



Request for Proposals (RFP): On-Demand Website Design & Support Services

Issued by: Commercial District Services (CDS)

Overview

Commercial District Services (CDS) is seeking proposals from qualified individuals or firms to provide **on-demand website design, development, and maintenance services** for a portfolio of community-driven websites. We are looking to build a reliable and creative roster of professionals who can support a range of digital needs on an as-needed basis.

This RFP is intended to identify partners who can provide high-quality, timely, and flexible web support to help maintain and elevate our digital presence across several Special Improvement Districts (SIDs) in New Jersey.

Scope of Services

Selected respondents may be asked to assist with:

- Routine content updates (copy, photos, forms, etc.)
- Designing and building new pages or sections
- Integrating new features or plug-ins (event forms, vendor directories, calendars, etc.)
- Performing light back-end troubleshooting or platform maintenance
- Auditing and improving user experience and navigation
- Supporting basic branding or graphic design needs
- Ensuring mobile responsiveness and accessibility
- Coordinating with our internal team to meet deadlines

Websites are currently built on platforms such as **Squarespace, WordPress, and custom CMS** frameworks. Familiarity with these is strongly preferred.

Desired Qualifications

- Proven experience in web design and development



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- Strong sense of clean, user-centered design
 - Ability to work within existing frameworks and brand guidelines
 - Reliable communication and clear project turnaround times
 - Experience working with nonprofits, districts, or community organizations is a plus

Proposal Requirements

Interested individuals or firms should submit the following:

1. **Statement of Interest** – A short description of your background and relevant experience
2. **Portfolio or Samples** – Links to recent or relevant website work
3. **Rate Sheet** – Hourly rate and/or project-based pricing options
4. **Turnaround Times** – Typical lead time for small and larger requests
5. **References** – At least two professional references or past clients

Submission Instructions

Please submit proposals by email to hello@publicspaces.com with the subject line:
RFP – On-Demand Website Support

There is no hard deadline; proposals will be reviewed on a rolling basis.

About CDS

Commercial District Services (CDS) is a management company that works with Special Improvement Districts to deliver clean and safe programs, placemaking initiatives, and economic development support to small businesses and communities. Our websites are vital communication tools that help showcase events, highlight services, and connect residents with local business districts.