



Request for Proposal: Director of Construction Compliance and Procurement

Purpose and Background

RYSE invites qualified individuals or firms to submit proposals to serve as Director of Construction Compliance and Procurement. The selected contractor will provide agency-wide administration of contracts and procurement activities, with specialized expertise in construction contracts for housing-related projects. This role is intended to strengthen RYSE's ability to secure, administer, monitor, and close out construction services funded through government contracts, grants, and related public funding sources.

Scope of Services

The Director of Construction Compliance and Procurement will be responsible for planning, coordinating, and overseeing procurement and contract administration activities related to construction services. Services shall include, but are not limited to, the following:

- Administer agency-wide contracts and procurement activities related to housing construction, rehabilitation, repair, renovation, infrastructure improvements, and related professional services.
- Develop, review, and manage solicitations, requests for proposals, invitations for bids, scopes of work, specifications, addenda, evaluation criteria, contract documents, change orders, and closeout documentation.

- Ensure procurement processes comply with applicable federal and state procurement laws, including Hawaii public procurement requirements, federal grant rules, program requirements, contract conditions, and funding source restrictions.
- Coordinate with executive leadership, fiscal staff, program staff, legal counsel, project managers, architects, engineers, inspectors, contractors, subcontractors, funders, and government agencies.
- Maintain contract administration systems, procurement records, procurement files, vendor documentation, compliance certifications, insurance, bonding, wage determinations, reporting records, and other required documentation.
- Monitor contractor performance, deliverables, schedules, budgets, quality assurance requirements, safety obligations, and contract compliance throughout the full project lifecycle.
- Support fair, transparent, competitive, and ethical procurement practices, including conflict-of-interest controls, vendor communications, bid/proposal evaluations, protest protocols, and documentation of procurement decisions.
- Provide regular status reporting to RYSE leadership regarding procurement pipeline, contract risks, construction progress, compliance issues, budget impacts, and recommended corrective actions.

Compliance and Regulatory Requirements

The selected proposer must demonstrate working knowledge of federal and state procurement and construction-contract compliance requirements. This includes familiarity with competitive procurement methods, contract administration plans, contractor responsibility determinations, cost and pricing documentation, bid security, performance and payment bonds, safety and health requirements, procurement record retention, audit readiness, and contract closeout requirements. RYSE expects the selected contractor to help ensure all construction services are secured and administered in accordance with applicable laws, rules, regulations, funder requirements, and internal policies.

Minimum Qualifications

- At least five years of progressively responsible experience in construction procurement, public contracting, contract administration, project management, or a closely related field.

- Demonstrated experience administering government-funded construction contracts, preferably involving housing, shelters, supportive housing, affordable housing, public facilities, or community infrastructure.
- Knowledge of federal grant procurement requirements, state procurement law, construction contract terms, procurement documentation, compliance monitoring, and audit standards.
- Ability to prepare clear scopes of work, procurement documents, contract templates, procurement schedules, evaluation materials, reports, and compliance documentation.
- Strong communication, negotiation, risk-management, organizational, and stakeholder-coordination skills.
- Ability to work respectfully with community partners and align procurement activities with RYSE's mission and service priorities.

Proposal Requirements

Proposals should be concise, complete, and organized in the order listed below:

1. Cover letter identifying the proposer, primary contact, and understanding of the requested services.
2. Statement of qualifications, including relevant construction procurement and government contract administration experience.
3. Project approach describing how the proposer will organize, manage, document, and oversee procurement and contract administration activities.
4. Compliance approach describing methods for ensuring adherence to federal, state, program, funder, and internal procurement requirements.
5. Examples of similar projects, contracts, or procurements administered by the proposer.
6. Staffing plan or resume of the individual proposed to serve as director.
7. Fee proposal, including hourly rates within the anticipated compensation range of \$50–\$75 per hour, monthly retainer, not-to-exceed amount, reimbursable expenses, and any assumptions.
8. References from at least three clients, funders, agencies, or organizations familiar with the proposer's construction procurement or contract administration work.
9. Required disclosures, including any actual or potential conflicts of interest, pending litigation, debarment status, or compliance concerns.

Evaluation Criteria

Criterion	Weight
Relevant construction procurement and contract administration experience	30%
Knowledge of federal, state, and program compliance requirements	25%
Experience with housing, shelter, nonprofit, or public-funded construction projects	20%
Quality and practicality of proposed approach	15%
Cost reasonableness and overall value	10%

Anticipated RFP Schedule

Activity	Target Date
RFP issued	September 9, 2026
Deadline for written questions	September 18, 2026
Responses to questions issued	September 23, 2026
Proposal submission deadline	October 2, 2026
Interviews, if conducted	October 5 – 8, 2026
Notice of selection	October 9, 2026
Anticipated contract start date	October 19, 2026

Submission Instructions

Proposals must be submitted by October 2, 2026 to Carla Houser, Executive Director at chouser@rysehawaii.org. The subject line should read: "Proposal — Director of Construction Compliance and Procurement." Questions regarding this RFP must be submitted in writing by the deadline listed in the schedule. RYSE may issue written responses, clarifications, or addenda as needed.

Reservation of Rights

RYSE reserves the right to amend, suspend, cancel, or reissue this RFP; reject any or all proposals; waive informalities or minor irregularities; request additional information; conduct interviews; negotiate contract terms; and award a contract in the best interest of the agency. Issuance of this RFP does not obligate RYSE to award a contract or pay any costs incurred in preparing a proposal.