

CITY OF CORAL GABLES

-MEMORANDUM-

TO: Honorable Mayor and
Members of the City Commission

Date: October 3, 2025

FROM: Peter J. Iglesias
City Manager

Digitally signed by Peter J. Iglesias
Date: 2025.10.06 12:03:06 -04'00'

SUBJECT: Award Recommendation
RFP 2025-018 Professional S.T.E.M.
Program Services

At the next available City Commission Meeting an award recommendation for RFP 2025-018 Professional S.T.E.M. Program Services will be included on the agenda. This memorandum serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation to the City Commission for award of the subject RFP is as follows:

- 1) Accept the recommendation of the Chief Procurement Officer to award the RFP and authorize negotiations with Study Smart Tutors, Inc., the highest ranked responsive and responsible proposer for Professional S.T.E.M. Program Services, RFP 2025-018.
- 1) Should negotiations fail with the top-ranked proposer, negotiations may commence with the next highest ranked responsive-responsible proposer, MOT Miami Magic, LLC dba Minds of Tomorrow Miami, if determined to be in the best interest of the city, until a satisfactory agreement and contract is reached.
- 3) Reaffirm the City's right to pursue alternative courses of action.

On August 1, 2025, the Procurement Division of Finance formally advertised, issued, and distributed Request for Proposals (RFP) 2025-018 Professional S.T.E.M. Program Services. Sixty (60) prospective proposers were notified by INFOR, the City's web-based e-Procurement system.

On September 3, 2025, two (2) firms submitted proposals in response to the RFP: MOT Miami Magic LLC dba Minds of Tomorrow Miami and Study Smart Tutors, Inc.

The responses were reviewed by the Procurement Division in order to determine responsiveness to the requirements of the RFP.

On September 26, 2025, the Evaluation Committee convened to evaluate the two (2) responsive and responsible proposals and ranked the firms in the following order: Study Smart Tutors, Inc., (top ranked), and MOT Miami Magic LLC dba Minds of Tomorrow Miami (second ranked). The Evaluation Committee recommended that the City negotiate with Study Smart Tutors, Inc., to provide the requested services for an initial three (3) year term with two (2) additional one (1) year periods.

The Evaluation Committee further recommended that should negotiations fail with Study Smart Tutors, Inc., negotiations could be conducted with the next ranked firm, MOT Miami Magic LLC dba Minds of Tomorrow Miami (second ranked).

After successful negotiations, a Professional Services Agreement will be executed. A more detailed description of the RFP, proposal response and evaluation results will be provided to you as part of the agenda package.

Please contact me should you have any questions.

Copy:

Cristina M. Suárez, City Attorney

Billy Y. Urquia, City Clerk

Carolina Vester, Assistant City Manager

Fred Couceyro, Community Recreation Director

Katherine Diaz, Youth Center Supervisor

Diana M. Gomez, Finance Director

Celeste S. Walker-Harmon, Chief Procurement Officer