

Eastern Pennsylvania Coalition for Housing (EPCH)

Interim Executive Director RFP – Frequently Asked Questions

1. Can a consulting firm with a team approach apply, or must this be a single individual?

Yes. EPCH welcomes proposals from individuals or firms. Team-based approaches are permissible as long as the proposal identifies a single point of contact and clearly explains how the team will meet the full scope of the deliverables.

2. Will EPCH be holding introductory meetings with potential applicants?

No. Due to the expedited timeline for this procurement, EPCH is not scheduling introductory or exploratory meetings with prospective applicants.

3. How can applicants request clarification?

Applicants may submit questions **in writing**. Responses will be issued in a manner that provides equitable access to information for all applicants.

4. What information is available about EPCH?

The Eastern Pennsylvania Coalition for Housing (EPCH) is a newly established nonprofit organization that received its 501(c)(3) determination in the spring of 2025. EPCH is governed by a board composed of members of the Eastern PA Continuum of Care (CoC) Board and operates in collaboration with, but separate from, the CoC. For the purposes of this procurement, the EPCH Board is responsible for managing the search and selection of the Interim Executive Director. Because EPCH is in its start-up phase, publicly available information is limited. Applicants should submit written questions if clarification is required.

5. May applicants propose innovative or alternative approaches?

Yes. EPCH is open to proposals that structure the work in innovative ways, such as shared leadership or a cross-functional team model, provided all required deliverables, timelines, and budget parameters are met.

6. Why is this RFP Phase One of a three-phase process?

EPCH's procurement is intentionally structured in phases. Each phase aligns with distinct funding sources and timelines.

- **Phase One** focuses on securing interim leadership and establishing foundational systems, governance tools, and start-up infrastructure.
- The RFP marks the first phase of a planned three-phase procurement process. The board decided to structure the work in phases in response to the nature and timing of our funding sources. Each phase corresponds to specific tasks and distinct implementation milestones. Future RFPs will focus on longer-term capacity building and permanent staffing needs once additional funding allocations are secured. This phased approach enables us to comply with funding requirements while developing the organization in a thoughtful and scalable manner.

7. Are there eligibility requirements related to contracting with the Commonwealth of Pennsylvania?

Yes. The awarded applicant must be eligible to register as a **Commonwealth of Pennsylvania vendor** to receive payment. Applicants who are not already certified must be willing and able to complete the required registration process.

8. Will the Interim Executive Director be considered for the permanent Executive Director position?

EPCH is intentionally seeking an interim leader with expertise in nonprofit start-up and capacity-building. This role will support the organization's early development and assist with the recruitment of a permanent Executive Director and is not expected to transition into a long-term position.