

Request for Proposals (RFP)

Eastern Pennsylvania Coalition for Housing

Issue Date: December 1, 2025

Role: Interim Executive Director

Submission: Proposals must be submitted by email to easternpa@framework-strategies.com

Questions: Please send questions to easternpa@framework-strategies.com

Background

The Eastern Pennsylvania Coalition for Housing (EPCH) is a new nonprofit organization established by the Eastern Pennsylvania Continuum of Care (CoC) to improve access to resources and enhance the regional response to homelessness across 33 counties in eastern Pennsylvania.

The CoC has identified limitations in addressing homelessness due to federal funding constraints, particularly from HUD. EPCH aims to create new grant opportunities, diversify resources, and increase capacity for effective housing solutions.

The mission of the Eastern Pennsylvania CoC is to eliminate homelessness and improve access to safe, affordable housing through collaboration with local providers, government entities, individuals with lived experience, and community stakeholders. The region encompasses both small towns and urban areas, featuring a mix of housing markets and economic conditions. EPCH was created to provide leadership and structure in advancing these goals.

During this transition period, EPCH seeks to engage an Interim Executive Director (IED) to guide the organization's early growth, strengthen governance and operational systems, and lay the foundation for hiring a permanent Executive Director approximately July 1, 2026.

Phase 1 (Months 1–3): Foundation & Organizational Infrastructure

Contract Period: Approximately February 1, 2026 – April 30, 2026

Maximum Funding Available: \$49,000

Scope of Services

The selected consultant will establish EPCH's operational foundation and support early governance alignment.

Organizational Development & Infrastructure

- Develop and document operational infrastructure, including administrative procedures and fiscal systems.
- Research and support the selection of a fiscal agent or backbone organization to manage interim financial functions.
- Establish initial financial procedures for budgeting, banking, and fiscal reporting in coordination with the fiscal sponsor.
- Obtain required insurance coverage and apply for PA Sales Tax Exemption.
- Support the development of EPCH's marketing and communications strategy, including the creation of a foundational marketing plan and the initial development of EPCH's website.
- Document all start-up decisions and key milestones.

Governance & Strategic Planning

- Support the Board of Directors in clarifying EPCH's mission, vision, and preliminary governance structure.
- Prepare an outline for a 12–18-month strategic roadmap.

Deliverables

- Draft operational infrastructure framework and administrative templates.
- Fiscal systems plan and recommendations for the fiscal agent.
- Sales Tax Exemption documentation.
- Preliminary governance framework and strategic outline.
- Monthly progress report to the EPCH Board.

Budget and Timeline

- Maximum funding available: \$49,000
- Contract period: Approximately February 1, 2026 – April 30, 2026
- Contract award is anticipated no later than TBD
- Work must begin within 15–30 days of award.

Qualifications

- Experience in nonprofit or interim executive leadership, preferably within housing, homelessness, or social services.
- Strong organizational development, governance, and human resources management experience.
- Understands nonprofit fiscal systems and grant management
- Familiarity with Pennsylvania nonprofit requirements and housing systems.
- Skill in partnership-building and facilitation.
- Ability to lead during transition with clarity, empathy, and accountability.
- Ability to connect and build authentic relationships with multi-sector stakeholders.

Proposals should include

- Cover Page & Contact Information
- Name of individual or firm
- Primary contact person and title
- Mailing address, email, and phone number
- Type of legal entity and authorized signatory

Proposal Narrative (3–5 Pages)

- **Background and Qualifications:** Describe your organization or individual background, including relevant experience supporting nonprofit start-ups, interim leadership, or housing/homeless system coordination.
- **Relevant Experience:** Highlight similar projects, partnerships, or clients that demonstrate your capacity to perform the outlined work.
- **Approach and Deliverables:** Explain your philosophy, methodology, and the outcomes you expect to achieve.
- **Work Plan and Timeline:** Outline a clear timeline for completing the deliveries within the proposed period.

Budget

- The contract will be awarded for a flat amount as established by EPCH. Proposals should clearly identify the estimated number of hours anticipated to complete the Scope of Services, including a breakdown of major tasks or project phases.
- Applicants may include optional details about additional services or supports to enhance the project's success, along with a rationale.
- **Attachments:** Include the following supporting materials:
 - Résumé(s) or CV(s) for key personnel, including descriptions of roles and responsibilities.
 - Three professional references, including name, title, organization, contact information, and a brief note on relevant past work.

Selection Process

- Proposals will be reviewed by the EPCH Board, in consultation with the Eastern PA CoC Board. Selected applicants may be invited to participate in an interview. The successful candidate will be notified following Board approval, with contract execution anticipated by January 2026.

Evaluation Criteria	Points
Demonstrated experience and qualifications	25
Understanding of nonprofit development, housing, and CoC systems operations	25
Clarity and feasibility of the proposed work plan and timeline	15
Professional philosophy, communication style, and commitment to authentic engagement	15
Alignment with EPCH's mission, values, and transition goals	20
Total Possible	100