00 p.m. ET
Anticipated award	Friday, November 13, 2026

Vendor Requirements

- Ability to identify and document environmental hazards, including suspect mold, asbestos-containing materials, moisture problems, and deteriorated paint in pre-1978 homes.
- Ability to identify and document other health and safety issues, including unsafe electrical wiring, structural hazards, and roof condition.
- Ability to evaluate the home holistically, including how deficiencies in one system affect other systems, occupants, durability, indoor air quality, and energy performance.
- Each person performing energy audits must hold a current BPI Building Analyst or Home Energy Professional Energy Auditor certification at the time of proposal submission and keep it current for the full contract term.
- Ability to collect field data on a tablet, supplied by the vendor, using the LPM-provided data collection tool, and to enter data into the LPM's program-approved energy modeling software, which the LPM will identify at contract execution, to generate the required energy model.
- Experience inspecting occupied residential housing, including older and pre-1978 homes, is strongly preferred.
- Ability to communicate technical findings to homeowners and program staff in a professional, respectful, and customer-focused manner, including in difficult housing situations.
- Willingness to work with the CACS case worker assigned to each household on scheduling, homeowner communication, and home access.
- All necessary equipment, including diagnostic testing equipment, ladders, personal protective equipment, and standard inspection tools, unless provided by the LPM.
- Willingness to participate in quality assurance reviews, field audits, calibration exercises, and periodic training as requested by the LPM.

- Active SAM.gov registration with a Unique Entity ID (UEI). The vendor and its principals must not be suspended, debarred, or excluded from federally assisted contracting.

Scope of Work

For each program-approved customer referred by the LPM, the vendor will:

- Schedule the CSE appointment through or in coordination with the assigned CACS case worker.
- Complete the onsite CSE, including:
  - Inspection of all areas of the home against the program's property standards and applicable codes, as provided by the LPM.
  - Collection of all required data points in the LPM-provided data collection tool.
  - Photos throughout the home that fully document its as-is condition.
  - Required diagnostic tests, including blower door, combustion safety, gas leak, zonal pressure, and duct leakage testing. Some tests may require a return visit after health and safety barriers are remediated.
- Complete the energy model in the program-approved modeling tool.
- Submit a complete CSE work product with all field data, diagnostic results, photos, energy model outputs, identified health and safety deficiencies, and enough information to support a construction-ready scope of work.
- Ensure all data is complete, accurate, timely, and suitable for use by multiple funding partners, and correct deficiencies identified in quality assurance reviews at no additional cost.
- Maintain all documents in the LPM-managed file management site.
- Respond to questions from LPM staff, estimators, construction managers, and program partners about CSE findings throughout the renovation process.
- Keep the case worker informed of appointment changes, cancellations, no-shows, conditions affecting occupants or needing follow-up, and household concerns, and coordinate homeowner contact as the case worker directs.
- Keep homeowner information confidential and manage all documentation securely. All inspection data, photos, reports, models, field notes, and other work products become the property of the LPM upon submission.

Lead risk assessments required under the HUD Lead Safe Housing Rule (24 CFR Part 35) must be performed by an MDHHS-certified risk assessor. Asbestos sampling must be performed by an accredited asbestos inspector. Proposers holding these credentials, or radon testing credentials, may price these services as options on Form B. Otherwise, the LPM will arrange them separately.

Performance Standards

The selected vendor must meet these standards unless the LPM approves otherwise:

Task	Standard
Contact homeowner after referral	Within 2 business days
Complete onsite CSE	Within 10 business days of referral
Submit final CSE work product	Within 5 business days after the field visit
Respond to LPM clarification requests	Within 2 business days

Performance is also evaluated on data quality, quality assurance results, homeowner service, and coordination with the case worker.

Background Checks

CSE work takes place in occupied homes, many occupied by older adults, people with disabilities, and children. Every person who will enter a home on behalf of the vendor, including subcontracted staff, must be approved by the LPM before their first home visit and renewed annually.

- The LPM conducts a Michigan Central Registry clearance, an ICHAT criminal history check, Michigan and national sex offender registry searches, and a multistate criminal history check for anyone who has lived outside Michigan in the past seven years.

- For each person, the vendor returns a signed DHS-1929 Central Registry Clearance Request with a copy of photo ID, and a signed Criminal & Sex Offender Search Form. The LPM provides these forms after award.
- Individuals with disqualifying records, as defined by the LPM, may not work in WHP homes. Examples include registered sex offenders and convictions within a stated period for violence, sexual misconduct, crimes against children or vulnerable adults, theft, burglary, or fraud.
- The LPM notifies the vendor only whether each person is approved or not approved. The vendor may assign only approved personnel, must remove anyone whose approval is withdrawn, and must ensure personnel carry company identification on site.

Insurance Requirements

The vendor must maintain, at its own expense, the following minimum coverage for the full contract term.

Coverage	Minimum
Commercial general liability, occurrence basis	$1,000,000 per occurrence / $2,000,000 aggregate
Professional liability (errors and omissions)	$1,000,000 per claim
Automobile liability (owned, hired, non-owned)	$1,000,000 combined single limit
Workers' compensation	As required by the Michigan Workers' Disability Compensation Act; exempt firms must document the exemption
Employer's liability	$500,000 per accident

- CACS and the Ingham County Land Bank must be additional insureds on the general liability and auto policies. Coverage must be primary and non-contributory, with a waiver of subrogation.
- Insurers must be authorized in Michigan and rated A.M. Best A- VII or better, unless the LPM approves otherwise.
- Submit a current ACORD certificate showing coverage types and limits with the proposal. After award, and before contract execution, the selected vendor must add the additional insureds and provide an updated ACORD certificate and endorsement pages, and must do so again at each renewal. Give the LPM 30 days' written notice of cancellation, non-renewal, or material reduction.
- Claims-made coverage, including professional liability, must be maintained, or extended reporting purchased, for three years after the contract ends.
- Subcontractors must carry appropriate insurance. The vendor verifies coverage before subcontracted work begins.

Conflict of Interest and Federal Requirements

- To keep evaluation independent from construction, the vendor and any affiliated firm may not bid on, perform, or have a financial interest in construction work on any home for which it performed the CSE.
- Proposers must disclose any family or business relationship with CACS or Ingham County Land Bank staff or board members, or with contractors in the WHP general contractor pool.
- The vendor must comply with applicable federal contract provisions for CDBG-assisted work, including 2 CFR Part 200 Appendix II, nondiscrimination and equal opportunity requirements, and record retention, and flow them down to any subcontracts.

Pricing

Pilot-year production is estimated at 30 to 35 homes. This estimate is not a guarantee of volume. Proposers must enter unit prices on Form B for the standard CSE, energy model input, return visits, cancellations and no-shows, travel outside Ingham County, and any optional services. Prices must remain firm for the initial contract term. Any adjustment for a renewal term requires a written amendment.

The vendor invoices monthly for completed, accepted CSEs. The LPM pays within 30 days of an approved invoice.

Contract Term and Award

The initial contract term is one year, with up to two additional one-year renewal options at the LPM's discretion, based on performance and available funding. The LPM anticipates making one award but may make multiple awards or none, and may request interviews or clarifications from proposers.

Proposal Contents

Submit one PDF, assembled as described in the Submission Instructions, containing:

- Form A – Proposal Form
- Form B – Price Schedule
- Form C – Certifications and Agreements
- SAM.gov registration printout
- Energy auditor certificate for each proposed auditor
- Current ACORD certificate of insurance showing coverage types and limits

Evaluation

The LPM will first confirm each proposal is complete and meets the minimum requirements: SAM.gov registration, current energy auditor certifications, insurance, and conflict of interest. Qualifying proposals will then be scored as follows:

Factor	Points	Scored from
Experience and staff qualifications	30	Form A, sections 3, 4, 7, and 8
Technical approach	25	Form A, section 5
Capacity and ability to scale	15	Form A, section 6
Price	30	Form B
Total	100	

Scoring. An evaluation committee of at least three people, each with no conflict of interest, will score each non-price factor independently. Scores are averaged across evaluators. Evaluators will use this scale for each factor:

Rating	Share of factor points
Excellent: fully addresses the factor with strong, specific evidence	90–100%
Good: addresses the factor with minor gaps	70–89%
Fair: partially addresses the factor	50–69%
Poor: does not adequately address the factor	Below 50%

Price. Price is scored on an evaluated price: (standard CSE price + energy model input price) × 35 homes, plus the return visit price × 9 visits (an estimated 25% of homes). The lowest evaluated price receives 30 points. Other proposals receive points in proportion: lowest evaluated price ÷ proposer's evaluated price × 30. Cancellation, travel, and optional service prices are not scored but will be part of the contract.

References. The LPM will check references for qualifying proposals. Reference results are considered under Experience and staff qualifications.

Interviews. The LPM may interview the highest-scoring proposers. Interviews are used to clarify proposals and may change scores on the non-price factors.

Ties. If two proposals have the same total score, the proposal with the lower evaluated price ranks higher.

How to Submit

Follow the Submission Instructions and email the proposal as one PDF to Chelsea Tatroe at ctatroe@cacs-inc.org by the due date in Key Dates, with the subject line "WHP CSE Vendor RFP – [Company Name]." Send questions to the same contact by the questions deadline. Answers will be emailed to everyone who received this RFP.

WHP CSE Vendor RFP – Submission Instructions

How to submit

1. Complete Forms A, B, and C in this packet.
2. Gather the required attachments listed in the checklist below.
3. Combine everything into a single PDF, in checklist order, named *[Company Name] – WHP CSE Proposal.*
4. Email the PDF to Chelsea Tatroe at ctatroe@cacs-inc.org by the due date in the RFP, with the subject line "WHP CSE Vendor RFP – [Company Name]."
5. Send questions to the same contact by the questions deadline. Answers will be emailed to everyone who received the RFP.

Submission checklist

Items marked *Pass/fail* are minimum requirements; a missing item makes the proposal incomplete. *Scored* items are evaluated under the RFP's Evaluation section.

#	Item	Source	Review
1	Proposal Form	Form A	Scored
2	Price Schedule, signed	Form B	Scored
3	Certifications and Agreements, signed	Form C	Pass/fail
4	SAM.gov registration printout showing active status and UEI	Attachment	Pass/fail
5	Current energy auditor certificate for each proposed auditor	Attachment	Pass/fail
6	Current ACORD certificate of insurance showing coverage types and limits	Attachment	Pass/fail

☐ Every form is complete and signed where required

☐ All certificates show expiration dates

☐ Proposal is one PDF, in the order above

Due later, not with the proposal

Item	When it's due
Updated ACORD certificate naming CACS and the Ingham County Land Bank as additional insureds, with additional insured, primary/non-contributory, and waiver of subrogation endorsement pages	After award, before contract execution, and at each renewal
DHS-1929 Central Registry Clearance Request (pages 1–2, with copy of photo ID) and Criminal & Sex Offender Search Form, for each person who will enter homes	Before each person's first home visit, renewed annually. CACS sends these forms after award.

Form A – Proposal Form

WHP CSE Vendor RFP · Capital Area Community Services, Inc. (CACS) – Local Program Manager

Complete every field. Write "N/A" only where a field truly does not apply. Narrative answers have word limits.

1. Company information

Field	Response
Legal business name	
DBA (if any)	
Business address	
Phone / email	
Website	
Business structure (LLC, corporation, sole proprietor, etc.)	
Year established	
Federal EIN	
SAM.gov UEI	
SAM.gov registration expiration date	

2. Contacts

Role	Name	Title	Phone	Email
Authorized signer				
Primary contact for referrals and scheduling				
Billing contact				

3. Proposed staff

List everyone who will perform CSEs. Each person must hold a current BPI Building Analyst or Home Energy Professional Energy Auditor certification at the time of submission.

Name	Role	Certification (type and number)	Expiration date	Years of experience

Name	Role	Certification (type and number)	Expiration date	Years of experience

4. Relevant experience

In 300 words or less, describe your experience performing residential inspections and energy audits. Note any work for weatherization, whole-home performance, or comparable rehabilitation programs, and any work in occupied or pre-1978 homes.

5. Technical approach

Answer each in 150 words or less.

1. How do you schedule CSEs and communicate with homeowners and the CACS case worker, including cancellations and no-shows?

2. How do you conduct the field visit, including diagnostic testing and return visits?

3. How do you make sure data, photos, and energy models are complete and accurate before submission?

4. How do you manage and protect homeowner data and project files?

6. Capacity

Field	Response
CSEs you can complete per month now	
Staff available for WHP work	
Can you meet the RFP's Performance Standards? (Y/N; explain any exceptions)	
Energy modeling software you currently use	
Counties or areas served	

In 150 words or less, describe how you would add staff and capacity if volume grows beyond the pilot year.

7. Optional services

Complete only for services you are credentialed to provide. Price them on Form B.

Service	Offered (Y/N)	Credential holder	Credential number	Expiration date
Lead risk assessment (MDHHS-certified risk assessor)				
Radon testing				
Asbestos inspection and sampling (accredited inspector)				

8. References

Provide three references for comparable work completed in the past five years. Public agency or program references are preferred.

Organization	Contact name	Phone / email	Work performed and year	Number of homes

Form B – Price Schedule

Enter a unit price for each service. Pilot-year production is estimated at 30 to 35 homes; this is not a guarantee of volume. Prices must remain firm for the initial contract term. Corrections required by quality assurance reviews are at no additional cost.

Service	Unit	Unit price
Standard Comprehensive Site Evaluation	Per home	
Energy model input in the program-approved tool	Per home	
Required return visit	Per visit	
Cancelled appointment or homeowner no-show	Per occurrence	
Travel outside Ingham County (if applicable)	Per mile or per trip	
Optional: lead risk assessment (MDHHS-certified risk assessor)	Per home	
Optional: radon testing	Per home	
Optional: asbestos inspection and sampling	Per home	
Optional: other supplemental services (describe below)	As stated	

Describe any supplemental services, and anything your standard CSE price excludes:

Signature

Field	Response
Firm legal name	
Authorized officer name	
Title	
Signature	
Date	

Form C – Certifications and Agreements

WHP CSE Vendor RFP · Capital Area Community Services, Inc. (CACS) – Local Program Manager

An authorized officer of the firm must initial each statement and sign below. These certifications remain in effect for the full contract term. The firm must notify CACS in writing within 5 business days if any statement stops being true.

Certifications

Initials	Statement
	Accuracy. All information in this proposal and its attachments is true, complete, and current.
	Federal eligibility. The firm has an active SAM.gov registration. Neither the firm nor its principals are suspended, debarred, or otherwise excluded from federally assisted contracting.
	Subcontractors. Before engaging any subcontractor paid with program funds, the firm will confirm in SAM.gov that it is not excluded, and will flow down required federal contract provisions (2 CFR Part 200, Appendix II).
	Background checks. The firm will submit every employee and subcontracted staff member who will enter a home for a CACS background check, including a Michigan Central Registry clearance, using the DHS-1929 form and Criminal & Sex Offender Search Form that CACS provides after award. The firm will assign only individuals CACS has approved and will remove anyone whose approval is withdrawn.
	Insurance. The firm will maintain the required insurance, including professional liability, for the full contract term, will add CACS and the Ingham County Land Bank as additional insureds and provide an updated ACORD certificate and endorsement pages after award and before contract execution, and will maintain or extend claims-made coverage for three years after the contract ends.
	Independence. The firm and any affiliated firm will not bid on, perform, or have a financial interest in construction work on any home for which the firm performed the CSE.
	Conflicts of interest. The firm has disclosed below any family or business relationship with CACS or Ingham County Land Bank staff or board members, or with contractors in the WHP general contractor pool.
	Confidentiality and data. The firm will keep homeowner information confidential, use the LPM-managed file management site, and understands that all work products become the property of the LPM upon submission.
	Nondiscrimination. The firm will comply with applicable nondiscrimination, equal opportunity, and fair housing requirements.
	Performance standards. The firm will meet the RFP's Performance Standards unless the LPM approves otherwise.

Conflict of interest disclosure

☐ No actual or potential conflicts of interest

☐ Conflicts described here:

Signature

Field	Response
Firm legal name	
Authorized officer name	
Title	
Signature	
Date	