



# Regional Inspectional Services Program

**WHAT IS IT?** The Merrimack Valley Planning Commission (MVPC) is establishing a Regional Inspectional Services Program for all municipalities in the Merrimack Valley region. The program's purpose is to streamline the process of retaining inspectors by identifying, vetting, and pre-qualifying a pool of professional inspectors who will be available to do work as needed by the municipalities.

**WHO IS IT FOR?** Any of the 15 communities served by the MVPC may participate. The program can be used to back-fill short-term vacancies in municipal inspections departments, to provide surge capacity during peak work periods, or to supplement inspections staffs for the longer term.

**HOW DOES IT WORK?** The MVPC published a Request For Proposals (RFP) for inspectional services in the program: building inspections, plumbing and gas fitting inspections, wiring and electrical inspections, and health inspections. The MVPC reviewed the responses, checked references and selected responsive and responsible proposals from credentialed inspectors. The MVPC contracted with those responsive and responsible proposers and will provide a list of their names, contact information, and fees to the municipalities. When an inspector is needed, he or she will perform the service and invoice MVPC, which will bill the municipality. Permit fees will be paid directly to the municipalities.

**WHAT ARE THE BENEFITS?** This program will make it easier to match the inspectional needs of Merrimack Valley municipalities with the capacity to perform these services and will increase standardization of practices across the region. This should make the whole inspections process cheaper and faster. It will allow municipalities to better manage their inspectional needs to a budget and ensure fees will cover all costs associated with providing the inspection.

Additionally, by building up a large databank of evaluations of inspectors, there should be an improvement in performance over the long run, as municipalities increase utilization of high-performing inspectors while problematic inspectors can be flagged and taken out of the pool.

## **HOW CAN YOU PARTICIPATE?**

**FOR MUNICIPALITIES:** MVPC municipalities are automatically included in the RFP but will need to take several simple steps to participate. Information about these steps is available by contacting MVPC.

**FOR POTENTIAL INSPECTORS:** Inspectors may respond as individuals or as companies to any of the individual inspectional services in the RFP that they are qualified to perform.

**NEED MORE INFORMATION?** For more information, please contact:

Dennis DiZoglio, Executive Director,  
MVPC, at [ddizoglio@mvpc.org](mailto:ddizoglio@mvpc.org) or (978) 374-0519.

*This project was developed in collaboration with the Edward J. Collins, Jr. Center for Public Management in the McCormack Graduate School of Policy Studies at UMass Boston and was funded with District Local Technical Assistance (DLTA) funds.*