

REQUEST FOR PROPOSALS

Website Management Services

Kalpana Seaview Estates Community Association (KSECA) solicits bids from qualified, independent contractors for website management and maintenance services. Candidates should be organized, experienced with website management, and possess strong computer skills. Bids must be submitted no later than 12 pm, June 24, 2026.

Scope of Services

The contractor will provide the following website management services:

1. Post monthly Board updates (minutes, agenda, calendar) submitted by the Board of Directors to the website 1–2 times per month
2. Manage monthly email communications to all owners enrolled in email updates, including links to website updates
3. Monitor website performance, check all links regularly, and initiate updates to ensure the website functions properly and remains current
4. Monitor email routing and links from the website to ensure they are directed to appropriate Board members or contractors

Contract Terms

Contract Period: July 1, 2026 – June 30, 2027

Invoicing: Submit invoices by the 10th of the month following service delivery. Include description of services rendered and dates of service. Invoices are payable within 30 days.

Submission: Submit proposals to board@kseca.org with your company name, contact information, relevant experience managing community association websites, and references.

Community Member Requirement: Any community member accepting a paid contract must be current with all monies due to KSECA. Unpaid balances will be deducted from the first and subsequent payments as required.

Termination: Either party may terminate by written notice, effective 14 calendar days after receipt. Final payment due within 10 days of receiving a final invoice.