



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HEALTH & HUMAN SERVICES

DR. MARTIN LUTHER KING, JR. CITY HALL ANNEX
1 JACKSON SQUARE | JERSEY CITY, NJ 07305
P: 201 547 6800



STACEY L. FLANAGAN
DIRECTOR

Date: October 3, 2022

Request for Qualifications

The Jersey City Department of Health and Human Services, Division of Senior Affairs is soliciting proposals for **instructors for seniors for 2023**. Classes will be held in person at selected sites, as allowable by COVID-19 protocols.

Instructors will be paid \$ 75.00 per 60-minute class for two classes per week, with the possibility of additional classes when expansion is approved.

Please contact Kim Aycox at 201-547-4777 or kaycox@jcnj.org with questions regarding this process.

Class/Subject: Social Recreation/Fitness Programming for Seniors

Proposal submission deadline: December 2, 2022

The following information is **required*** for consideration of your proposal:

*Name

Organization/Company (optional)

*Address

*Contact Information (Phone, email, website)

*License/Certification(s)

*Availability (Live instruction will be held weekdays only)

*Insurance

*Usual Instruction Rate

*Resume with references

*Video of your instruction or a time when you may be observed teaching

To be considered, you must notify this office in writing. Email proposals to:

Kim Aycox, Division of Senior Affairs

kaycox@jcnj.org

If your proposal is not received by the submission deadline, the Division of Senior Affairs will determine that you are not interested in this opportunity.