



STUDY SMART TUTORS
EDUCATE • EMPOWER • INSPIRE

City of Coral Gables, Florida
Professional S.T.E.M Program Services
Request for Proposal #2025-018

September 3, 2025

Study Smart Tutors, Inc.
30721 Russell Ranch Road Suite #140
Westlake Village, CA 91362
Jack Friedman, CEO/Founder
818-457-1728
jackf@studysmarttutors.com

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CITY OF CORAL GABLES, FL

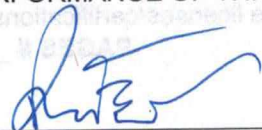
2800 SW 72nd Avenue, Miami, FL 33155
Finance Department / Procurement Division
Tel: 305-460-5102 / Fax: 305-261-1601

PROPOSER'S ACKNOWLEDGEMENT

RFP No.: 2025-018	Electronic submittals must be received prior to 2:00 p.m., Wednesday, September 3, 2025, via INFOR and will remain valid for 120 calendar days. Submittals received after the specified date and time will not be accepted.
RFP Title: Professional S.T.E.M. Program Services	Contact: Eduardo Hernandez
A cone of silence is in effect with respect to this RFP. The Cone of Silence prohibits certain communication between potential vendors and the City. For further information, please refer to the City Code Section 2-1027 of the City of Coral Gables Procurement Code.	Title: Procurement Specialist
	Telephone: 305-460-5108
	Email: ehernandez2@coralgables.com
	contracts@coralgables.com
Proposer Name: Study Smart Tutors, Inc.	FEIN or SS Number:
Complete Mailing Address: 30721 Russell Ranch Road, Suite #140, Westlake Village, CA 91362	Telephone No.: (310) 708-4354
Indicate type of organization below: Corporation: ☒ Partnership: ☐ Individual: ☐ Other: ☐	Cellular No.: 818-457-1728
	Fax No.:
Bid Bond/Security Bond (if applicable) <u> N/A </u> %	Email: jackf@studysmarttutors.com

ATTENTION: THIS FORM ALONG WITH ALL REQUIRED RFP FORMS MUST BE COMPLETED, SIGNED (PREFERABLY IN BLUE INK), AND SUBMITTED WITH THE RESPONSE PRIOR TO THE SUBMITTAL DEADLINE. FAILURE TO DO SO MAY DEEM PROPOSER NON-RESPONSIVE.

THE PROPOSER CERTIFIES THAT THIS SUBMITTAL IS BASED UPON ALL CONDITIONS AS LISTED IN THE RFP DOCUMENTS AND THAT THE PROPOSER HAS MADE NO CHANGES IN THE RFP DOCUMENT AS RECEIVED. THE PROPOSER FURTHER AGREES IF THE RFP IS ACCEPTED, THE PROPOSER WILL EXECUTE AN APPROPRIATE AGREEMENT FOR THE PURPOSE OF ESTABLISHING A FORMAL CONTRACTUAL RELATIONSHIP BETWEEN THE PROPOSER AND THE CITY OF CORAL GABLES FOR THE PERFORMANCE OF ALL REQUIREMENTS TO WHICH THIS RFP PERTAINS. FURTHER, BY SIGNING BELOW PREFERABLY IN BLUE INK, ALL RFP PAGES ARE ACKNOWLEDGED AND ACCEPTED AS WELL AS ANY SPECIAL INSTRUCTION SHEET(S) IF APPLICABLE. THE UNDERSIGNED HEREBY DECLARES (OR CERTIFIES) ACKNOWLEDGEMENT OF THESE REQUIREMENTS AND THAT HE/SHE IS AUTHORIZED TO BIND PERFORMANCE OF THIS RFP FOR THE ABOVE PROPOSER.



Authorized Name and Signature

CEO/Founder

Title

August 27, 20205

Date

SOLICITATION SUBMISSION CHECKLIST

Request for Proposals (RFP) No. 2025-018

COMPANY NAME: (Please Print): Study Smart Tutors, Inc.

Phone: 818-457-1728

Email: jackf@studysmarttutors.com

A response package numbered by page must be submitted ELECTRONICALLY via INFOR. Please provide the PAGE NUMBER of your solicitation response in the blanks provided as to where compliance information is located in your Submittal for each of the required submittal items listed below:

SUBMITTAL - SECTION I: TITLE PAGE, TABLE OF CONTENTS, REQUIRED FORMS, AND MINIMUM QUALIFICATION REQUIREMENTS.

- 1) Title Page: Show the RFP number and title, the name of your firm, address, telephone number, name of contact person, e-mail address, and date. **PAGES #** 0 **to**
- 2) Provide a Table of Contents in accordance with and in the same order as the respective "Sections" listed below. Clearly identify the material by section and page number. **PAGES #** 1 **to** 1
- 3) Fill out, sign, and submit the Proposer's Acknowledgement Form. **PAGES #** 3 **to** 3
- 4) Fill out and submit the Solicitation Submission Check List. **PAGES #** 4 **to** 5
- 5) Fill out, sign, notarize (as applicable), and submit the Proposer's Affidavit and Schedules A through H. **PAGES #** 5 **to** 13
- 6) Fill out, E-Verify Affidavit **PAGES #** 14 **to** 15
- 7) Minimum Qualification Requirements: submit detailed verifiable information affirmatively documenting compliance with the Minimum Qualifications Requirements shown in Section 3. **PAGES #** 23 **to** 27
- 8) Fill out, Lobbyist Registration & Oral Presentation Forms **PAGES #** 15 **to** 18

SUBMITTAL - SECTION II: EXPERIENCE AND PROPOSER'S QUALIFICATIONS

(i) FOR PROPOSER:

- 1) Provide a complete history and description of your company, including, but not limited to, the number of years in business, size, number of employees, office location, copy of applicable licenses/certifications, credentials, capabilities, and capacity to meet the City's needs. **PAGES #** 2 **to** 3
- 2) Describe the Proposer's relevant knowledge and experience in providing the services described in the "Scope of Services" similar in size to the City of Coral Gables. **PAGES #** 3 **to** 6

(ii) **FOR KEY PERSONNEL:**

- 1) Provide qualifications and experience of all proposed key personnel:

PAGES # 7 to 9

SUBMITTAL - SECTION III: PROJECT APPROACH AND METHODOLOGY

- 1) Describe in detail your approach to performing the services solicited herein. Include detailed information, as applicable, which addresses, but need not be limited to: understanding of the RFP scope and requirements, implementation plan and communication with City staff and Consultants. Indicate how the Proposer intends to positively and innovatively work with the City in providing the services outlined in this RFP.

PAGES # 10 to 37

- 2) Describe recent, current, and projected workload for the Proposer and key personnel and how the potential contract will fit into the Proposer's workload.

- 3) Describe Proposer's ability to meet or exceed all the program requirements.

PAGES # 38 to 39

SUBMITTAL - SECTION IV: PAST PERFORMANCE AND REFERENCES

- 1) Using the required Attachment A - Reference Form, provide a minimum of three (3) references (but no more than five (5) for which Proposer has performed same (or similar) scope of services in the last three (3) years. *This information must be provided utilizing the City of Coral Gables Reference Form (Attachment A) ONLY. References submitted in any other format will not be accepted. DO NOT include work/services performed for the City of Coral Gables or City employees as reference (City related experience will be outlined in the request below).*

PAGES # to

see attachment A

This information must be provided utilizing the City of Coral Gables Reference Form (Attachment A) ONLY. References submitted in any other format will not be accepted.

- 2) Provide a list with contact information of all public sector clients in the last three (3) years, and include if any, that have discontinued use of Proposer's services within the last two (2) years and indicate the reasons for the same. Additionally, please provide any documentation related to performance issues of the current or past contracts to include any non-performance reports or notices to cure. The City reserves the right to contact any reference or current customer identified as part of the evaluation process. **PAGES #** 41 to 41
- 3) Please identify each incident within the last five (5) years where a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the Proposer's rights, remedies or duties under a contract for the same (or similar) type services to be provided under this RFP (See Schedule D of Attachment B). **PAGES #** 42 to 42

SUBMITTAL - SECTION V: PROPOSAL PRICE PROPOSAL

- 1) Provide pricing as outlined in INFOR via the Line Items tab for S.T.E.M. Program Services.

PAGES # 42 to

SUBMITTAL - SECTION VI: AGREEMENT COMMENTS/EXCEPTIONS

see attachment for additional context

- 1) Please follow the instructions as outlined in Section 1.6 Agreement Execution. The acceptance of or any exceptions taken to the terms and conditions of the City's Agreement shall be considered a part of a Proposer's submittal and will be considered by the Evaluation Committee. **PAGES #** 42 to 42

PROPOSER'S AFFIDAVIT

SOLICITATION: RFP 2025-018 Professional STEM Program Services

SUBMITTED TO: City of Coral Gables
Procurement Division
2800 SW 72 Avenue
Miami, Florida 33155

The undersigned acknowledges and understands the information contained in response to this solicitation and the referenced Schedules A through H shall be relied upon by Owner awarding the contract and such information is warranted by the Proposer to be true and correct. The discovery of any omission or misstatements that materially affects the Proposer's ability to perform under the contract shall be cause for the City to reject the solicitation submittal, and if necessary, terminate the award and/or contract. I further certify that the undersigned name(s) and official signatures of those persons are authorized as *(Owner, Partner, Officer, Representative or Agent of the Proposer that has submitted the attached Response)*. Schedules A through H are subject to Local, State and Federal laws (as applicable); both criminal and civil.

- SCHEDULE A – STATEMENT OF CERTIFICATION
- SCHEDULE B – NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT
- SCHEDULE C – DRUG-FREE STATEMENT
- SCHEDULE D – PROPOSER'S QUALIFICATION STATEMENT
- SCHEDULE E – CODE OF ETHICS, CONFLICT OF INTEREST, AND CODE OF SILENCE
- SCHEDULE F – AMERICANS WITH DISABILITIES ACT (ADA)
- SCHEDULE G – PUBLIC ENTITY CRIMES
- SCHEDULE H – ACKNOWLEDGEMENT OF ADDENDA

This affidavit is to be furnished to the City of Coral Gables with its RFP response. It is to be filled in, executed by the Proposer and notarized. If the response is made by a Corporation, then it should be executed by its Chief Officer. This document MUST be submitted with the response.



Authorized Name and Signature

CEO/Founder

Title

August 27, 2025

Date

STATE OF California

COUNTY OF Los Angeles

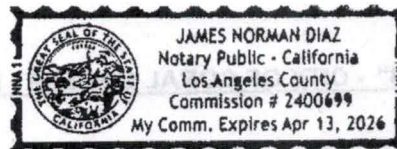
On this 28 day of August, 2025, before me the undersigned Notary Public of
the State of CA, personally appeared Jack Friedman
(Name(s) of individual(s) who appeared before Notary

And whose name(s) is/are subscribes to within the instrument(s), and acknowledges it's
execution.


NOTARY PUBLIC, STATE OF California

James Norman Diaz

(Name of notary Public; Print, Stamp or
Type as Commissioned.)



NOTARY PUBLIC
SEAL OF OFFICE:

Personally know to me, or Produced
Identification:

CA Drivers Licence

(Type of Identification Produced)

Relationship _____ Name _____
Relationship _____ Name _____

SCHEDULE "A" - CITY OF CORAL GABLES - STATEMENT OF CERTIFICATION

Neither I, nor the firm, hereby represented has:

- a. employed or retained for a commission, percentage brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the Proposer) to solicit or secure this contract.
- b. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or
- c. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the Proposer) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any):

SCHEDULE "B" - CITY OF CORAL GABLES - NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT

1. He/she is the Owner/CEO
(Owner, Partner, Officer, Representative or Agent)

of the Proposer that has submitted the attached response.

2. He/she is fully informed with respect to the preparation and contents of the attached response and of all pertinent circumstances respecting such response;
3. Said response is made without any connection or common interest in the profits with any other persons making any response to this solicitation. Said response is on our part in all respects fair and without collusion or fraud. No head of any department, any employee or any officer of the City of Coral Gables is directly or indirectly interested therein. If any relatives of Proposer's officers or employees are employed by the City, indicate name and relationship below.

Name: _____ Relationship: _____

Name: _____ Relationship: _____

4. No lobbyist or other Proposer is to be paid on a contingent or percentage fee basis in connection with the award of this Contract.

SCHEDULE "C" CITY OF CORAL GABLES – VENDOR DRUG-FREE STATEMENT

Preference may be given to vendors submitting a certification with their bid/proposal certifying they have a drug- free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under solicitation a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under solicitation, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section. As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

The company submitting this solicitation has established a Drug Free work place program in accordance with State Statute 287.087 .

SCHEDULE "D" CITY OF CORAL GABLES – PROPOSER'S QUALIFICATION STATEMENT

The undersigned declares the truth and correctness of all statements and all answers to questions made hereinafter:

GENERAL COMPANY INFORMATION:

Company Name: Study Smart Tutors, Inc.

Address: 30721 Russell Ranch Road #140 Westlake Village CA 91362
Street City State Zip Code

Telephone No: (310) 708-4354 Fax No: () Email: jackf@studysmarttutors.com

How many years has your company been in business under its present name? 15 Years

If Proposer is operating under Fictitious Name, submit evidence of compliance with Florida Fictitious Name Statue:

Under what former names has your company operated? : _____

At what address was that company located? 30721 Russell Ranch Road #140, Westlake Village, CA 91362

Is your Company Certified? Yes _____ No X If Yes, **ATTACH COPY** of Certification.

Is your Company Licensed? Yes X No _____ If Yes, **ATTACH COPY** of License

Has your company or its senior officers ever declared bankruptcy?

Yes _____ No X If yes, explain: _____

LEGAL INFORMATION:

Please identify each incident ***within the last five (5) years*** where a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the Proposer's rights, remedies or duties under a contract for the same or similar type services to be provided under this RFQ (***A response is required. If applicable please indicate "none" or list specific information related to this question. Please be mindful that responses provided for this question will be independently verified***):

None. There have been no civil, criminal, administrative, or other similar proceedings filed against Study Smart Tutors, Inc. within the last 5 years.

Has your company ever been debarred or suspended from doing business with any government entity?

Yes _____ No X If Yes, explain _____

SCHEDULE "E" CITY OF CORAL GABLES – CODE OF ETHICS, CONFLICT OF INTEREST, AND CODE OF SILENCE

THESE SECTIONS OF THE CITY CODE CAN BE FOUND ON THE CITY'S WEBSITE, UNDER GOVERNMENT, CITY DEPARTMENT, PROCUREMENT, PROCUREMENT CODE (CITY CODE CHAPTER 2 ARTICLE VIII); SEC 2-1023; SEC 2-606; AND SEC 2-1027, RESPECTIVELY.

IT IS HEREBY ACKNOWLEDGED THAT THE ABOVE NOTED SECTIONS OF THE CITY OF CORAL GABLES CITY CODE ARE TO BE ADHERED TO PURSUANT TO THIS SOLICITATION.

SCHEDULE "F" CITY OF CORAL GABLES - AMERICANS WITH DISABILITIES ACT (ADA) DISABILITY NONDISCRIMINATION STATEMENT

I understand that the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any sub-contractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and service, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101,12213 and 47 U.S.C. Sections 225 and 661 including Title I, Employment; Title 11, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Sections 5553.501-553.513, Florida Statutes

The Rehabilitation Act of 1973, 229 U.S.C. Section 794

The Federal Transit Act, as amended, 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

SCHEDULE "G" CITY OF CORAL GABLES - STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

1. I understand that a "public entity crime" as define in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
2. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

3. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

4. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

5. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[Must indicate which statement below applies.]**

☒ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list.

[Attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

SCHEDULE "H" CITY OF CORAL GABLES - ACKNOWLEDGEMENT OF ADDENDA

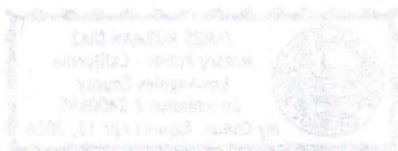
1. The undersigned agrees, if this RFP is accepted, to enter in a Contract with the CITY to perform and furnish all work as specified or indicated in the RFP, any associated addendum and Contract Documents within the contract time indicated in the RFP and in accordance with the other terms and conditions of the solicitation and contract documents.
2. Acknowledgement is hereby made of the following Addenda, if any (identified by number) received since issuance of the Request for Proposal.

Addendum No. _____ Date _____ Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

Failure to adhere to changes communicated via any addendum may render your response non-responsive.



NOTARY PUBLIC
My Commission Expires
04/13/2024



**City of Coral Gables
Finance Department/Procurement Division**

Employer E-Verify Affidavit

By executing this affidavit, the undersigned employer verifies its compliance with F.S. 448.095, stating affirmatively that the individual, firm or corporation has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in F.S. 448.095 which prohibits the employment, contracting or sub-contracting with an unauthorized alien. The undersigned employer further confirms that it has obtained all necessary affidavits from its subcontractors, if applicable, in compliance with F.S. 448.095, and that such affidavits shall be provided to the City upon request. Failure to comply with the requirements of F.S. 448.095 may result in termination of the employer's contract with the City of Coral Gables. Finally, the undersigned employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

2549158

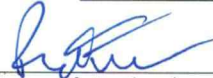
Federal Work Authorization User Identification Number

10/25/24

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on 08/28/25 in Los Angeles (city), CA (state).



Signature of Authorized Officer or Agent

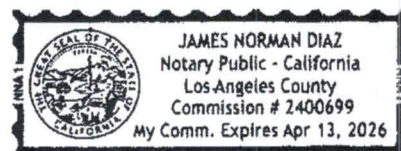
Jack Friedman

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 28 DAY OF August, 2025.



NOTARY PUBLIC
My Commission Expires:
04/13/2026



CITY OF CORAL GABLES
FINANCE DEPARTMENT/PROCUREMENT DIVISION
LOBBYIST REGISTRATION FORM

SOLICITATION NAME/NUMBER: Professional S.T.E.M Program Services RFP#2025-018

The Bidder/Proposer certifies that it understands if it has retained a lobbyist(s) to lobby in connection with this specific competitive solicitation that each lobbyist retained has timely filed the registration or amended registration required under the City of Coral Gables Lobbyist Registration requirement pursuant to Ordinance 2021-24 as outlined below:

Lobbyist means an individual, firm, corporation, partnership, or other legal entity employed or retained, whether paid or not, by a principal, or that contracts with a third-party for economic consideration to perform lobbying activities on behalf of a principal.

Lobbying activity means any attempt to influence or encourage the passage or defeat of, or modification to, governmental actions, including, but not limited to, ordinances, resolutions, rules, regulations, executive orders, and procurement actions or decisions of the city commission, the mayor, any city board or committee, or any city personnel. The term "lobbying activity" encompasses all forms of communication, whether oral, written, or electronic, during the entire decision-making process on actions, decisions, or recommendations which foreseeably will be heard or reviewed by city personnel. This definition shall be subject to the exceptions stated below.

Procurement matter means the city's processes for the purchase of goods and services, including, but not limited to, processes related to the acquisition of: technology; public works; design services; construction, professional architecture, engineering, landscape architecture, land surveying, and mapping services; the purchase, lease or sale of real property; and the acquisition, granting, or other interest in real property.

City personnel means those city officials, officers and employees who are entrusted with the day-to-day policy setting, operation, and management of certain defined city functions or areas of responsibility, even though ultimate responsibility for such functions or areas rests with the city commission, with the exception of the City Attorney, Deputy City Attorney, and Assistant City Attorneys, advisory personnel (members of city advisory boards and agencies whose sole or primary responsibility is to recommend legislation or give advice to the city commission); and any employee of a city department or division with the authority to participate in procurement matters, when the communication involves such procurement.

Affidavit requirement. The following provisions shall apply to certain individuals who, in procurement matters participate in oral presentations or recorded negotiation meetings and sessions:

- a. The principal shall list on an affidavit form, provided by the City, all technical experts or employees of the principal whose normal scope of employment does not include lobbying activities and whose sole participation in the city procurement matter involves an appearance and participation in a city procurement matter involves an appearance and participation in an oral presentation before a city certification, evaluation, selection, technical review or similar committee, or recorded negotiation meetings or sessions.
- b. No person shall appear before any procurement committee or at any procurement negotiation meeting or session on behalf of a principal unless he/she has been listed as part of the principal's presentation or negotiation team or has registered as a lobbyist. For purposes of this subsection only, the listed members of the oral presentation or negotiation team shall not be required to separately register as lobbyists or pay any registration fees. The affidavit will be filed by the city procurement staff with the city clerk at the after the proposal is submitted or prior to the recorded negotiation meeting or session. Notwithstanding the foregoing, any person who engages in lobbying activities in addition to appearing before a procurement committee to make an oral presentation, or at a recorded procurement negotiation meeting or session, shall comply with all lobbyist registration requirements.

The Bidder/Proposer hereby certifies that: (select one)

☒ X It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if one is retained anytime during the competitive process and prior to contract execution for this project, the lobbyist will properly register with the City Clerk's Office within two (2) business days of being retained with copy to the city procurement staff.

☐ It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under the City of Coral Gables

CITY OF CORAL GABLES
FINANCE DEPARTMENT/PROCUREMENT DIVISION
LOBBYIST REGISTRATION FORM

Lobbyist Registration requirement pursuant to Ordinance 2021-24 Section and that the required affidavit has been properly filed

It is a requirement of this solicitation that the following information be provided for all lobbyists retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist: _____
Lobbyist's Firm (if applicable): _____
Phone: _____
E-mail: _____

Name of Lobbyist: _____
Lobbyist's Firm (if applicable): _____
Phone: _____
E-mail: _____

Name of Lobbyist: _____
Lobbyist's Firm (if applicable): _____
Phone: _____
E-mail: _____

Name of Lobbyist: _____
Lobbyist's Firm (if applicable): _____
Phone: _____
E-mail: _____

Authorized Signature:  _____
Printed Name: Jack Friedman
Date: August 27, 2025
Title: CEO/Founder
Bidder/Proposer Name: Study Smart Tutors, Inc.

LOBBYIST AFFIDAVIT

The following provisions shall apply to certain individuals who, in procurement matters participate in oral presentations or recorded responsiveness, responsibility or negotiation meetings and sessions:

- This affidavit will be provided by the city procurement staff to the city clerk after the proposal is submitted or prior to the oral presentation. Any changes after the original affidavit is submitted by the proposer and prior to the oral presentations, an updated copy shall be presented to the Procurement Division and the City Clerk at least twenty-four (24) hours prior scheduled time for the oral presentation session. Notwithstanding the foregoing, any person who engages in lobbying activities in addition to appearing before a procurement committee to make an oral presentation, or at a recorded procurement negotiation meeting or session, shall comply with all lobbyist registration requirements.

[illegible][illegible]

CITY OF CORAL GABLES
FINANCE DEPARTMENT/PROCUREMENT DIVISION

LOBBYIST AFFIDAVIT

I do solemnly swear that all of the foregoing information is true and correct and I will fully comply with requirements of this affidavit and the associated City of Coral Gables Lobbyist Registration requirement pursuant to Ordinance 2021-24 Section.

Authorized Signature: [Signature]

Printed Name: Jack Friedman Title: CEO/Founder

Date: August 27, 2025

Bidder/Proposer's Name: Study Smart Tutors, Inc.

NOTARY PUBLIC

STATE OF California

COUNTY OF Los Angeles

On this 28 day of August, 20 25, before me the undersigned Notary Public of the State of CA, personally appeared Jack Friedman (Name(s) of individual(s) who appeared before Notary

And whose name(s) is/are subscribes to within the instrument(s), and acknowledges it's execution.

NOTARY PUBLIC, STATE OF CA

SEAL OF OFFICE:

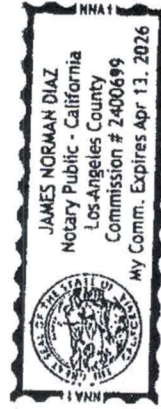
James Norman Diaz (Name of notary Public; Print, Stamp or Type as Commissioned.

Personally know to me, or Produced

Identification:

CA Drivers License

(Type of Identification Produced)



**ACTION OF INCORPORATOR
OF
STUDY SMART TUTORS, INC.**

The undersigned, being the sole Incorporator of Study Smart Tutors, Inc., pursuant to the authority vested in the Incorporator by Section 210 of the California Corporations Code, does hereby approve and adopt the following resolutions, effective as of August 16, 2010:

Adoption of Bylaws

WHEREAS, it is deemed to be in the best interests of this corporation that the Bylaws attached hereto be adopted as and for the Bylaws of this corporation; and

WHEREAS, the undersigned Incorporator is empowered pursuant to Section 210 of the California Corporations Code to adopt the Bylaws of the corporation;

RESOLVED, that the Bylaws of this corporation in the form attached are adopted as the Bylaws of this corporation.

Election of Directors

RESOLVED, that the following person is elected as the initial director of this corporation:

Jack Friedman

Resignation of Incorporator

RESOLVED, that effective immediately after execution of this Action of Incorporator, the Incorporator resigns and shall have no further authority to act on behalf of the corporation.



Jack Friedman, Incorporator

JUL 27 2010

ARTICLES OF INCORPORATION
OF
STUDY SMART TUTORS, INC.

The undersigned, desiring to form a corporation under the laws of the State of California, declares:

FIRST: The name of the corporation is:

STUDY SMART TUTORS, INC.

SECOND: The purpose of the corporation is to engage in any lawful act or activity for which a corporation may be organized under the General Corporation Law of California other than the banking business, the trust company business, or the practice of a profession permitted to be incorporated by the California Corporations Code.

THIRD: The name and address in this State of California of the corporation's initial agent for service of process is:

Mr. Jack Friedman
29249 Wagon Rd.
Agoura, California 91301

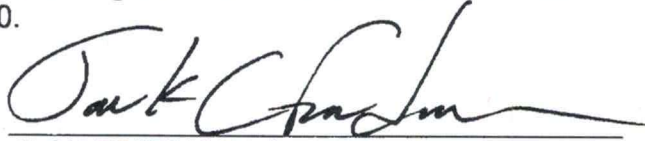
FOURTH: The corporation is authorized to issue 1,000,000 shares of capital stock, all of one class, to be designated "Common Stock."

FIFTH: A. The liability of the directors of this corporation for monetary damages shall be eliminated to the fullest extent permissible under California law.

B. The corporation is authorized to indemnify the directors and officers of the corporation to the fullest extent permissible under California law.

C. Any repeal or modification of the foregoing provisions of this FIFTH Article shall not adversely affect any right of indemnification or limitation of liability relating to acts or omissions occurring prior to such repeal or modification.

IN WITNESS WHEREOF, the undersigned has executed these Articles of Incorporation this 22nd day of July, 2010.


JACK FRIEDMAN, Incorporator

JUL 27 2010

ARTICLES OF INCORPORATION
OF

STUDY SMART TUTORS, INC.

The undersigned, desiring to form a corporation under the laws of the State of California, declares:

FIRST: The name of the corporation is:

STUDY SMART TUTORS, INC.

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JACK FRIEDMAN, Incorporator



CITY OF CORAL GABLES REFERENCE FORM

RFP 2025-018 Professional STEM Program Services

Complete the form as indicated below, to provide the required information as outlined in Section 3 of the solicitation. The City shall contact the companies listed below to verify the work performed on behalf of your company. All fields must be completed.

Reference # 1 must cover the minimum three (3) year period from the issuance date of this solicitation.

1.	Project Name/Location	Synergy Kinetic Academy
	Owner Name	Los Angeles Unified School District
	Contact Person	Christine Bradford; Principal
	Contact Telephone No.	323-846-2225
	Email Address:	cbradford@wearesynergy.org
	Yearly Budget/Cost	\$50,000 + each summer
	Dates of Contract	From: 2022 To: present
	Project Description	LEGO STEM Enrichment Camp for incoming 6th graders running 2+week program with classes

Additional References must cover similar engagements satisfactorily performed in the last three (3) years.

2.	Project Name/Location	LAUSD Educational Transformation Office-STEM Lab Facilitators
	Owner Name	Los Angeles Unified School District
	Contact Person	Iraiz Ynigo, STEAM Coordinator
	Contact Telephone No.	(213) 241-4125
	Email Address:	inyigo@lausd.net
	Yearly Budget/Cost	~\$9.25M
	Dates of Contract	From: 2023 To: present
	Project Description	Study Smart Tutors is currently working to assist over 50+ priority schools with implementation of all of the activities and materials related to their STEAM labs. This includes working with VEX Robotics, Sphero Robotics, Two-Bit Circus STEAM benches, Bambu 3D printers, etc.
		About 12,000 students were served weekly across 64 school sites this school year.



3. Project Name/Location LAUSD Beyond the Bell
- Owner Name Los Angeles Unified School District
- Contact Person Paula Kurilich, Field Coordinator – Youth Development Program (LAUSD)
- Contact Telephone No. (818) 587-4300
- Email Address: paula.kurilich@lausd.net
- Yearly Budget/Cost ~\$111k
- Dates of Contract From: 2023 To: present
- Project Description After School Science Enrichment and Lego Engineering Classes
-
-
4. Project Name/Location Pitsco Reference- Weeklong and Day Camps
- Owner Name Panama Buena Vista Unified School District, Bakersfield, CA
- Contact Person Michael Brasier, Director of Expanded Learning
- Contact Telephone No. 661-832-8011
- Email Address: mbrasier@pbvUSD.k12.ca.us
- Yearly Budget/Cost \$1.2 Million
- Dates of Contract From: 3/2025 To: 6/2025
- Project Description Deliver approximately 100 pallets of products, distributing and installing to
- 8 different schools in the district in time for summer camps.
-
-



5. Project Name/Location Miami-Dade Public Schools
- Owner Name Dane Jaber
- Contact Person Dane Jaber
- Contact Telephone No. 305-995-1939
- Email Address: djaber@dadeschools.net
- Yearly Budget/Cost over \$1.6M since 2021
- Dates of Contract From: 2021_____To: present_____
- Project Description MDCPS approached Pitsco Education with a need to provide a STEM focus for their middle school enrichment camps for students to continue learning once school wrapped for the year. Additionally, it was a priority to train over 180 district educators and have them participate in a program exploration and troubleshooting. Through a consultative partnership, MDCPS and Pitsco Education determined that Pitsco's STEM Creator Packs would meet this need. 5,000 boxes of packs were shipped to the district to support students in grades 6-8. Instructional support in English and Spanish were provided to support educators as their students engaged with hands-on STEM activities. The Pitsco team facilitated virtual professional development workshops to provide additional support.
-

BIDDER INFORMATION:

Company Name: Study Smart Tutors, Inc.

Representative: Jack Friedman

Address: 30721 Russell Ranch Road Suite #140 Westlake Village, CA 91362

Telephone No.: 818-457-1728

Fax No.: N/A

Email Address: jackf@studysmarttutors.com

Jordan Vargas



Sr. Director of Education

5722 E. Stillwater Ave, Unit #44, Orange, US, 92869 / 760.486.1354 / jordanv@studysmarttutors.com

Professional summary Sr. Director of Education with over 9 years of expertise in driving educational and organizational growth through strategic planning and innovative data analysis. Demonstrates exceptional leadership and business growth skills, having successfully quadrupled revenue and expanded educational services across multiple regions. Committed to leveraging advanced technologies and analytics to enhance learning experiences and foster student success.

Employment history

MAR 2024 - PRESENT
WESTLAKE VILLAGE, CA

Sr. Director of Education, Study Smart Tutors

- Foster synergy among Academic Services Team, Educator Success Team, Curriculum & Assessment Team, and EdTech teams, driving cohesive innovation and quality improvements across operations and deliverables.
- Facilitated organizational growth, quadrupling revenue to \$40 million while expanding our menu of offerings with an educator pool of over 1,000 individuals.
- Spearheaded expansion to new regions, including Arizona, New York, New Jersey, Georgia, Maryland, and Washington D.C.
- Managed a team of 25+, improving quality assurance and developing client-centric products and services.

JUL 2023 - FEB 2024
WESTLAKE VILLAGE, CA

Director of Education, Study Smart Tutors

- Directed the Educator Success, Academic Services and Curriculum Teams, while also integrating an improved Professional Development product line.
- Played a pivotal role in growing revenue from \$4 million to \$10 million and increasing the educator pool by 150%.
- Enhanced internal processes to support scaling and cross-departmental collaboration.

JAN 2022 - JUN 2023
WESTLAKE VILLAGE, CA

Director of Instruction, Study Smart Tutors

- Oversaw strategic initiatives to triple revenue and service offerings related to our real-time programming.
- Managed a high-performing team to ensure the success of internal programs and client partnerships.
- Leveraged analytics for internal databases, data modeling, and reporting, improving decision-making.

AUG 2018 - DEC 2021
WESTLAKE VILLAGE, CA

Associate Director of Instruction, Study Smart Tutors

- Led product and service development for test-prep facilitation, STEM enrichment, and SEL programs.
- Pioneered in-person and virtual professional development workshops and courses from content creation through implementation.
- Streamlined departmental goals and project coordination to optimize program outcomes.

AUG 2016 - AUG 2018
SANTA ANA, CA

Middle School and High School Mathematics Teacher, Magnolia Science Academy

- Designed and implemented equitable, differentiated instructional strategies to promote critical thinking and CCSS proficiency.
- Collaborated across departments in a full-inclusion setting, enhancing teaching practices.

Achievements:

OSDE Teacher of the Month (September 2017)

Education

AUG 2018 - AUG 2021	Master of Science in Data Science, University of Wisconsin-Green Bay
APR 2013	Bachelor of Arts in Mathematics for Teachers (Summa Cum Laude), Simpson University
JUN 2017	Clear Single Subject Teaching Credential in Mathematics, Cal-State Fullerton
AUG 2015	Preliminary Single Subject Teaching Credential in Mathematics, Simpson University

Courses

- Data Science & Strategic Decision-Making at University of Wisconsin, Green Bay
- Data Mining & Machine Learning at University of Wisconsin, Green Bay
- Prescriptive Analytics at University of Wisconsin, Green Bay
- Big Data at University of Wisconsin, Green Bay
- Visualization at University of Wisconsin, Green Bay

Skills	Leadership & Team Development	Strategic Planning & Business Growth
	Data Analysis & Decision-Making	Public Speaking & Professional Training
	Curriculum Design & Implementation	Project Management & Stakeholder Collaboration
	ETL Processes & Data Modeling	Data Visualization
	Git Version Control	Python, R, SQL
	Jupyter Notebooks, Visual Studio Code, RStudio	Oracle Apex, Salesforce

Additional information

Achievements

- Supported the growth of company revenue from \$4 million to \$40 million across leadership teams.
- Expanded service offerings to multiple states, increasing educator engagement and client satisfaction.
- Award-winning mathematics educator with accolades for teaching excellence.
- OCDE Teacher of the Month (September 2017)
- MSASA Secondary Teacher of the Year (2018)

University of Wisconsin-Green Bay

The Board of Regents of the University of Wisconsin System,
on the nomination of the faculty, has conferred upon

Jordan Anthony Vargas

Master of Science

Together with all honors, rights, and privileges belonging to that degree.

In witness whereof, this diploma is granted.

Given at Green Bay in the State of Wisconsin,
this fourteenth day of August in the year two thousand and twenty-one
and of the University the fifty-sixth.

Edmund Mangelsch

UW System Board of Regents
President

Tommy Thompson

President, University of Wisconsin System

212

Chancellor, University of Wisconsin-Green Bay



SUBMITTAL II

A. EXPERIENCE AND QUALIFICATIONS OF THE COMPANY

It is with great pleasure that Study Smart Tutors responds to the City of Coral Gables Request for Proposal Contract #2025-018. The support services outlined in this proposal will enhance the ability of STEM programming for youth in the community by developing their academic skill set, growth mindset, and critical thinking necessary for success through high-impact, hands-on, research based STEM activities aimed at supporting students through their educational journey and beyond.

Study Smart Tutors is dedicated to serving the youth of City of Coral Gables through high quality, dynamic STEM summer camp programming in a partnership with Pitsco Education. This partnership ensures that each program is not only aligned with academic standards but also designed to spark curiosity and innovation among all participants, as outlined in the proposal, with the frequency and delivery mode aligned with the preference of the city.

Since 2010, Study Smart Tutors, located in Los Angeles, California, has been an industry leader with extensive experience providing and facilitating STEM enrichment programming across the United States. In the past 15 years, we have successfully designed, implemented, and managed programs tailored to meet the needs of diverse student populations and supported in-person enrichment programming and workshops in some of America's largest school districts working with over 500 urban schools, non-profit, and grant-based programming.

Our **mission** is to *empower students through high-quality educational programs that bridge opportunity gaps, foster academic confidence, and promote lifelong learning*. We are committed to serving all students—particularly those from historically underserved communities—by equipping them with the knowledge, skills, and support necessary for academic success.

Study Smart Tutors has implemented this mission by working with a diverse population across schools, districts, federally funded outreach programs, and community organizations. Using data-driven strategies, we tailor support to students' unique needs, helping improve academic achievement, behavior, and long-term outcomes. As a company that focuses on closing the education gap, our work focuses primarily on supporting these students and serving communities that have been historically underserved and disenfranchised.

Our network includes three (3) physical offices and a dedicated team of more than 55 full-time education professionals, with a nationwide staff of over 125, along with more than 1520 facilitators/tutors currently. This extensive reach underscores our readiness to serve our partners effectively.

For more than 50 years, Pitsco Education has offered a comprehensive range of scalable, hands-on resources and curriculum. Pitsco helps educators create learning environments that address all learning styles and help all students find success while solving problems, being creative, articulating ideas, and thinking with their hands. Pitsco's goal is to make it easy for schools to bring these materials to the classroom to create lifelong learners, successful professionals, and engaged citizens. Pitsco serves more than 3 million students annually with curricula that explore more than 1000 careers.

Study Smart Tutors programming has a proven track record of results across the United States with school districts in California, Arizona, Colorado, New York, Maryland, Washington D.C., Georgia, Texas, Florida, specifically working with school districts including: Los Angeles Unified School District, Oceanside Unified School District, Norwalk Unified School District, Hawthorne School District,

Hayward Unified School District, Clayton County School District, Fulton County Schools, Arizona Department of Education, New York State Education Department, Miami-Dade County Public Schools, Compton Unified School District, Denver Public Schools, and many more. Study Smart Tutors has been able to achieve these accomplishments by their dedication to collaborating with the school's leadership to effectively implement plan-aligned strategies and support services.

Pitsco Education has partnerships with large, urban school districts nation-wide, including Long Beach Unified School District, CA; Riverside Unified School District, CA; Miami-Dade County Public Schools, FL; New York City Department of Education, NY; and Chicago Public Schools, IL. Pitsco serves districts across southern California, including Burbank Unified School District, Placentia-Yorba Unified School District, and Compton Unified School District.

Organizational Capacity

Study Smart Tutors possess the capacity to serve large numbers of students simultaneously across many partners and have wealth of experience in large school districts and communities and school(s). For example, Study Smart Tutors currently provides services to students at over 150 schools in Los Angeles County. In the summer of 2023 alone, Study Smart Tutors partnered with LAUSD to provide over 8,000 hours of programming across 12 schools with 50+ tutors/facilitators supporting 1,700+ unique students. *During the 2023-2024 school year alone, Study Smart Tutors provided in-school, after-school, and weekend programming in-person and virtually to thousands of students across 15+ states.*

With an *average of over 650+ scheduled tutoring/enrichment programming sessions daily* in multiple regions across the United States, we are structured and aligned in meeting the needs of our partners and scale to the capacity needed by the city of Coral Gables

Study Smart Tutors has a ***regional team*** that will support the City of Coral Gables in S.T.E.M. programming, including availability for all relevant meetings with key stakeholders. Our regional team will have access to all relevant data, curriculum, and all necessary documents of the program to run effectively. The team also will oversee all instructor observation and work to address operational challenges by providing ongoing monitoring and support to ensure seamless program delivery. This team is wholly devoted to last-minute schedule changes to ensure that all students receive enrichment programming as scheduled.

STEM Facilitation: Study Smart Tutors has experience providing STEAM enrichment programming at various levels. Some partnerships include providing LEGO Engineering classes to over 100 students at John Burroughs Middle School, working with Beyond the Bell YDP to provide LEGO Engineering and Science enrichment courses to 5 different sites during Fall 2024, facilitating our LMS-based Sneaker Essentials course for students at Whitman Continuation High School, and a partnership with the Educational Transformation Office to provide assistance and facilitation in the STEAM labs to over 50 priority schools.

In partnership with the LAUSD Educational Transformation Office (ETO), Study Smart Tutors is currently working to assist over ***50 priority schools*** with implementation of all of the activities and materials related to their STEAM labs. This includes working with ***VEX Robotics, Sphero Robotics, Two-Bit Circus STEAM benches, Bambu 3D printers, and more.*** Our specialization in implementation positions us uniquely to be able to ensure that the materials are being utilized by teachers and students. As a result of this partnership, we've been able to achieve:

- ➔ **Reach:** 12,000+ students were served weekly across 64 school sites.
- ➔ **Engagement:** Students participated in hands-on, inquiry-based activities fostering problem-solving, creativity, and collaboration.

- **Events:** Culminating showcases such as the 2025 South Regional STEAM Gala, the 2025 Region West STEAM Fest, and the 2025 LAUSD ETO/STEAM FEST.
- **Qualitative Feedback:** Many SLA reported high levels of student engagement and enthusiasm for STEAM activities, while students showed increased curiosity, collaboration, and problem-solving skills.

Demonstrated Experience

We pride ourselves on connecting with each individual student, where they are, and helping them achieve progress and growth through understanding their unique strengths while providing high quality, content rich after school enrichment opportunities. We utilize research-based, data driven analysis to monitor student progress and growth and is the capstone in the following relevant experience with similar demographics. This focus on student outcomes and relationship building has helped us achieve success over the years, where we have *exclusively served historically underserved student populations*.

Our experience in *STEM enrichment programs includes service to hundreds of schools, successfully implementing over 20+ customized courses and workshops with a 92% student engagement rate.*

See below for a ***sample list*** of partners we have worked with our STEM enrichment programming:

LEGO Enrichment
Synergy Kinetic Academy - LEGO Engineering for all their incoming 6th graders (~100 students) during a 20-hour summer program for 3 years running ('24, '23, and '22) Science enrichment & LEGO Engineering this Fall 2024 at 5 schools for ~40 students each: Marvin Avenue Elementary School, Century Park Elementary School, Valerio Street Elementary Street, Woodlawn Avenue Elementary School, Rockdale Visual & Performing Arts Magnet School John Burroughs Middle School (LAUSD) - LEGO Engineering for over 160 students (6th-8th grade) Stella Middle Charter Academy (Bright Star Schools) - LEGO Engineering for 15 students (5th-8th grade) Aspire Rosa Parks Academy - LEGO Engineering for 45 students
STEAM/STEM Enrichment Programming
Walt Whitman Continuation High School, John Burroughs Middle School, Marvin Avenue Elementary School, Century Park Elementary School, Valerio Street Elementary Street, Woodlawn Avenue Elementary School, Rockdale Visual & Performing Arts Magnet School, California Lutheran University Upward Bound, University of Nevada Reno, CSU Chico Upward Bound, Dougherty County Public Schools GEAR UP, Gloria J. Taylor Foundation, San Juan College Student Support Services, West Hills College Lemoore Upward Bound, UC Davis Upward Bound, UC San Francisco Upward Bound, UC San Francisco Upward Bound, TELACU Education Foundation, New Jersey Institute of Technology Educational Talent Search, Tarrant County Community College Upward Bound, Cleveland Community College Upward Bound, University of Texas at Arlington UB, Boys and Girls Club Tarrant County, COPE Inc., University of Hawaii at Manoa, Fresno State University UB, Fresno City College UB, UC Berkeley Upward Bound Math and Science, Modesto Junior College TRIO, California Lutheran University UB, Murray State University, St. John's University, Alabama A&M Upward Bound, Fresno City College UB, Gloria J. Taylor Foundation UB, Loyola Marymount University UB, CSU Chico Upward Bound

Demonstrated Effectiveness in STEM Programming

Case Study #1

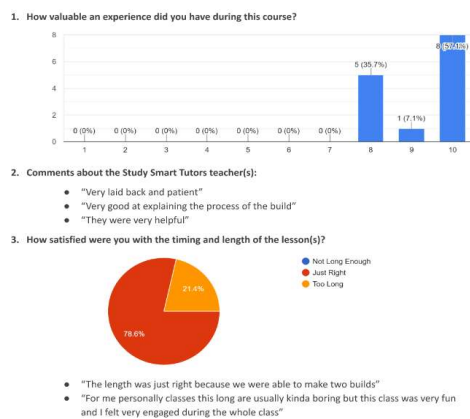
District/Organization Name: CSU Northridge Upward Bound Program

Project Description: During summer 2022, Study Smart Tutors provided CSU Northridge Upward Bound students with 20-Hours of STEM LEGO Engineering enrichment programming.

Course Goals

1. *Students will understand the engineering process.*
2. *Students will learn engineering keywords integral to many common designs.*
3. *Students will develop motor function and spatial awareness by combining engineering components together.*
4. *Students will understand and explore careers available in the engineering field and pathways to those careers.*
5. *Students will have fun in creating their engineering machines.*

This enrichment course taught students the basics of engineering, while exposing them to career pathways in various STEM fields. Using Lego Engineering, students designed, built, and experimented to create common engineering structures including elevators, cranes, and aqueducts.



Case Study #2

Partner: UC Berkeley Upward Bound Math and Science

Partnership Timeline: 2015-current

Project Description: Study Smart Tutors provided LMS/CTE Courses to students in the program, in addition to, test prep services, professional development trainings, and student enrichment workshops. The CTE course offerings UC Berkeley participated in are below:

- LEGO STEM Engineering Course Spring 2021
- eSports League & Data Analytics Course Summer 2021
- Sneakers Design Essentials Course 2021-2022
- Content Creation for Career Development Course Spring 2023

Partner and Student Feedback:

- Students:
 - "Loved it!"
 - "I think the Study Smart instructors were both very engaging and knew what they were talking about, which made the class fun."
 - "I really enjoyed the whole course and I'm so excited to continue to upload videos on my channel"
 - "I had a lot of fun and would love to do it again."
 - "Really sweet, supportive, and a fun teacher."
 - "Amazing teacher, always answered my questions."
- Partner:
 - "The Content Creation course was able to keep on track and accomplish what they needed to in the given time frame."

- “Appreciated all the front-end work our team provided i.e. sharing demo videos, curriculum and lesson plans and felt communication has been really good.”
- "Overall, learners highlighted their enjoyment of participating in this learning experience & expressed interest in wanting to take the course again."

Case Study #3

Partner: TELACU Education Foundation Upward Bound

Partnership Timeline: 2011-current

Project Description: Study Smart Tutors provided LMS/CTE Courses to students in the program, in addition to test prep, math and writing labs, professional development trainings, and student enrichment workshops. The CTE course offerings TELACU Upward Bound participated in are below:

- LEGO STEM Engineering Course Summer 2021
- Sneakers Design Essentials Course Summer 2021
- LEGO STEM Engineering Course Summer 2024

Student Feedback:

- Students:
 - “I was able to learn a lot about shoes and how every logo has a story”
 - “I really enjoyed this course, it was helpful and fun, I learned a lot”
 - “As a sneakerhead, and sneaker collector myself, I absolutely enjoyed this class; I learned so much more of the sneaker media that I know will be helpful in the future”
 - “Very informative and gained knowledge about the sneaker industry”
 - “Great instructors made things clear”

PITSCO Experience in STEM programming

Partner: Pleasanton Unified School District

Partnership Timeline: Feb, 2025-present

Project Description: Pleasanton Unified School District approached Pitsco Education with a need to provide a Coding and Robotics enrichment experience to elementary students. Pitsco recommended and delivered a solution to engage students. The Pitsco team facilitated virtual professional development workshops to provide additional support.

Partner: Panama Buena Vista Union School District

Partnership Timeline: March, 2025-present

Project Description: PBVUSD approached Pitsco Education with a need for STEM ELOP Summer programming for week long and day camps for rising K-8 students. Pitsco delivered and installed approximately 100 pallets of products to 8 schools in the district.

Partner: Miami-Dade County Public Schools

Partnership Timeline: 2021-present

Project Description: MDCPS approached Pitsco Education with a need to provide a STEM focus for their middle school enrichment camps for students to continue learning once school wrapped for the year. Additionally, it was a priority to train over 180 district educators and have them participate in a program exploration and troubleshooting. Through a consultative partnership, MDCPS and Pitsco Education determined that Pitsco’s STEM Creator Packs would meet this need. 5,000 boxes of packs were shipped to the district to support students in grades 6-8. Instructional support in English and Spanish were provided to support educators as their students engaged with hands-on STEM activities. The Pitsco team facilitated virtual professional development workshops to provide additional support.

B. EXPERIENCE AND QUALIFICATIONS OF KEY PERSONNEL

PROJECT STAFFING

Qualifications And Experience Of Personnel

Our team is composed of highly qualified and experienced educators and specialists with extensive backgrounds in STEM programming, college and career readiness, academic enrichment and intervention, student engagement, and much more. We carefully select educators and program facilitators who possess a deep understanding of the diverse needs of students at the K-12 level and who are skilled in implementing targeted enrichment programs. We understand the unique needs of students at different educational stages and tailor our approach to foster improved student outcomes in these critical areas. By integrating real-world expertise with dynamic teaching methods, Study Smart Tutors ensures that learning is both engaging and relevant.

Our project managers bring a wealth of experience in managing large-scale educational programs. Their proven track record in executing similar projects ensures that we are well-prepared to deliver high-quality services that meet the needs of the partner and its participants. We understand the importance of a well-run program and place an emphasis on program management, and ensure that programs are well-coordinated, organized, and impactful. We work tirelessly to ensure schedules, tutoring, workshops, and other offerings are well coordinated with administration.

Each member of our team is trained in culturally responsive practices and student engagement strategies that enhance learning outcomes. All staff participate in relevant and frequent trainings in cultural, social emotional learning, and working with diverse populations. Additional training includes in-depth sessions on STEM/STEAM best practices and asset-based teaching strategies.

Study Smart Tutors affirms its commitment to providing fully qualified and experienced staff who uphold the highest professional standards of conduct at all times. Our team members will remain fully engaged during all scheduled S.T.E.M. activities, refraining from personal activities such as visitors, phone calls, or unrelated conversations, and will be accessible to the City via telephone whenever needed. We will ensure adequate supervision and staffing to maintain program quality and student safety, while delegating appropriate authority to staff to manage daily operations efficiently. Staff will not engage in outside business activities on city property or solicit business from participants under any circumstances, ensuring that their full attention remains on the delivery of high-quality S.T.E.M. programming.

In addition, our staff will actively manage and monitor the S.T.E.M. program with professionalism and care, including responsibilities such as verifying rosters, addressing and correcting inappropriate behavior, assisting patrons with questions, and maintaining a positive, safe, and effective learning environment. All staff members will be provided with distinctive uniforms, clearly identifying them as S.T.E.M. program staff. Any staffing changes will be communicated to the City in advance whenever possible, and in cases of unplanned changes, notification will be made within 24 hours. These practices demonstrate our commitment to accountability, transparency, and maintaining the highest standard of program delivery on behalf of the city of Coral Gables.

The following project management team will be responsible for interfacing with partner personnel, scheduling programming, and coordinating logistics to work to support the city and students:

Project Management Team & Relevant Years of Experience	
Jack Friedman	<i>Jack Friedman will serve as Project Director. In doing so, he will oversee all staff and programming to ensure the fidelity of implementations and overall project success.</i> Jack

<i>Founder and President</i> (14 Years)	started the company at USC, where he is a Cum Laude graduate. Jack founded Study Smart Tutors to provide college preparation services to students who were traditionally underserved. Since its founding, Study Smart Tutors has grown its services throughout California and to fifteen other states, preparing tens of thousands of students for college.
Dr. Hulya Odabas <i>Chief Strategy Officer</i> (17 Years)	Dr. Hulya Odabas will serve as the lead for curriculum oversight, implementation, and coordination for this STEAM initiative. She brings a wealth of experience to this role, rooted in her background as a high school teacher and school counselor in Title I schools. Dr. Odabas holds a Bachelor's <i>degree in Chemistry</i>, a Master's Degree in School Counseling with a PPS credential, and a Doctorate in Educational Leadership. Her research on STEAM retention for first-generation students provides valuable insights that directly inform program design and instructional strategies. Dr. Odabas employs an asset-based approach to education, centering the strengths, skills, and cultural wealth that students bring to their learning experiences. She has been widely recognized for her leadership and impact, earning the College Counselor of the Year award in Orange County, CA, and being honored by the College Board in 2019 for her exemplary work in student counseling. In her previous role as a school counselor at Magnolia Science Academy, Dr. Odabas led the development and implementation of new science programs and resources, expanding access to high-quality STEAM education. She has also designed and facilitated numerous professional development sessions focused on student success, educational equity, and best practices for supporting diverse learners.
Casey Weld <i>Director of Partnership Development</i> (11 Years)	Casey Weld will work directly with school staff to identify service requirements, propose services, coordinate efforts with Curriculum Designer and Logistics personnel, and to oversee all aspects of partner communication throughout the duration of services. Casey has worked with LA Unified schools for over 11 years through various roles and relationships. Casey worked for GEAR UP 4 LA in positions ranging from tutor to site coordinator over 5 schools. Throughout his time with GEAR UP 4 LA, Casey worked directly for LAUSD to serve underprivileged students and provide a multitude of services to help them prepare for college and career. Since joining Study Smart Tutors, Casey has led programming at over 150 schools sites in LA Unified through direct partnerships with school principals, and also large district-wide programming centrally-organized. Casey's familiarity with LAUSD and its personnel serves allows Study Smart Tutors to maintain strong relationships with LA Unified schools and ensure that Study Smart Tutors is aligned with all district goals.
Jordan Vargas, <i>Senior Director of Education</i> (10 Years) *PROGRAM MANAGER	Jordan Vargas, will provide continuous support of curricular and instructional development. Jordan graduated from Simpson University with a <i>degree in Mathematics</i> for Teachers in 2013. Jordan then continued to pursue his educational aspirations through Simpson's Teaching Credential Program. While teaching secondary mathematics in Southern California, he cleared his CA credential in full examination Mathematics through CSU Fullerton's Induction Program. Jordan went on to complete his <i>Master's Degree in Data Science</i> in 2021. Jordan has served in a leadership capacity with Study Smart Tutors supporting curriculum development, training for educators on equitable and engaging practices, supporting MTSS initiatives through all tiers, and providing programmatic data-informed generation, analysis, and action. Jordan has had significant influence in the organization's ability to develop and adopt an extensive menu of products and services across districts and regions.

Peter Petroff, <i>Director of Education</i> (15 years)	<i>Peter Petroff will lead instructional development for the project, bringing 15 years of diverse educational experience.</i> Pete brings over 15 years of experience in education and management, having worked in schools and organizations in Indianapolis, Chicago, Manhattan Beach, and Los Angeles. Pete has served in key roles including teacher, new teacher mentor, department chair, educational consultant, and assistant principal. With extensive experience in charter schools, therapeutic day schools, and special education, Pete spent five years dedicated to the latter. While in Chicago, Pete was a member of a charter school network's internal leadership team that focused on hiring, student attendance growth, and staff professional development. Pete oversaw multiple programs, events, and initiatives. During his time with Study Smart Tutors, Pete has successfully overseen the growth of the Academic Services Team, contributing to its ongoing development, team management, and program advancement.
Laura Orozco, <i>Director of Partnership Success</i> (10 years)	As Senior Director of Partnerships with a proven track record of success in building strategic alliances that drive program goals and create significant, measurable improvements in student success, Laura Orozco is adept at developing and managing partnerships that broaden access to educational resources and promote equitable opportunities for all learners. Laura is a skilled relationship-builder with experience collaborating with academic institutions, corporate partners, and community organizations to achieve measurable outcomes in student engagement, retention, and achievement. She is passionate about promoting educational excellence through collaboration and strategic impact.
Laura Taylor <i>Associate Director of Education</i> (7 years)	<i>Laura will provide on the ground overseeing the instructional and curriculum support.</i> Laura brings a wealth of experience to the Study Smart Tutors team with a strong commitment to advancing equity and inclusivity in education. She holds a Bachelor of Arts in Public Policy Leadership from the University of Mississippi and a Master of Science in Education from Johns Hopkins University. Laura's diverse educational background includes certifications in Secondary English Education, Special Education, and Teaching English as a Foreign Language. During her tenure with District of Columbia Public Schools, Laura taught English, Public Speaking, and Debate to high school students, grades 10-12 both at an international academy and at a correctional facility with a focus on restorative justice and SEL practices. Laura began work with first-generation college students as the Literacy and Academic Prep Program Manager for an educational nonprofit. In this role, she oversaw a gap year program that improved literacy and college enrollment outcomes by recruiting recent high school graduates to serve as reading coaches for younger students in Atlanta Public Schools.
Tugba Adanur, <i>Associate Director of Curriculum</i> (15 years)	<i>Tugba Adanur, Associate Director of Curriculum at Study Smart Tutors, brings over 15 years of experience in secondary mathematics education and curriculum development, with a specialized focus on college readiness and intervention programming.</i> She leads the creation of comprehensive, standards-aligned tutoring materials and professional development curricula for K–12 students, including targeted support for SAT, ACT, and other high-stakes assessments. Tugba has designed and implemented highly effective test prep and intervention programs in both ELA and mathematics, leveraging data-driven strategies to accelerate student achievement and close opportunity gaps. Her work integrates inclusive practices for neurodivergent learners and full-inclusion classrooms, ensuring access and rigor for all students. As a former Math Department Head for six years, Tugba spearheaded instructional improvements, supported teacher growth, and led student progress monitoring initiatives that directly impacted academic outcomes. Her leadership is grounded in strategic planning, stakeholder engagement, and curriculum innovation. Tugba holds both a <i>Bachelor's and Master's degree in Secondary Mathematics Education</i>, completed her California Clear Credential Program at UC San Diego, and is deeply committed to educational equity. Through her role at Study Smart Tutors, she collaborates with schools and districts to expand test readiness initiatives, develop responsive instructional resources, and lead dynamic professional learning experiences aligned to state and college readiness standards.

STEM Facilitators & Training

We have over 15 years of training instructors and facilitators to become highly effective change makers for students with an emphasis on facilitator:student relationship, progress monitoring, and key strategies to create a dynamic learning environment. Instructors are trained to specifically support EL's, foster youth, low-income students, and neurodivergent learners. All instructors must pass an exam to verify their subject-area expertise, pass all background checks and city requirements, complete a multi-faceted, intensive training program, and receive on-going PD.

Our facilitators have experience working in high-impact learning environments with demonstrated positive results. We are confident in the consistency of our outcomes due to a highly selective recruitment process for facilitator candidates, which includes thorough screening interviews, a comprehensive training program, and a structured probationary period. Our meticulous approach to identifying individuals with exceptional qualifications and proven experience, combined with in-depth preparation, supports the delivery of effective facilitation.

All facilitators are carefully vetted and selected based on specific qualifications and comply with all school and city regulations to ensure high quality and impactful programming. Study Smart Tutors possess CA DOJ clearance and receive LiveScan information for all staff and will maintain records of compliance that can be shared with the city.

Study Smart Tutors takes the following steps to ensure we are hiring the highest quality staff possible that meet the requirements. Our hiring process includes the following minimum screening parameters:

- completion of college degree in a STEM field
- demonstrated passion in providing educational opportunities to all students; background in working with a diverse population
- minimum 2 years' experience working with K-12 students
- minimum 2 years experience in STEM content and delivery of services
- Certified teacher *preferred*
- reference, TB testing, and background check

STEM Facilitation Professional Development: Our comprehensive training program and ongoing professional development throughout the year prepares STEM facilitators with the experience, skills, and necessary training to effectively deliver content. Our training covers various essential areas, with a focus on practical classroom application and student engagement. Through this training, our facilitators are prepared to deliver safe, engaging, and inclusive STEM workshops that inspire students to explore, innovate, and develop a lifelong love of learning. Below is an outline of our training content:

Training Topic & Focus	Content
Cultural Awareness Overview <i>Develop cultural competency and sensitivity among facilitators to engage with students from diverse backgrounds.</i>	Strategies for fostering an inclusive learning environment that respects and values different cultural perspectives. The training involves role-play exercises to handle cultural misunderstandings, encouraging open dialogue, and sharing personal experiences to create connections.
Classroom Skills Overview <i>Teach classroom management and instructional techniques for effective learning environments during both 1:1 and small group sessions.</i>	Establishing expectations for behavior and content in STEAM labs and classrooms. Training facilitators to prepare materials ahead of time, utilize different instructional methods for diverse learning styles, and implement discussion structures like "Put Your Two Cents In" and "Stronger and Clearer" to promote student engagement and critical thinking.

STEM/STEAM Focus and Content Delivery <i>Equip facilitators with methods to make STEM/STEAM content accessible, relevant, and engaging using real-world applications and connections to students' interests.</i>	An overview of the NGSS standards, guideposts for K-6 science, and emphasis on hands-on inquiry-based learning. Facilitators receive training on incorporating activities that promote inquiry and critical thinking using tools like digital simulations, engineering design challenges, and project-based learning
Engagement Strategies for STEM/STEAM Learning <i>Maintain high levels of enthusiasm and curiosity in students during STEM workshops.</i>	Interactive teaching methods such as inquiry-based learning, project-based activities, and protocols like "Why? Let's Justify" to encourage students to reason with evidence. Facilitators practice utilizing discussion structures that mimic real-world scientific and engineering dialogues.
Differentiation Techniques in STEM/STEAM Instruction <i>Tailor STEM activities to accommodate diverse student needs and learning styles.</i>	Using visual aids, manipulatives, and multimedia resources to cater to different abilities, from beginners to advanced learners. Strategies include planning for open-ended projects, scaffolding support, and utilizing tools such as rubrics for fair tests.
Utilizing Technology for STEM/STEAM Enrichment <i>Familiarize facilitators with technology that enhances STEM learning and engagement.</i>	Use of educational platforms, virtual labs, and 3D modeling software. Facilitators learn to integrate tools like interactive whiteboards and tablets to create dynamic and immersive learning experiences in the classroom.
Assessment and Feedback with STEM/STEAM <i>Develop facilitators' abilities to assess student progress and provide constructive feedback.</i>	Implementing formative assessments during STEM activities using tools such as observation checklists, project-based rubrics, and student self-assessment. Facilitators are trained in giving growth-oriented feedback and tracking student achievements over time.
In-School Support and Proactive Engagement <i>Encourage proactive monitoring, organizing materials, and engaging others.</i>	Establishing positive environments in STEAM labs with clear behavioral and content-specific expectations. Facilitators also receive training on managing logistics for events such as STEAM fests/fairs and supporting community activities.
Working with Neurodiverse Students	Introduction to neurodiversity and special education, providing facilitators with tools to support neurodiverse learners through tailored approaches.
Growth Mindset	Training on techniques that encourage persistence, resilience, and a positive attitude. Facilitators learn to praise effort, provide constructive feedback, and use language that fosters growth. Includes role-playing scenarios.
Building Relationships and Community	Training on creating inclusive environments emphasizing respect, trust, and collaboration. Facilitators learn techniques for developing shared agreements, norms, and meaningful connections with students.
Trauma-Informed Practices and Emotional Regulation	Understanding trauma's impact on learning and behavior. Facilitators are trained in restorative practices, emotional intelligence, self-regulation, mindfulness, and de-escalation strategies to promote resilience.

SUBMITTAL III

PROJECT UNDERSTANDING, PROPOSED APPROACH AND METHODOLOGY

We believe in fostering holistic development in students extends beyond academic excellence to encompass essential life skills. In the spirit of recognizing the pivotal role of STEM programming in shaping well-rounded individuals, we offer a variety of transformative programs designed specifically for students and implemented into the structure of STEM camps for the city of Coral Gables.

Study Smart Tutors is excited to collaborate with Pitsco Education to deliver high-quality STEM programming that combines our extensive experience in educational services with Pitsco's industry-leading curriculum. Leveraging Pitsco's hands-on, student-centered STEM curriculum, our Study Smart Tutors facilitators will engage students in dynamic, real-world projects that foster critical thinking, problem-solving, and creativity. Together, we bring years of expertise to student success, creating enriching learning experiences that inspire students to explore and excel in STEM fields. With a strong track record of working with underrepresented populations, we ensure that our programming is accessible to all learners, empowering them to thrive in these fields.

Pitsco Education is a leader in future-ready learning fundamentally rooted in STEM. Their competency-based and collaborative hands-on solutions effectively integrate core disciplines while helping learners master the transferable critical-thinking and problem-solving skills that will last a lifetime and translate to college and career pathways.

Proposed Programming Highlights:

- ➔ ***High-Quality, Hands-On STEM Instruction:*** Delivered, in partnership with Pitsco Education curriculum, a nationally recognized leader in STEM curriculum. Programming emphasizes project-based learning, critical thinking, and real-world application.
- ➔ ***Inclusive and Differentiated Instruction:*** Programming is designed using Universal Design for Learning (UDL) principles to support diverse learners, including English Learners, neurodiverse students, and those from historically underserved communities.
- ➔ ***Evidence-Based Curriculum:*** Curriculum is aligned with NGSS and Common Core standards and grounded in research-supported instructional strategies. Independent studies demonstrate improved engagement and achievement when the Pitsco curriculum is used.
- ➔ ***Flexible, Scalable Delivery:*** Study Smart Tutors operates with a large national team (125+ staff, 1520+ facilitators) and the capacity to serve multiple sites simultaneously. The implementation model allows for customized pacing and scheduling aligned to City preferences. We believe that hands-on, experiential learning is key to helping students understand and apply complex concepts, and our programs are structured to provide real-world applications of STEM principles.

Collectively, our teams have built a strong reputation for delivering high-quality, engaging educational events for schools and communities. All STEM programming is meticulously planned and executed to meet the unique needs of the city's STEM camps. We have successfully coordinated events for districts, community organizations, community centers, and non-profits ranging in size from small local schools to more significant district-wide events, *accommodating a variety of student populations, grade levels, and educational goals and outcomes.*

Our programming supports the whole individual and honors what makes them unique, building confidence, and fostering independence they need to be successful in and out of the classroom. We believe that there should be no achievement gap among socio-economic groups and that each student has the right to access safe and challenging educational experiences and lifelong learning. We ensure inclusive practice in all our programming by creating a supportive and accessible learning environment for all students, regardless of their background, abilities, or challenges.

Methodology

Study Smart Tutors' STEM programming delivery by highly qualified instructors with education background experience is thoughtfully crafted to be inclusive, accessible, and engaging for all students. Our activities follow a universal design approach, ensuring that each lesson is functional and beneficial for a diverse range of learners. This involves adapting teaching methods, materials, and communication to cater to diverse learning styles and needs of each child. To address specific needs, our programming includes alternative methods of presentation, such as visual aids, hands-on activities, and audio components, to make content accessible for every student. We prioritize sensitivity in our curriculum, designing activities that are considerate and focused on creating a positive learning environment.

Pitsco Education's curriculum is grounded in evidence-based instructional strategies and supported by decades of research in STEM education and student-centered learning. Our hands-on, project-based approach is designed to engage students in real-world problem solving while aligning with national and state academic standards, including NGSS, Common Core, and state-specific frameworks.

Independent studies and internal performance data demonstrate measurable gains in student engagement, content retention, critical thinking, and collaboration skills. For example, a longitudinal study conducted in partnership with a midwestern school district showed a 14% increase in student achievement scores in STEM subjects over a three-year period when Pitsco solutions were integrated into the classroom. Additionally, teacher feedback consistently highlights improved classroom management, student motivation, and deeper learning outcomes as key results of implementing Pitsco programs.

All curriculum components undergo continuous review and refinement based on formative and summative assessments, educator feedback, and emerging best practices, ensuring that our methods remain at the forefront of effective, standards-aligned instruction.

All STEM programs are meticulously designed to resonate with students' diverse life experiences and cultural backgrounds. We understand that effective learning goes beyond academic content; it requires connecting with students, reflecting their identities, values, and aspirations. Our programs incorporate culturally relevant pedagogy, where we draw on students' backgrounds, contexts, and personal interests to create a learning environment that is both engaging and meaningful. Our workshops are all tailored to reflect the diverse narratives of the students we serve. We use real-world scenarios and examples that students can relate to, making the content more accessible and impactful.

Curriculum and Content: Study Smart Tutors will be solely responsible for the delivery of curriculum and course materials. All content will be standards-aligned, age-appropriate, and tailored to meet the goals of the program. Our team instructional leaders ensure that each session is engaging, structured, and grounded in research-based practices. We will provide a consistent instructor throughout the program's duration to maintain continuity and build student rapport. All programming will be delivered with a strong emphasis on student safety, and we welcome city staff to observe instruction to ensure full transparency and compliance with contractual expectations.

Our programming is designed around a ***student-centered approach***, emphasizing differentiated instruction to meet the diverse needs of learners. Facilitators are trained to implement scaffolding techniques and to create a supportive learning environment that fosters student autonomy and motivation. We employ strategies that enhance student engagement, such as interactive activities, real-world connections, and the integration of technology to make learning more relevant and enjoyable. Our instructional strategies are grounded in the latest research and pedagogical theories, ensuring that our tutoring methods are effective and up-to-date. We incorporate multisensory approaches and use formative assessments to guide instruction.

Quality of Program: Study Smart Tutors is committed to delivering a high-quality, dependable program. All instructors are thoroughly vetted, trained, and possess subject-matter expertise along with experience working with the relevant age group. Instructors are punctual, well-organized, and arrive fully prepared to teach from the start of class. Our team emphasizes professionalism, responsiveness, and customer service, fostering strong relationships with City staff, families, and participants. We also prioritize inclusive practices to ensure that all learners, regardless of ability, background, or learning style, feel welcomed and supported. Our staff is trained in culturally responsive teaching, conflict resolution, and effective communication to proactively address and resolve any issues that may arise. In addition, our instructors will ensure that classrooms are fully set up prior to the beginning of each session and left clean and orderly at the conclusion of each class. We understand the importance of respecting City facilities and ensuring smooth transitions between programming.

Study Smart Tutors prioritizes professionalism, punctuality, and operational excellence. Our instructors are required to arrive a minimum of 30 minutes before the scheduled start of class to allow time for setup and preparation. We ensure that all sessions begin and end promptly to respect participant time and facility use schedules. In the rare event of a delay or scheduling conflict, the program manager will notify the designated site contact or center staff immediately. Our goal is to maintain consistent, reliable programming that reflects the city's commitment to quality and service.

We will work in close collaboration with the Community Recreation Director, or their designee, to design and implement a comprehensive year-round schedule of S.T.E.M. programming.

- ➔ Our designated Program Lead will coordinate fall, winter, spring, and summer activities, ensuring that each seasonal plan is submitted for review and approval in alignment with the City's requirements.
- ➔ Programming will be tailored to meet the needs of students during the academic school year as well as during extended learning opportunities, such as spring break and summer camps.
- ➔ Activities will be carefully sequenced to build on prior learning, incorporate hands-on engagement, and reflect best practices in S.T.E.M. education.

The goal of these coordinated efforts is to provide participants with a well-rounded S.T.E.M. experience that fosters curiosity, problem-solving, and innovation across multiple disciplines. By offering a consistent and age-appropriate range of programs throughout the year, Study Smart Tutors will ensure that students remain engaged, challenged, and supported in their exploration of S.T.E.M. fields.

Study Smart Tutors Implementation Model for Programming

Study Smart Tutors understand the importance of a well-run program and place an emphasis on program management, and ensure that programs are well-coordinated, organized, and impactful. We work tirelessly to ensure schedules, workshops, and other offerings are well coordinated with administration and other key school personnel as we fully understand the coordination, collaboration and communication involved in scheduling these opportunities.

Our service philosophy approach prioritizes collaboration, accountability, and tailored support, ensuring that each partnership receives high-quality, results-driven educational services. The process begins with our Partnership Success Team—they coordinate with clients to establish partnership goals, understand specific needs, and gather essential information for a seamless handover. This initial phase is critical for aligning expectations and preparing for effective service delivery.

Our approach emphasizes careful planning, clear communication, and accountability. To assure all assigned work is completed on time, we employ detailed project management tools, including calendars, staffing trackers, and progress monitoring dashboards that allow us to manage deadlines proactively and

flag any potential risks early. We commit to maintaining open and transparent communication with the Community Recreation Director and designated City staff through scheduled check-ins, written progress reports, and immediate responsiveness to requests or concerns. Our team values innovation and will collaborate with the city to design programming that integrates emerging technologies, project-based learning, and real-world applications.

Once details are clarified for the program, the Education Success Team steps in, responsible for assignments and instructional planning. To maintain oversight and effective communication, each program is assigned a dedicated Academic Success Manager, who will have a STEM background, that visits sites to support the team directly, offer professional development, and uphold the highest standards.

Study Smart Tutors will meet **regularly** with key city personnel, in a partnership to discuss the program implementation, student progress monitoring, and ways for continuous improvement. Our Academic Success Manager will work with school personnel regularly to review data, reports, etc. and other interactions that promote collaboration and partnership.

A typical implementation model with Study Smart Tutors usually follows the following timeline with each implementation of a Study Smart Tutors program beginning with communication between a partner school and a Study Smart Tutors' Partnership Manager or Project Director.

- Partnership Manager meets with the partner site personnel to determine the appropriate services that meet their needs and desired scope and aligned to the specific requirements.
- Following the initial meeting, the Partnership Manager then develops a proposal for review.
- Stakeholders at the partner facility review the proposal and either ask for adjustments, or confirm the proposal matches the scope of services.
- Once the partner approves the structure for the scope of work, our team will begin coordinating the project and will schedule a pre-service meeting with the school to confirm the details, logistics, number of students, schedule, etc. This meeting will confirm staffing of facilitators, location details, coordinates of all relevant student and program materials, and who will serve as the primary point-of-contact.
- After confirmation, depending on the request, Study Smart Tutors' team usually requires between 3-6 weeks to coordinate the service and arrange staffing.
- Subsequent to the first session of services, Study Smart Tutors' team will conduct a first-class check in to solicit initial feedback from the school or organizing program. If adjustments need to be made prior to the next session, Study Smart Tutors' coordinator will relay all information to the team.
- Depending on the duration of services, Study Smart Tutors' team may also conduct a mid-course check in to continue to monitor the course and receive feedback from the partner program. We are dedicated to meet regularly, as set by the site, to discuss the program implementation, progress monitoring, and ways for continuous improvement.
- Following all services, Study Smart Tutors' team will reach out for a post-program check in, arrange time to walk through our post-course evaluation summary with site personnel.

Proposed Programming

1 Week Program S.T.E.M Program

Grades K-5

Solution	Description	Estimated Hours
Bee-Bot® Getting Started Package	Bee-Bot is a perfect starting point for teaching control, directional language, and programming. With a wide range of cross-curricular mats and activity tins to program with and fun accessories to personalize, Bee-Bot® is the must-have programming resource for younger learners. Bee-Bot moves using 15 cm steps and 90-degree turns. Supplied with a USB cord, Bee-Bot can be recharged via either your computer or a wall socket with a USB mains adapter (not supplied).	5
Bee-Bot® Activity Bundle	When paired with Bee-Bot®, this activity bundle can be used to integrate coding while teaching subjects such as math, ELA, and SEL! The bundle includes three clear 8 x 8 pocket mats, a Bee-Bot activity guide, and a preprinted card set featuring letters, numbers, math symbols, and emotions. You can use these resources to easily implement coding in your classroom, incorporate coding into the subjects you're already teaching, and provide an engaging experience for your students.	Included in above
3Doodler Start+ Learning Packs	The 3Doodler Start+ Learning Pack is an all-in-one educational tool designed with teachers for Grade K-8 classrooms. Their easy-to-use, uncomplicated technology drives student engagement and comprehension of critical STEM subjects! Specifically constructed and priced for educational institutions, you can outfit an entire classroom with 3Doodler pens for less than the cost of a traditional 3-D printer. Plus, its plastics are nontoxic, BPA free, and compostable, and they melt at low temps, making it safe for children 6+	8
3Doodler Start+ Learning Packs Refill	Replenish your 3Doodler Start+filament stock with this 1,200-strand pack. This assortment of colors will bring hours and hours of fun and educational Doodling!	Included in above
Large Structures Package	Younger students can learn about basic structures and geometric shapes! The giant, fuzzy, and colorful pipe cleaners in this pack are not only fun to use but also easy to handle for small hands. A class of students can each learn to make two basic shapes and then combine materials to create bigger, more complex structures.	2
Straw Rockets - Getting Started Package	Building and experimenting with these simple rockets is the perfect way to introduce students to rocketry. And they'll learn a bevy of physics principles in the process!	5
Total Estimated Hours		20

Grades 6-12

Solution	Description	Estimated Hours
3Doodler Create+ Learning Packs	The 3Doodler Create+ Learning Pack is an all-in-one educational tool designed with teachers for Grade 8-12 classrooms. Its easy-to-use, uncomplicated technology drives student engagement and comprehension of critical STEM subjects! Specifically constructed and priced for educational institutions, you can outfit an entire classroom with 3Doodler pens for less than the cost of a traditional 3-D printer. Plus, its plastics are nontoxic, BPA free, and recyclable.	8
3Doodler Create+ Learning Packs Refill	Replenish your 3Doodler Create+ filament stock with this 1,200-strand plastics kit. This kit includes strands of ABS, PLA, and FLEXY plastics in a variety of colors. Our mix of ABS, PLA, and FLEXY will give students a variety of doodling options from drawing in the air, to making creations that you can squeeze, stretch, and twist! Our filament is nontoxic, recyclable, and manufactured in the US, UK, and Spain.	Included in above
Earthquake Towers (Balsa) - Getting Started Package	Testing student-engineered structures for earthquake resistance will really get things shaking in your classroom. This package includes everything needed for 30 students (in teams of two) to design, build, and test a balsa or basswood structure.	7
Earthquake Tower's Teacher's Guide	Building an earthquake-resistant tower takes more than glue and balsa wood – it takes an understanding of earthquakes, how mass is distributed in the tower, and structural design. This guide helps students grasp these concepts so they can build and test a great tower. The Earthquake Towers Teacher's Guide contains ITEEA standards, CCSS Math, and NGSS addressed; teacher and student instructions for a variety of math, science, and technology activities; pretests and posttests; resource pages; and links to video resources. Contains separate activities for middle school and high school students as well as links to career information and applications of the 4Cs (communication, collaboration, critical thinking, and creativity). Equipment and materials needed to complete guide activities include the Earthquake Towers – Getting Started Package as well as other tools and materials. Items needed for all activities are listed in the teacher guide.	Included in above
Inventions Pack	If your students can dream it up, they can invent it with the Inventions Pack! We have included a wide variety of materials – rubber bands, straws, basswood, dowel rods, Skill Sticks, balloons, wheels, glue, plastic spools, and more. Students must supply the imagination.	5
Total Estimated Hours		20

2 Week Program S.T.E.M Program

Grades K-5

Solution	Description	Estimated Hours
Bee-Bot® Getting Started Package	Bee-Bot is a perfect starting point for teaching control, directional language, and programming. With a wide range of cross-curricular mats and activity tins to program with and fun accessories to personalize, Bee-Bot® is the must-have programming resource for younger learners. Bee-Bot moves using 15 cm steps and 90-degree turns. Supplied with a USB cord, Bee-Bot can be recharged via either your computer or a wall socket with a USB mains adapter (not supplied).	5
Bee-Bot® Activity Bundle	When paired with Bee-Bot®, this activity bundle can be used to integrate coding while teaching subjects such as math, ELA, and SEL! The bundle includes three clear 8 x 8 pocket mats, a Bee-Bot activity guide, and a preprinted card set featuring letters, numbers, math symbols, and emotions. You can use these resources to easily implement coding in your classroom, incorporate coding into the subjects you're already teaching, and provide an engaging experience for your students.	Included in above
3Doodler Start+ Learning Packs	The 3Doodler Start+ Learning Pack is an all-in-one educational tool designed with teachers for Grade K-8 classrooms. Their easy-to-use, uncomplicated technology drives student engagement and comprehension of critical STEM subjects! Specifically constructed and priced for educational institutions, you can outfit an entire classroom with 3Doodler pens for less than the cost of a traditional 3-D printer. Plus, its plastics are nontoxic, BPA free, and compostable, and they melt at low temps, making it safe for children 6+	8
3Doodler Start+ Learning Packs Refill	Replenish your 3Doodler Start+filament stock with this 1,200-strand pack. This assortment of colors will bring hours and hours of fun and educational Doodling!	Included in above
Large Structures Package	Younger students can learn about basic structures and geometric shapes! The giant, fuzzy, and colorful pipe cleaners in this pack are not only fun to use but also easy to handle for small hands. A class of students can each learn to make two basic shapes and then combine materials to create bigger, more complex structures.	2
Straw Rockets - Getting Started Package	Building and experimenting with these simple rockets is the perfect way to introduce students to rocketry. And they'll learn a bevy of physics principles in the process!	5
<i>How to Code a Sandcastle:</i> Read-Aloud STEM Packs	Bring literacy lessons to life using Carly & Adam's Read-Aloud STEM kits. Students will have a blast doing hands-on activities connected to <i>How to Code a Sandcastle</i> by Josh Funk.	2.25

<i>The Dot</i> : Read-Aloud STEM Packs	Bring K-2 literacy lessons to life using Carly & Adam's Read-Aloud STEM kits. Students will have a blast doing hands-on activities connected to <i>The Dot</i> by Peter H Reynolds.	2.25
AP (Air-Powered) Mini Dragster Kit	This dragster kit launches with air power, and its laser-cut chassis parts provide a quick and easy build. Also includes a car body design sheet that students can color and cut out. Or students can design and draw their own car body and use it.	5
AP (Air-Powered) Dragster Launcher	Searching for an introduction to racing that delivers the same excitement in the classroom as CO2 dragsters? The AP dragster activity provides a fun and safe racing experience for a fraction of the price. This racing system is small enough that you can run a race in the classroom or hallway and then easily store the unit.	Included in above
Musical Instruments STEM Boost Kit	Give learners a STEM boost with this Musical Instruments kit. It has the essentials for one elementary student to make their own music makers and learn the fundamentals of sound waves.	2
Structures Testing STEM Boost Kit	Give learners a STEM boost with this Structures Testing kit. It has everything for one elementary student to engage with geometry and how shapes affect structure strength.	2
Mazes STEM Boost Kit	Give learners a STEM boost with this Mazes kit. It has everything for one elementary student to engage with mazes and storytelling.	2
Flight STEM Boost Kit	Give learners a STEM boost with this Flight kit. It has everything for one elementary student to engage with paper airplane performance.	2
Total Estimated Hours		40

Grades 6-12

Solution	Description	Estimated Hours
3Doodler Create+ Learning Packs	The 3Doodler Create+ Learning Pack is an all-in-one educational tool designed with teachers for Grade 8-12 classrooms. Its easy-to-use, uncomplicated technology drives student engagement and comprehension of critical STEM subjects! Specifically constructed and priced for educational institutions, you can outfit an entire classroom with 3Doodler pens for less than the cost of a traditional 3-D printer. Plus, its plastics are nontoxic, BPA free, and recyclable.	8
3Doodler Create+ Learning Packs Refill	Replenish your 3Doodler Create+ filament stock with this 1,200-strand plastics kit. This kit includes strands of ABS, PLA, and FLEXY plastics in a variety of colors. Our mix of ABS, PLA, and FLEXY will give students a variety of doodling options from drawing in the air, to making creations that you can squeeze, stretch, and twist!	Included in above

	Our filament is nontoxic, recyclable, and manufactured in the US, UK, and Spain.	
Earthquake Towers (Balsa) - Getting Started Package	Testing student-engineered structures for earthquake resistance will really get things shaking in your classroom. This package includes everything needed for 30 students (in teams of two) to design, build, and test a balsa or basswood structure.	7
Earthquake Tower's Teacher's Guide	Building an earthquake-resistant tower takes more than glue and balsa wood – it takes an understanding of earthquakes, how mass is distributed in the tower, and structural design. This guide helps students grasp these concepts so they can build and test a great tower. The Earthquake Towers Teacher's Guide contains ITEEA standards, CCSS Math, and NGSS addressed; teacher and student instructions for a variety of math, science, and technology activities; pretests and posttests; resource pages; and links to video resources. Contains separate activities for middle school and high school students as well as links to career information and applications of the 4Cs (communication, collaboration, critical thinking, and creativity). Equipment and materials needed to complete guide activities include the Earthquake Towers – Getting Started Package as well as other tools and materials. Items needed for all activities are listed in the teacher guide.	Included in above
Inventions Pack	If your students can dream it up, they can invent it with the Inventions Pack! We have included a wide variety of materials – rubber bands, straws, basswood, dowel rods, Skill Sticks, balloons, wheels, glue, plastic spools, and more. Students must supply the imagination.	5
AP (Air-Powered) Rockets & Gliders - Getting Started Package	First, each student builds and launches a high-flying tube rocket. Then, they take aerospace concepts further by building a balsa wood glider that rides a rocket into the sky and releases at apogee to glide down on its own. This package contains materials as well as the necessary launch equipment.	5
Drone Infinity Flight Lab Bundle	The Drone Infinity Flight Lab Bundle is a classroom-ready solution designed for students in Grades 8-12. This bundle includes hands-on drone kits, camera kits, drone accessories, engaging curriculum, field elements, and a structured practice space to create an immersive learning experience. This bundle supports a full semester of instruction and hands-on drone practice. Through the curriculum, students complete 15 flight activities and five real-world engineering challenges while learning key flight and STEM concepts. These lessons help learners build high-demand skills in drone engineering, maintenance, and operation. Each student pair receives a guide, and educators are supported with a comprehensive Teacher Guide designed to make instruction easy and effective. The included field elements – a tree, utility pole, and tower – enable scenario-based missions and obstacle navigation. The 10' x 20' Drone Arena offers a safe, controlled environment for flight practice and classroom competitions.	12

Drone Infinity Kit	Take learning to new heights with the Pitsco Drone Infinity Kit, the ultimate engineering-based drone designed for students in Grades 8-12. This hands-on kit is more than just a drone—it's a gateway to mastering engineering principles, exploring real-world applications, and experimenting with a wide range of flight dynamics. Perfect for STEM classrooms or after-school programs, this cutting-edge kit bridges academic concepts with real-world innovation, preparing the next generation of engineers and tech leaders. Unlock the skies and spark curiosity with the Pitsco Drone Infinity Kit!	Included in above
Total Estimated Hours		40

4 Week Program S.T.E.M Program

Grades K-5

Solution	Description	Estimated Hours
Bee-Bot® Getting Started Package	Bee-Bot is a perfect starting point for teaching control, directional language, and programming. With a wide range of cross-curricular mats and activity tins to program with and fun accessories to personalize, Bee-Bot® is the must-have programming resource for younger learners. Bee-Bot moves using 15 cm steps and 90-degree turns. Supplied with a USB cord, Bee-Bot can be recharged via either your computer or a wall socket with a USB mains adapter (not supplied).	5
Bee-Bot® Activity Bundle	When paired with Bee-Bot®, this activity bundle can be used to integrate coding while teaching subjects such as math, ELA, and SEL! The bundle includes three clear 8 x 8 pocket mats, a Bee-Bot activity guide, and a preprinted card set featuring letters, numbers, math symbols, and emotions. You can use these resources to easily implement coding in your classroom, incorporate coding into the subjects you're already teaching, and provide an engaging experience for your students.	Included in above
3Doodler Start+ Learning Packs	The 3Doodler Start+ Learning Pack is an all-in-one educational tool designed with teachers for Grade K-8 classrooms. Their easy-to-use, uncomplicated technology drives student engagement and comprehension of critical STEM subjects! Specifically constructed and priced for educational institutions, you can outfit an entire classroom with 3Doodler pens for less than the cost of a traditional 3-D printer. Plus, its plastics are nontoxic, BPA free, and compostable, and they melt at low temps, making it safe for children 6+	8
3Doodler Start+ Learning Packs Refill	Replenish your 3Doodler Start+filament stock with this 1,200-strand pack. This assortment of colors will bring hours and hours of fun and educational Doodling!	Included in above
Large Structures Package	Younger students can learn about basic structures and geometric shapes! The giant, fuzzy, and colorful pipe cleaners in this pack are not only fun to use but also easy to handle for small hands. A class of students can each	2

	learn to make two basic shapes and then combine materials to create bigger, more complex structures.	
Straw Rockets - Getting Started Package	Building and experimenting with these simple rockets is the perfect way to introduce students to rocketry. And they'll learn a bevy of physics principles in the process!	5
<i>How to Code a Sandcastle:</i> Read-Aloud STEM Packs	Bring literacy lessons to life using Carly & Adam's Read-Aloud STEM kits. Students will have a blast doing hands-on activities connected to <i>How to Code a Sandcastle</i> by Josh Funk.	2.25
<i>The Dot:</i> Read-Aloud STEM Packs	Bring K-2 literacy lessons to life using Carly & Adam's Read-Aloud STEM kits. Students will have a blast doing hands-on activities connected to <i>The Dot</i> by Peter H Reynolds.	2.25
AP (Air-Powered) Mini Dragster Kit	This dragster kit launches with air power, and its laser-cut chassis parts provide a quick and easy build. Also includes a car body design sheet that students can color and cut out. Or students can design and draw their own car body and use it.	5
AP (Air-Powered) Dragster Launcher	Searching for an introduction to racing that delivers the same excitement in the classroom as CO2 dragsters? The AP dragster activity provides a fun and safe racing experience for a fraction of the price. This racing system is small enough that you can run a race in the classroom or hallway and then easily store the unit.	Included in above
Musical Instruments STEM Boost Kit	Give learners a STEM boost with this Musical Instruments kit. It has the essentials for one elementary student to make their own music makers and learn the fundamentals of sound waves.	2
Structures Testing STEM Boost Kit	Give learners a STEM boost with this Structures Testing kit. It has everything for one elementary student to engage with geometry and how shapes affect structure strength.	2
Mazes STEM Boost Kit	Give learners a STEM boost with this Mazes kit. It has everything for one elementary student to engage with mazes and storytelling.	2
Flight STEM Boost Kit	Give learners a STEM boost with this Flight kit. It has everything for one elementary student to engage with paper airplane performance.	2
Solar Power STEM Boost Kit	Give learners a STEM boost with this Solar Power kit. It has everything for one elementary or middle-level student to engage with recycling, solar energy, and heat transfer.	2
3-D Art STEM Boost Kit	Give learners a STEM boost with this 3-D Art kit. It has everything for one elementary student to engage with art in motion.	2
Bird Feeders STEM Boost Kit	Give learners a STEM boost with this Bird Feeders kit. It has everything for one elementary student to engage with local wildlife and the foundations of structures.	2
Hydraulics STEM Boost Kit	Give learners a STEM boost with this Hydraulics kit. It has everything for one elementary student to engage with entry-level hydraulics and storytelling.	2

Vehicles STEM Boost Kit	Give learners a STEM boost with this Vehicles kit. It has everything for one elementary student to engage with variables in paper racers.	2
Racing STEM Boost Kit	Give learners a STEM boost with this Racing kit. It has everything for one elementary- or middle-level student to engage with engineering and controlling propeller cars.	2
Parachutes STEM Boost Kit	Give learners a STEM boost with this Parachutes kit. It has everything for one elementary student to engage with gravity.	2
Total Estimated Hours		80

Grades 6-12

Solution	Description	Estimated Hours
3Doodler Create+ Learning Packs	The 3Doodler Create+ Learning Pack is an all-in-one educational tool designed with teachers for Grade 8-12 classrooms. Its easy-to-use, uncomplicated technology drives student engagement and comprehension of critical STEM subjects! Specifically constructed and priced for educational institutions, you can outfit an entire classroom with 3Doodler pens for less than the cost of a traditional 3-D printer. Plus, its plastics are nontoxic, BPA free, and recyclable.	8
3Doodler Create+ Learning Packs Refill	Replenish your 3Doodler Create+ filament stock with this 1,200-strand plastics kit. This kit includes strands of ABS, PLA, and FLEXY plastics in a variety of colors. Our mix of ABS, PLA, and FLEXY will give students a variety of doodling options from drawing in the air, to making creations that you can squeeze, stretch, and twist! Our filament is nontoxic, recyclable, and manufactured in the US, UK, and Spain.	Included in above
Earthquake Towers (Balsa) - Getting Started Package	Testing student-engineered structures for earthquake resistance will really get things shaking in your classroom. This package includes everything needed for 30 students (in teams of two) to design, build, and test a balsa or basswood structure.	7
Earthquake Tower's Teacher's Guide	Building an earthquake-resistant tower takes more than glue and balsa wood – it takes an understanding of earthquakes, how mass is distributed in the tower, and structural design. This guide helps students grasp these concepts so they can build and test a great tower. The Earthquake Towers Teacher's Guide contains ITEEA standards, CCSS Math, and NGSS addressed; teacher and student instructions for a variety of math, science, and technology activities; pretests and posttests; resource pages; and links to video resources. Contains separate activities for middle school and high school students as well as links to career information and applications of the 4Cs (communication, collaboration, critical thinking, and creativity).	Included in above

	Equipment and materials needed to complete guide activities include the Earthquake Towers – Getting Started Package as well as other tools and materials. Items needed for all activities are listed in the teacher guide.	
Inventions Pack	If your students can dream it up, they can invent it with the Inventions Pack! We have included a wide variety of materials – rubber bands, straws, basswood, dowel rods, Skill Sticks, balloons, wheels, glue, plastic spools, and more. Students must supply the imagination.	5
AP (Air-Powered) Rockets & Gliders - Getting Started Package	First, each student builds and launches a high-flying tube rocket. Then, they take aerospace concepts further by building a balsa wood glider that rides a rocket into the sky and releases at apogee to glide down on its own. This package contains materials as well as the necessary launch equipment.	5
Drone Infinity Flight Lab Bundle	The Drone Infinity Flight Lab Bundle is a classroom-ready solution designed for students in Grades 8-12. This bundle includes hands-on drone kits, camera kits, drone accessories, engaging curriculum, field elements, and a structured practice space to create an immersive learning experience. This bundle supports a full semester of instruction and hands-on drone practice. Through the curriculum, students complete 15 flight activities and five real-world engineering challenges while learning key flight and STEM concepts. These lessons help learners build high-demand skills in drone engineering, maintenance, and operation. Each student pair receives a guide, and educators are supported with a comprehensive Teacher Guide designed to make instruction easy and effective. The included field elements – a tree, utility pole, and tower – enable scenario-based missions and obstacle navigation. The 10' x 20' Drone Arena offers a safe, controlled environment for flight practice and classroom competitions.	12
Drone Infinity Kit	Take learning to new heights with the Pitsco Drone Infinity Kit, the ultimate engineering-based drone designed for students in Grades 8-12. This hands-on kit is more than just a drone—it's a gateway to mastering engineering principles, exploring real-world applications, and experimenting with a wide range of flight dynamics. Perfect for STEM classrooms or after-school programs, this cutting-edge kit bridges academic concepts with real-world innovation, preparing the next generation of engineers and tech leaders. Unlock the skies and spark curiosity with the Pitsco Drone Infinity Kit!	Included in above
Snap Circuits Pro Kit	The ultimate Snap Circuits set, Snap Circuits Pro delivers more than 75 parts and three books totaling 511 projects! From sound effects and motion detectors to radios and oscillators, students can explore motors, electrical circuits, sensors, electromagnetism, and much more.	10
T-Bot® Challenge Set	Get the fun and excitement of the T-Bot® Hydraulic Arm along with the activity potential of the T-Bot Challenge Set – and save a little in the process. In this combo, you receive the popular T-Bot to demonstrate hydraulic	7

	power and mechanics along with the Challenge Set to hold the hydraulic arm in conjunction with one of two different activity boards. Students are challenged to stack and move Ping-Pong balls in order to complete tasks, answer review questions, and more.	
T-Bot® Teacher's Guide	Pitsco's T-Bot® hydraulic robot arm delights students, and this guide will delight teachers. The T-Bot Teacher's Guide overflows with lessons covering the Cartesian coordinate system, simple machines, basic programming, mechanical advantage, hydraulic systems, teamwork, and more! The T-Bot Teacher's Guide contains CCSS Math standards addressed; teacher and student instructions for a variety of math, science, and technology activities; pretests and posttests; and resource pages. Contains separate activities for middle school and high school students as well as links to career information and applications of the 4Cs (communication, collaboration, critical thinking, and creativity). Equipment and materials needed to complete guide activities include the T-Bot Hydraulic Arm Kit as well as other tools and materials. Items needed for all activities are listed in the teacher guide.	Included in above
Solar Cars STEM Boost Kit	Give learners a STEM boost with this Solar Cars kit. It has everything to engage with solar energy.	3
Trebuchets STEM Boost Kit	Give learners a STEM boost with this Trebuchets kit. It has everything to put forces and motion to the test.	3
Hydrodynamics STEM Boost Kit	Give learners a STEM boost with this Hydrodynamics kit. It has everything to engage with hydraulics and creativity.	3
Kites STEM Boost Kit	Give learners a STEM boost with this Kites kit. It has everything to take learning to the skies.	3
Total Estimated Hours		80

6 Week Program S.T.E.M Program

Grades K-5

Solution	Description	Estimated Hours
Bee-Bot® Getting Started Package	Bee-Bot is a perfect starting point for teaching control, directional language, and programming. With a wide range of cross-curricular mats and activity tins to program with and fun accessories to personalize, Bee-Bot® is the must-have programming resource for younger learners. Bee-Bot moves using 15 cm steps and 90-degree turns. Supplied with a USB cord, Bee-Bot can be recharged via either your computer or a wall socket with a USB mains adapter (not supplied).	5
Bee-Bot® Activity Bundle	When paired with Bee-Bot®, this activity bundle can be used to integrate coding while teaching subjects such as math, ELA, and SEL! The bundle	Included in above

	includes three clear 8 x 8 pocket mats, a Bee-Bot activity guide, and a preprinted card set featuring letters, numbers, math symbols, and emotions. You can use these resources to easily implement coding in your classroom, incorporate coding into the subjects you're already teaching, and provide an engaging experience for your students.	
3Doodler Start+ Learning Packs	The 3Doodler Start+ Learning Pack is an all-in-one educational tool designed with teachers for Grade K-8 classrooms. Their easy-to-use, uncomplicated technology drives student engagement and comprehension of critical STEM subjects! Specifically constructed and priced for educational institutions, you can outfit an entire classroom with 3Doodler pens for less than the cost of a traditional 3-D printer. Plus, its plastics are nontoxic, BPA free, and compostable, and they melt at low temps, making it safe for children 6+	8
3Doodler Start+ Learning Packs Refill	Replenish your 3Doodler Start+filament stock with this 1,200-strand pack. This assortment of colors will bring hours and hours of fun and educational Doodling!	Included in above
Large Structures Package	Younger students can learn about basic structures and geometric shapes! The giant, fuzzy, and colorful pipe cleaners in this pack are not only fun to use but also easy to handle for small hands. A class of students can each learn to make two basic shapes and then combine materials to create bigger, more complex structures.	2
Straw Rockets - Getting Started Package	Building and experimenting with these simple rockets is the perfect way to introduce students to rocketry. And they'll learn a bevy of physics principles in the process!	5
<i>How to Code a Sandcastle:</i> Read-Aloud STEM Packs	Bring literacy lessons to life using Carly & Adam's Read-Aloud STEM kits. Students will have a blast doing hands-on activities connected to <i>How to Code a Sandcastle</i> by Josh Funk.	2.25
<i>The Dot:</i> Read-Aloud STEM Packs	Bring K-2 literacy lessons to life using Carly & Adam's Read-Aloud STEM kits. Students will have a blast doing hands-on activities connected to <i>The Dot</i> by Peter H Reynolds.	2.25
AP (Air-Powered) Mini Dragster Kit	This dragster kit launches with air power, and its laser-cut chassis parts provide a quick and easy build. Also includes a car body design sheet that students can color and cut out. Or students can design and draw their own car body and use it.	5
AP (Air-Powered) Dragster Launcher	Searching for an introduction to racing that delivers the same excitement in the classroom as CO2 dragsters? The AP dragster activity provides a fun and safe racing experience for a fraction of the price. This racing system is small enough that you can run a race in the classroom or hallway and then easily store the unit.	Included in above
Musical Instruments STEM Boost Kit	Give learners a STEM boost with this Musical Instruments kit. It has the essentials for one elementary student to make their own music makers and learn the fundamentals of sound waves.	2
Structures Testing	Give learners a STEM boost with this Structures Testing kit. It has	2

STEM Boost Kit	everything for one elementary student to engage with geometry and how shapes affect structure strength.	
Mazes STEM Boost Kit	Give learners a STEM boost with this Mazes kit. It has everything for one elementary student to engage with mazes and storytelling.	2
Flight STEM Boost Kit	Give learners a STEM boost with this Flight kit. It has everything for one elementary student to engage with paper airplane performance.	2
Solar Power STEM Boost Kit	Give learners a STEM boost with this Solar Power kit. It has everything for one elementary or middle-level student to engage with recycling, solar energy, and heat transfer.	2
3-D Art STEM Boost Kit	Give learners a STEM boost with this 3-D Art kit. It has everything for one elementary student to engage with art in motion.	2
Bird Feeders STEM Boost Kit	Give learners a STEM boost with this Bird Feeders kit. It has everything for one elementary student to engage with local wildlife and the foundations of structures.	2
Hydraulics STEM Boost Kit	Give learners a STEM boost with this Hydraulics kit. It has everything for one elementary student to engage with entry-level hydraulics and storytelling.	2
Vehicles STEM Boost Kit	Give learners a STEM boost with this Vehicles kit. It has everything for one elementary student to engage with variables in paper racers.	2
Racing STEM Boost Kit	Give learners a STEM boost with this Racing kit. It has everything for one elementary- or middle-level student to engage with engineering and controlling propeller cars.	2
Parachutes STEM Boost Kit	Give learners a STEM boost with this Parachutes kit. It has everything for one elementary student to engage with gravity.	2
iSprowt Weather & Natural Disasters	Using the iSprowt Weather & Natural Disasters 10-Pack, students will become meteorologists and get hands on with seasons and the weather in different hemispheres! Each kit has all the materials for two students to complete eight activities.	5
iSprowt The Universe	With the iSprowt The Universe 10-Pack, students will learn all about space, how celestial bodies work, and more as they get hands on with their own universe! Each kit has all the materials for two students to complete five projects.	5
iSprowt Renewable Energy	Students will have tons of fun learning about sustainability with this iSprowt Renewable Energy 10-Pack! They'll be inspired as they explore and learn about different types of renewable energy. Each kit has all the materials for two students to complete four experiments.	5
iSprowt Herb Garden	Plant science shouldn't be complicated – and the iSprowt Herb Garden 10-Pack is anything but! As students grow their own basil plant, they'll learn about the plant life cycle and how it affects nature and all life around them. Each kit has all the materials for two students to complete four projects.	5

iSprowt Fossil Dig Maps & Erosion	With the iSprowt Fossil Dig Maps & Erosion 10-Pack, learners will discover all sorts of things about Earth science! Each kit has all the materials for two students to complete three engaging activities.	5
iSprowt Earth & Volcanoes	Students will slide, smash, and crash plate tectonics together to simulate how mountains, volcanoes, and new lands are formed using this iSprowt Earth and Volcanoes 10-Pack! Each kit has all the materials for two students to complete three activities.	5
iSprowt Chemistry & Matter	Bring science to life with iSprowt's exciting, phenomena-based Chemistry and Matter 10-Pack. Each kit has all the materials for two students to complete nine projects.	5
iSprowt Blue Planet	Learning about the Earth is more fun with a fascinating space experience! Widen students' knowledge and ignite their imagination with the iSprowt Blue Planet 10-Pack. Each kit includes all materials for two students to work together and complete six activities.	5
Total Estimated Hours		120

Grades 6-12

Solution	Description	Estimated Hours
3Doodler Create+ Learning Packs	The 3Doodler Create+ Learning Pack is an all-in-one educational tool designed with teachers for Grade 8-12 classrooms. Its easy-to-use, uncomplicated technology drives student engagement and comprehension of critical STEM subjects! Specifically constructed and priced for educational institutions, you can outfit an entire classroom with 3Doodler pens for less than the cost of a traditional 3-D printer. Plus, its plastics are nontoxic, BPA free, and recyclable.	8
3Doodler Create+ Learning Packs Refill	Replenish your 3Doodler Create+ filament stock with this 1,200-strand plastics kit. This kit includes strands of ABS, PLA, and FLEXY plastics in a variety of colors. Our mix of ABS, PLA, and FLEXY will give students a variety of doodling options from drawing in the air, to making creations that you can squeeze, stretch, and twist! Our filament is nontoxic, recyclable, and manufactured in the US, UK, and Spain.	Included in above
Earthquake Towers (Balsa) - Getting Started Package	Testing student-engineered structures for earthquake resistance will really get things shaking in your classroom. This package includes everything needed for 30 students (in teams of two) to design, build, and test a balsa or basswood structure.	7
Earthquake Tower's Teacher's Guide	Building an earthquake-resistant tower takes more than glue and balsa wood – it takes an understanding of earthquakes, how mass is distributed in the tower, and structural design. This guide helps students grasp these concepts so they can build and test a great tower.	Included in above

	The Earthquake Towers Teacher’s Guide contains ITEEA standards, CCSS Math, and NGSS addressed; teacher and student instructions for a variety of math, science, and technology activities; pretests and posttests; resource pages; and links to video resources. Contains separate activities for middle school and high school students as well as links to career information and applications of the 4Cs (communication, collaboration, critical thinking, and creativity). Equipment and materials needed to complete guide activities include the Earthquake Towers – Getting Started Package as well as other tools and materials. Items needed for all activities are listed in the teacher guide.	
Inventions Pack	If your students can dream it up, they can invent it with the Inventions Pack! We have included a wide variety of materials – rubber bands, straws, basswood, dowel rods, Skill Sticks, balloons, wheels, glue, plastic spools, and more. Students must supply the imagination.	5
AP (Air-Powered) Rockets & Gliders - Getting Started Package	First, each student builds and launches a high-flying tube rocket. Then, they take aerospace concepts further by building a balsa wood glider that rides a rocket into the sky and releases at apogee to glide down on its own. This package contains materials as well as the necessary launch equipment.	5
Drone Infinity Flight Lab Bundle	The Drone Infinity Flight Lab Bundle is a classroom-ready solution designed for students in Grades 8-12. This bundle includes hands-on drone kits, camera kits, drone accessories, engaging curriculum, field elements, and a structured practice space to create an immersive learning experience. This bundle supports a full semester of instruction and hands-on drone practice. Through the curriculum, students complete 15 flight activities and five real-world engineering challenges while learning key flight and STEM concepts. These lessons help learners build high-demand skills in drone engineering, maintenance, and operation. Each student pair receives a guide, and educators are supported with a comprehensive Teacher Guide designed to make instruction easy and effective. The included field elements – a tree, utility pole, and tower – enable scenario-based missions and obstacle navigation. The 10' x 20' Drone Arena offers a safe, controlled environment for flight practice and classroom competitions.	12
Drone Infinity Kit	Take learning to new heights with the Pitsco Drone Infinity Kit, the ultimate engineering-based drone designed for students in Grades 8-12. This hands-on kit is more than just a drone—it's a gateway to mastering engineering principles, exploring real-world applications, and experimenting with a wide range of flight dynamics. Perfect for STEM classrooms or after-school programs, this cutting-edge kit bridges academic concepts with real-world innovation, preparing the next generation of engineers and tech leaders. Unlock the skies and spark curiosity with the Pitsco Drone Infinity Kit!	Included in above
Snap Circuits Pro Kit	The ultimate Snap Circuits set, Snap Circuits Pro delivers more than 75 parts and three books totaling 511 projects! From sound effects and motion	10

	detectors to radios and oscillators, students can explore motors, electrical circuits, sensors, electromagnetism, and much more.	
T-Bot® Challenge Set	Get the fun and excitement of the T-Bot® Hydraulic Arm along with the activity potential of the T-Bot Challenge Set – and save a little in the process. In this combo, you receive the popular T-Bot to demonstrate hydraulic power and mechanics along with the Challenge Set to hold the hydraulic arm in conjunction with one of two different activity boards. Students are challenged to stack and move Ping-Pong balls in order to complete tasks, answer review questions, and more.	7
T-Bot® Teacher's Guide	Pitsco's T-Bot® hydraulic robot arm delights students, and this guide will delight teachers. The T-Bot Teacher's Guide overflows with lessons covering the Cartesian coordinate system, simple machines, basic programming, mechanical advantage, hydraulic systems, teamwork, and more! The T-Bot Teacher's Guide contains contains CCSS Math standards addressed; teacher and student instructions for a variety of math, science, and technology activities; pretests and posttests; and resource pages. Contains separate activities for middle school and high school students as well as links to career information and applications of the 4Cs (communication, collaboration, critical thinking, and creativity). Equipment and materials needed to complete guide activities include the T-Bot Hydraulic Arm Kit as well as other tools and materials. Items needed for all activities are listed in the teacher guide.	Included in above
Solar Cars STEM Boost Kit	Give learners a STEM boost with this Solar Cars kit. It has everything to engage with solar energy.	3
Trebuchets STEM Boost Kit	Give learners a STEM boost with this Trebuchets kit. It has everything to put forces and motion to the test.	3
Hydrodynamics STEM Boost Kit	Give learners a STEM boost with this Hydrodynamics kit. It has everything to engage with hydraulics and creativity.	3
Kites STEM Boost Kit	Give learners a STEM boost with this Kites kit. It has everything to take learning to the skies.	3
Garage Framing Kit 201	When your students are ready to move up from the basics of construction, the Garage Kit 201 is the next step. Students learn about constructing doors, windows, trusses, and more. The kit includes all the materials needed to build a 1":1' scale framing model of a garage plus templates, instructions, basic construction information, and basic construction mathematics.	5
Water Rockets - Getting Started Package	This is the would-be rocket scientist's dream. This Getting Started package includes everything you need to get your class out of this world through water rockets: materials for student rockets, a demonstration rocket, and launch equipment.	6
Wind Energy -	The need for alternative energies has never been more apparent than now.	5

Getting Started Package	Get students thinking about wind energy concepts through this hands-on activity. The Getting Started package has enough materials for student wind generators and has a WinDynamo III for teacher demonstrations or advanced student explorations.	
Wind Gen Plus Kit	Wind energy has the potential to supply all the electricity needed in the United States. Introduce students to this renewable energy with the Wind Gen Plus Kit. With this kit, students quickly build a windmill that catches a breeze from a fan and converts it into energy. Students see this energy when it lights a bulb attached to the motor. Or, they can wire several mills together to power larger devices such as a radio or a small motor.	Included in above
Total Estimated Hours		120

8 Week Program S.T.E.M Program

Grades K-5

Solution	Description	Estimated Hours
Bee-Bot® Getting Started Package	Bee-Bot is a perfect starting point for teaching control, directional language, and programming. With a wide range of cross-curricular mats and activity tins to program with and fun accessories to personalize, Bee-Bot® is the must-have programming resource for younger learners. Bee-Bot moves using 15 cm steps and 90-degree turns. Supplied with a USB cord, Bee-Bot can be recharged via either your computer or a wall socket with a USB mains adapter (not supplied).	5
Bee-Bot® Activity Bundle	When paired with Bee-Bot®, this activity bundle can be used to integrate coding while teaching subjects such as math, ELA, and SEL! The bundle includes three clear 8 x 8 pocket mats, a Bee-Bot activity guide, and a preprinted card set featuring letters, numbers, math symbols, and emotions. You can use these resources to easily implement coding in your classroom, incorporate coding into the subjects you're already teaching, and provide an engaging experience for your students.	Included in above
3Doodler Start+ Learning Packs	The 3Doodler Start+ Learning Pack is an all-in-one educational tool designed with teachers for Grade K-8 classrooms. Their easy-to-use, uncomplicated technology drives student engagement and comprehension of critical STEM subjects! Specifically constructed and priced for educational institutions, you can outfit an entire classroom with 3Doodler pens for less than the cost of a traditional 3-D printer. Plus, its plastics are nontoxic, BPA free, and compostable, and they melt at low temps, making it safe for children 6+	8
3Doodler Start+ Learning Packs Refill	Replenish your 3Doodler Start+filament stock with this 1,200-strand pack. This assortment of colors will bring hours and hours of fun and educational Doodling!	Included in above

Large Structures Package	Younger students can learn about basic structures and geometric shapes! The giant, fuzzy, and colorful pipe cleaners in this pack are not only fun to use but also easy to handle for small hands. A class of students can each learn to make two basic shapes and then combine materials to create bigger, more complex structures.	2
Straw Rockets - Getting Started Package	Building and experimenting with these simple rockets is the perfect way to introduce students to rocketry. And they'll learn a bevy of physics principles in the process!	5
<i>How to Code a Sandcastle:</i> Read-Aloud STEM Packs	Bring literacy lessons to life using Carly & Adam's Read-Aloud STEM kits. Students will have a blast doing hands-on activities connected to <i>How to Code a Sandcastle</i> by Josh Funk.	2.25
<i>The Dot:</i> Read-Aloud STEM Packs	Bring K-2 literacy lessons to life using Carly & Adam's Read-Aloud STEM kits. Students will have a blast doing hands-on activities connected to <i>The Dot</i> by Peter H Reynolds.	2.25
AP (Air-Powered) Mini Dragster Kit	This dragster kit launches with air power, and its laser-cut chassis parts provide a quick and easy build. Also includes a car body design sheet that students can color and cut out. Or students can design and draw their own car body and use it.	5
AP (Air-Powered) Dragster Launcher	Searching for an introduction to racing that delivers the same excitement in the classroom as CO2 dragsters? The AP dragster activity provides a fun and safe racing experience for a fraction of the price. This racing system is small enough that you can run a race in the classroom or hallway and then easily store the unit.	Included in above
Musical Instruments STEM Boost Kit	Give learners a STEM boost with this Musical Instruments kit. It has the essentials for one elementary student to make their own music makers and learn the fundamentals of sound waves.	2
Structures Testing STEM Boost Kit	Give learners a STEM boost with this Structures Testing kit. It has everything for one elementary student to engage with geometry and how shapes affect structure strength.	2
Mazes STEM Boost Kit	Give learners a STEM boost with this Mazes kit. It has everything for one elementary student to engage with mazes and storytelling.	2
Flight STEM Boost Kit	Give learners a STEM boost with this Flight kit. It has everything for one elementary student to engage with paper airplane performance.	2
Solar Power STEM Boost Kit	Give learners a STEM boost with this Solar Power kit. It has everything for one elementary or middle-level student to engage with recycling, solar energy, and heat transfer.	2
3-D Art STEM Boost Kit	Give learners a STEM boost with this 3-D Art kit. It has everything for one elementary student to engage with art in motion.	2
Bird Feeders STEM Boost Kit	Give learners a STEM boost with this Bird Feeders kit. It has everything for one elementary student to engage with local wildlife and the foundations of structures.	2

Hydraulics STEM Boost Kit	Give learners a STEM boost with this Hydraulics kit. It has everything for one elementary student to engage with entry-level hydraulics and storytelling.	2
Vehicles STEM Boost Kit	Give learners a STEM boost with this Vehicles kit. It has everything for one elementary student to engage with variables in paper racers.	2
Racing STEM Boost Kit	Give learners a STEM boost with this Racing kit. It has everything for one elementary- or middle-level student to engage with engineering and controlling propeller cars.	2
Parachutes STEM Boost Kit	Give learners a STEM boost with this Parachutes kit. It has everything for one elementary student to engage with gravity.	2
iSprowt Weather & Natural Disasters	Using the iSprowt Weather & Natural Disasters 10-Pack, students will become meteorologists and get hands on with seasons and the weather in different hemispheres! Each kit has all the materials for two students to complete eight activities.	5
iSprowt The Universe	With the iSprowt The Universe 10-Pack, students will learn all about space, how celestial bodies work, and more as they get hands on with their own universe! Each kit has all the materials for two students to complete five projects.	5
iSprowt Renewable Energy	Students will have tons of fun learning about sustainability with this iSprowt Renewable Energy 10-Pack! They'll be inspired as they explore and learn about different types of renewable energy. Each kit has all the materials for two students to complete four experiments.	5
iSprowt Herb Garden	Plant science shouldn't be complicated – and the iSprowt Herb Garden 10-Pack is anything but! As students grow their own basil plant, they'll learn about the plant life cycle and how it affects nature and all life around them. Each kit has all the materials for two students to complete four projects.	5
iSprowt Fossil Dig Maps & Erosion	With the iSprowt Fossil Dig Maps & Erosion 10-Pack, learners will discover all sorts of things about Earth science! Each kit has all the materials for two students to complete three engaging activities.	5
iSprowt Earth & Volcanoes	Students will slide, smash, and crash plate tectonics together to simulate how mountains, volcanoes, and new lands are formed using this iSprowt Earth and Volcanoes 10-Pack! Each kit has all the materials for two students to complete three activities.	5
iSprowt Chemistry & Matter	Bring science to life with iSprowt's exciting, phenomena-based Chemistry and Matter 10-Pack. Each kit has all the materials for two students to complete nine projects.	5
iSprowt Blue Planet	Learning about the Earth is more fun with a fascinating space experience! Widen students' knowledge and ignite their imagination with the iSprowt Blue Planet 10-Pack. Each kit includes all materials for two students to work together and complete six activities.	5
Music STEM Boost Kit	Give learners a STEM boost with this Music kit. It has everything to engage with music, sounds, and performance.	2
Structures STEM	Give learners a STEM boost with this Structures kit. It has everything to	2

Boost Kit	engage with, observe, and classify structures around them.	
Fingerprints STEM Boost Kit	Give learners a STEM boost with this Fingerprints kit. It has everything to engage with patterns within fingerprints and footprints.	2
Plants STEM Boost Kit	Give learners a STEM boost with this Plants kit. It has everything to get thinking about life science.	2
Coding STEM Boost Kit	Give learners a STEM boost with this Coding kit. It has everything to learn the basics of coding by role-playing as a robot!	2
Engineering in Literature Activity Bundle	The Engineering in Literature Activity Bundle includes two activities and one engineering challenge that are aligned to NGSS, Common Core ELA and Math standards, and the Head Start Early Learning Outcomes. Students will learn about the engineering design process, identify ways to enhance different areas in their school or environment, and use building materials to create a solution to a global problem.	5
Rhythm and Patterns Activity Bundle	The Rhythm and Patterns Activity Bundle includes two activities and one engineering challenge that are aligned to NGSS, Common Core ELA and Math standards, and the Head Start Early Learning Outcomes. Students will discover how rhythms are made in music, create percussion patterns, and develop a communication method that will cross a distance.	5
Sorting and Categories Activity Bundle	The Sorting and Categories Activity Bundle includes two activities and one engineering challenge that are aligned to NGSS, Common Core ELA and Math standards, and the Head Start Early Learning Outcomes. Students will learn how to sort, count, and graph items; discuss ways to categorize objects; and apply their knowledge of categories and attributes to create a new animal.	5
Forces in Motion Activity Bundle	The Forces in Motion Activity Bundle includes two activities and one engineering challenge that are aligned to NGSS, Common Core ELA and Math standards, and the Head Start Early Learning Outcomes. Students will learn about push and pull forces, analyze how objects can change direction or speed due to forces, and create a system to transport eggs safely using push and pull forces.	5
Design and Construction Activity Bundle	The Design and Construction Activity Bundle includes two activities and one engineering challenge that are aligned to NGSS, Common Core ELA and Math standards, and the Head Start Early Learning Outcomes. Students will practice graphing, learn about different structures in the real world, and construct a structure to fill a need in the community.	5
Total Estimated Hours		160

Grades 6-12

Solution	Description	Estimated Hours
3Doodler Create+ Learning Packs	The 3Doodler Create+ Learning Pack is an all-in-one educational tool designed with teachers for Grade 8-12 classrooms. Its easy-to-use, uncomplicated technology drives student engagement and comprehension of critical STEM subjects!	8

	Specifically constructed and priced for educational institutions, you can outfit an entire classroom with 3Doodler pens for less than the cost of a traditional 3-D printer. Plus, its plastics are nontoxic, BPA free, and recyclable.	
3Doodler Create+ Learning Packs Refill	Replenish your 3Doodler Create+ filament stock with this 1,200-strand plastics kit. This kit includes strands of ABS, PLA, and FLEXY plastics in a variety of colors. Our mix of ABS, PLA, and FLEXY will give students a variety of doodling options from drawing in the air, to making creations that you can squeeze, stretch, and twist! Our filament is nontoxic, recyclable, and manufactured in the US, UK, and Spain.	Included in above
Earthquake Towers (Balsa) - Getting Started Package	Testing student-engineered structures for earthquake resistance will really get things shaking in your classroom. This package includes everything needed for 30 students (in teams of two) to design, build, and test a balsa or basswood structure.	7
Earthquake Tower's Teacher's Guide	Building an earthquake-resistant tower takes more than glue and balsa wood – it takes an understanding of earthquakes, how mass is distributed in the tower, and structural design. This guide helps students grasp these concepts so they can build and test a great tower. The Earthquake Towers Teacher's Guide contains ITEEA standards, CCSS Math, and NGSS addressed; teacher and student instructions for a variety of math, science, and technology activities; pretests and posttests; resource pages; and links to video resources. Contains separate activities for middle school and high school students as well as links to career information and applications of the 4Cs (communication, collaboration, critical thinking, and creativity). Equipment and materials needed to complete guide activities include the Earthquake Towers – Getting Started Package as well as other tools and materials. Items needed for all activities are listed in the teacher guide.	Included in above
Inventions Pack	If your students can dream it up, they can invent it with the Inventions Pack! We have included a wide variety of materials – rubber bands, straws, basswood, dowel rods, Skill Sticks, balloons, wheels, glue, plastic spools, and more. Students must supply the imagination.	5
AP (Air-Powered) Rockets & Gliders - Getting Started Package	First, each student builds and launches a high-flying tube rocket. Then, they take aerospace concepts further by building a balsa wood glider that rides a rocket into the sky and releases at apogee to glide down on its own. This package contains materials as well as the necessary launch equipment.	5
Drone Infinity Flight Lab Bundle	The Drone Infinity Flight Lab Bundle is a classroom-ready solution designed for students in Grades 8-12. This bundle includes hands-on drone kits, camera kits, drone accessories, engaging curriculum, field elements, and a structured practice space to create an immersive learning experience. This bundle supports a full semester of instruction and hands-on drone practice. Through the curriculum, students complete 15 flight activities and five real-world engineering challenges while learning key flight and STEM	12

	concepts. These lessons help learners build high-demand skills in drone engineering, maintenance, and operation. Each student pair receives a guide, and educators are supported with a comprehensive Teacher Guide designed to make instruction easy and effective. The included field elements – a tree, utility pole, and tower – enable scenario-based missions and obstacle navigation. The 10' x 20' Drone Arena offers a safe, controlled environment for flight practice and classroom competitions.	
Drone Infinity Kit	Take learning to new heights with the Pitsco Drone Infinity Kit, the ultimate engineering-based drone designed for students in Grades 8-12. This hands-on kit is more than just a drone—it's a gateway to mastering engineering principles, exploring real-world applications, and experimenting with a wide range of flight dynamics. Perfect for STEM classrooms or after-school programs, this cutting-edge kit bridges academic concepts with real-world innovation, preparing the next generation of engineers and tech leaders. Unlock the skies and spark curiosity with the Pitsco Drone Infinity Kit!	Included in above
Snap Circuits Pro Kit	The ultimate Snap Circuits set, Snap Circuits Pro delivers more than 75 parts and three books totaling 511 projects! From sound effects and motion detectors to radios and oscillators, students can explore motors, electrical circuits, sensors, electromagnetism, and much more.	10
T-Bot® Challenge Set	Get the fun and excitement of the T-Bot® Hydraulic Arm along with the activity potential of the T-Bot Challenge Set – and save a little in the process. In this combo, you receive the popular T-Bot to demonstrate hydraulic power and mechanics along with the Challenge Set to hold the hydraulic arm in conjunction with one of two different activity boards. Students are challenged to stack and move Ping-Pong balls in order to complete tasks, answer review questions, and more.	7
T-Bot® Teacher's Guide	Pitsco's T-Bot® hydraulic robot arm delights students, and this guide will delight teachers. The T-Bot Teacher's Guide overflows with lessons covering the Cartesian coordinate system, simple machines, basic programming, mechanical advantage, hydraulic systems, teamwork, and more! The T-Bot Teacher's Guide contains CCSS Math standards addressed; teacher and student instructions for a variety of math, science, and technology activities; pretests and posttests; and resource pages. Contains separate activities for middle school and high school students as well as links to career information and applications of the 4Cs (communication, collaboration, critical thinking, and creativity). Equipment and materials needed to complete guide activities include the T-Bot Hydraulic Arm Kit as well as other tools and materials. Items needed for all activities are listed in the teacher guide.	Included in above
Solar Cars STEM Boost Kit	Give learners a STEM boost with this Solar Cars kit. It has everything to engage with solar energy.	3
Trebuchets STEM	Give learners a STEM boost with this Trebuchets kit. It has everything to put	3

Boost Kit	forces and motion to the test.	
Hydrodynamics STEM Boost Kit	Give learners a STEM boost with this Hydrodynamics kit. It has everything to engage with hydraulics and creativity.	3
Kites STEM Boost Kit	Give learners a STEM boost with this Kites kit. It has everything to take learning to the skies.	3
Garage Framing Kit 201	When your students are ready to move up from the basics of construction, the Garage Kit 201 is the next step. Students learn about constructing doors, windows, trusses, and more. The kit includes all the materials needed to build a 1":1' scale framing model of a garage plus templates, instructions, basic construction information, and basic construction mathematics.	5
Water Rockets - Getting Started Package	This is the would-be rocket scientist's dream. This Getting Started package includes everything you need to get your class out of this world through water rockets: materials for student rockets, a demonstration rocket, and launch equipment.	6
Wind Energy - Getting Started Package	The need for alternative energies has never been more apparent than now. Get students thinking about wind energy concepts through this hands-on activity. The Getting Started package has enough materials for student wind generators and has a WinDynamo III for teacher demonstrations or advanced student explorations.	5
Wind Gen Plus Kit	Wind energy has the potential to supply all the electricity needed in the United States. Introduce students to this renewable energy with the Wind Gen Plus Kit. With this kit, students quickly build a windmill that catches a breeze from a fan and converts it into energy. Students see this energy when it lights a bulb attached to the motor. Or, they can wire several mills together to power larger devices such as a radio or a small motor.	Included in above
TETRIX® MAX R/C Getting Started Package	The TETRIX® MAX R/C Getting Started Package offers the ultimate remote-controlled robotics experience. Teams of four work to design fully functioning remote-controlled robots, with each student group having access to both a TETRIX MAX R/C Robotics Set and a TETRIX MAX Expansion Set. The included curriculum materials and Engineering Design Loop Poster Set provide an added bonus to the builder's guides.	35
TETRIX® MAX R/C Robotics Set	Featuring heavy-duty, aircraft-grade aluminum elements for construction, powerful drive motors, and expandable capabilities, TETRIX® provides the ideal platform for creativity. Designed to provide one student or a team of up to four students with the hardware to design remote-controlled robots, this set ensures you won't miss any parts needed to finish your classroom projects.	Included in above
TETRIX® MAX Expansion Set	Add this expansion set to your TETRIX® collection to build bigger and more complex robots and complete more challenging engineering projects. This set includes 630+ building elements and comes complete with a storage bin.	Included in above
Catapults HS STEM Boost Kit	Give learners a STEM boost with this Catapults kit. It has everything for one upper-level student to engage with projectiles and medieval machines.	3
Total Estimated Hours		160

Program Deliverables-Study Smart Tutors' Approach

Program Deliverable	Action	Method (How)
Increase S.T.E.M. Literacy	Deliver engaging lessons that connect core S.T.E.M. concepts to real-world applications.	Use real-life case studies (e.g., climate science, robotics in industry, space exploration) and interactive demonstrations to show the relevance of abstract concepts.
Encourage Critical Thinking, Problem-Solving, and Creativity	Implement hands-on experiments, engineering design challenges, and coding projects.	Facilitate inquiry-based learning cycles where students hypothesize, test, evaluate, and refine solutions, guided by trained facilitators.
Empower Students for Future Success	Build confidence and motivation to pursue advanced S.T.E.M. subjects.	Provide structured goal-setting activities, expose students to S.T.E.M. careers through guest speakers and virtual field trips, and celebrate milestones to reinforce achievement.
Develop Communication and Cooperation Skills	Facilitate group projects that require collaboration and teamwork.	Assign team-based challenges (e.g., building a model bridge or coding a group game) with rotating roles (leader, recorder, presenter) to ensure active participation from all students.
Improve Academic Performance in Math, Science, and Technology	Align all lessons with state and national standards (e.g., NGSS, Common Core).	Use diagnostic assessments to identify learning gaps, provide targeted small-group instruction, and share progress data with program staff.
Equip Youth with 21st-Century Skills	Introduce coding, robotics, data analysis, and digital literacy modules.	Integrate platforms coupled with real-world problem-solving scenarios like analyzing community data or simulating engineering designs.
Provide Inclusive S.T.E.M. Programming	Use Universal Design for Learning (UDL) principles to ensure accessibility.	Adapt materials with visual supports, bilingual resources, and scaffolded instruction, ensuring participation by English learners, students with disabilities, and students from diverse cultural backgrounds.

Current and Projected Workload

Study Smart Tutors manages a robust portfolio of contracts across multiple school districts and municipalities nationwide, with over 1,000+ contracted tutors and facilitators supported by a dedicated full-time Partnership Success Team. While we serve large-scale initiatives, our staffing structure and operational capacity are intentionally designed to accommodate new contracts without disruption. Key personnel for this program including our Program Director, Site Coordinators, and trained S.T.E.M. facilitators have the bandwidth and experience to seamlessly integrate this project into their workload.

Our flexible staffing model allows us to scale up quickly during peak times (such as summer and spring break camps) while ensuring that core year-round operations remain fully resourced. This structure ensures the City will receive consistent, high-quality service delivery throughout the life of the contract.

Ability to Meet and Exceed Program Requirements

Study Smart Tutors has a proven record of exceeding program requirements in similar contexts, including academic tutoring, after-school enrichment, and seasonal camp programming. Our team strictly adheres to professional standards of conduct, ensures adequate supervision and qualified staff, and provides distinctive uniforms to maintain visibility and accountability, as required.

Beyond compliance, we enhance programming through built-in evaluation measures such as pre/post surveys, attendance tracking, and program feedback loops, which allow us to continuously refine and improve offerings. We leverage curriculum aligned to Next Generation Science Standards (NGSS) and industry best practices in S.T.E.M. education to ensure participants receive relevant, engaging, and well-rounded experiences. Our strong infrastructure combined with a commitment to innovation and partnership, Study Smart Tutors is fully prepared to meet the expectations set by the city of Coral Gables.

PROGRESS MONITORING AND REPORTING

STEM Program Reporting -Study Smart Tutors utilizes a variety of reports for different levels of programming, including attendance reports, programming report, individual student progress reports (when applicable), and a program completion report that can be provided in the frequency determined by city and schools. We will regularly collect survey data from students, facilitators, and school staff. The data collected will help with modifications made to programming.

To maintain oversight and quality standards in our program, *each partner is assigned a dedicated Academic Services Manager*, who visits programming sites to support facilitators directly, offer professional development, and uphold the highest instructional standards. ***Our Academic Service manager works with key personnel regularly to review data, reports, etc. to promote collaboration and partnership.***

The Academic Services Manager (ASM) oversees the preparation and progress of our facilitators, ensuring they are able to effectively train, coach, and implement feedback to support student success and academic growth. Through frequent site visits, the ASM has a goal of fostering a partnership with the partner key stakeholders gathering and navigating feedback to ensure program progression. By ensuring each program has a designated ASM with relevant experience in teaching, preferably with schools in the region, our team is able to take ownership and problem-solve, make relevant recommendations, and connect to the community to support the success of students.

Sample Deliverables: Study Smart Tutors implements a comprehensive evaluation process to measure the success and continuously improve our services. Our approach includes quantitative and qualitative data collection (where appropriate) to assess outcomes. We use pre- and post-assessments, participant feedback, and program effectiveness metrics to gauge our impact. Partners are able to access a variety of reporting and data analytics tools to measure student academic achievement. All sessions/courses are tracked and school personnel are provided timely documentation.

1. ***Attendance*** is taken by facilitators for all occurring sessions for all of our partners. Attendance allows us to plan and coordinate with partners on how to better support programming. Reports are provided in Google Doc format so that school leaders can view data in real time.
2. ***Pre/Post Course Survey Report*** - Shows and compares the results of two Likert scale surveys students take about each course.
3. ***Enrichment Reports*** submitted will include # of students participating in the camp, student participation, frequency/duration of participation, and other measures of progress.

4. Study Smart Tutors places an emphasis on the *evaluations of services and outcomes*. We collect feedback from all participants who participate in the camps. Feedback that is collected is compiled into an Evaluation Summary report that is shared with key stakeholders.

Student Confidential Information: Study Smart Tutors recognizes the high priority to keep student confidential information secure in all circumstances and adhere to all federal and state privacy and confidentiality laws and regulations. Our organization is fully compliant with the Center for Internet Security's (CIS) Critical Security Controls. We have diligently implemented and adhered to these controls, which serve as a comprehensive framework for securing our information systems and protecting sensitive data. We offer the capability to provide extracted associated student data through a secure method of data transfer. To achieve this, we employ industry-standard encryption protocols and secure communication channels to transfer sensitive student data. We ensure student privacy and compliance with the Family Education Right and Privacy Act (FERPA).

Publicity: Study Smart Tutors respects and adheres to all city policies regarding publicity and promotion of programs. We understand that classroom time is dedicated to instruction, and we agree not to promote our business to participants during class hours without express written authorization from the Department Director. All marketing materials related to city-sponsored classes will be submitted in advance for approval by the Recreation Coordinator or their designee.

SUBMITTAL IV: PAST PERFORMANCE AND REFERENCES

A. References *See attached Appendix A Reference Form*

B. Public Sector Partnerships (3 years)

Study Smart Tutors has proudly partnered with numerous public sector organizations over the past three years. A representative list is included below. Full contact information for authorized district representatives can be made available upon request and through secure channels, in accordance with district privacy and procurement policies. Our company has completed all contracted obligations with all partners since 2010 with no non-performance reports or notices filed. All contracts were completed successfully, with extensions or renewals granted where district budgets and strategic plans allowed. In the limited cases where districts discontinued services, the reasons were programmatic shifts, such as moving services in-house or changes in grant funding rather than any performance-related issues.

We have served over 8,000+ students across the following school districts and states:

California (4 school districts): 6,000+ students

1. Los Angeles Unified School District
2. Hawthorne School District
3. Oakland Unified School District
4. Alliance College-Ready Public Schools

Arizona (6 school districts): 1,500 students

1. Tucson Unified School District
2. Isaac School District
3. Casa Grande School District
4. Hayden-Winkelman Unified School District
5. Sonoran Science Schools
6. Miami Unified School District

New York (2 districts): 500 students

1. New York City District 1
2. New York City District 2

Washington, D.C. (2 school systems): 400 students

1. District of Columbia Public
2. Schools
3. Friendship Public Charter Schools

Maryland: 1500+ students

1. Anne Arundel
2. Imagine Schools
3. Prince George County

Georgia: 1000 students

1. Clayton County Public
2. Fulton County School District

Florida: 200+ students

1. Miami Dade Public School District

C. Business Integrity

Study Smart Tutors, Inc. affirms that within the last five (5) years, the company has not been the subject of any civil, criminal, administrative, or other similar proceedings arising from or related to disputes concerning our rights, remedies, or duties under a contract for services comparable to those requested in this RFP. We have maintained strong contractual relationships with our public sector and educational partners, and no claims of non-performance, breach of contract, or legal disputes have been filed or are pending against our organization.

See Schedule D of Attachment B for further details and explanation.

SUBMITTAL V: AGREEMENT COMMENTS/EXCEPTIONS

Study Smart Tutors, Inc. has reviewed the City of Coral Gables RFP conditions, requirements, and the Sample Agreement for services. We have no exceptions or requested changes. We accept all terms and conditions as outlined and agree to proceed in full compliance with the requirements set forth in the RFP.

SUBMITTAL VI: PRICE PROPOSAL

See pricing in INFOR via the Line Items tab for K-5 pricing.

See attached document for 6-12 as the pre-populated spreadsheet only allows (1) cost breakdown.

Study Smart Tutors acknowledges and agrees to comply with all payment and registration requirements outlined in the RFP. We understand that all participants in authorized S.T.E.M. programs, camps, and activities must register and make payment directly to the Coral Gables Community Recreation Department, through the Recreation Registration Office at the Coral Gables Youth Center. We further acknowledge and will fully adhere to the City's established refund policy, including the seven-day advance written request requirement, exceptions for documented medical emergencies, and applicable processing fees.

We agree that the City will remit to Study Smart Tutors a maximum monthly payment equal to seventy percent (70%) of gross revenues generated through S.T.E.M. program sales. For this purpose, "gross revenue" shall include all monies received from related services as defined by the RFP. We will maintain a reliable receipt and inventory system, as well as accurate books and records in accordance with recognized accounting procedures. These records will be preserved in the City of Coral Gables for a minimum of three (3) years following the end of each contract year.

		1 week	2 weeks	4 weeks	6 weeks	8 weeks
	Hours	20	40	80	120	160
Grades K-5 Curriculum		\$8,480.00	\$13,425.00	\$19,865.00	\$26,310.00	\$37,215.00
Facilitation (\$425/hr)		\$8,500.00	\$17,000.00	\$34,000.00	\$51,000.00	\$68,000.00
Total Cost		\$16,980.00	\$30,425.00	\$53,865.00	\$77,310.00	\$105,215.00
Per Participant		\$849.00	\$1,521.25	\$2,693.25	\$3,865.50	\$5,260.75
K-5 Youth Center Member Rate		\$849.00	\$1,521.25	\$2,693.25	\$3,865.50	\$5,260.75
K-5 Coral Gables Resident Rate		\$1,132.00	\$2,028.33	\$3,591.00	\$5,154.00	\$7,014.33
K-5 Non-Resident Rate		\$1,471.60	\$2,636.83	\$4,668.30	\$6,700.20	\$9,118.63
Grades 6-12 Curriculum		\$8,080.00	\$27,790.00	\$36,545.00	\$41,570.00	\$53,665.00
Facilitation (\$425/hr)		\$8,500.00	\$17,000.00	\$34,000.00	\$51,000.00	\$68,000.00
Total Cost		\$16,580.00	\$44,790.00	\$70,545.00	\$92,570.00	\$121,665.00
Per Participant		\$829.00	\$2,239.50	\$3,527.25	\$4,628.50	\$6,083.25
6-12 Youth Center Member Rate		\$829.00	\$2,239.50	\$3,527.25	\$4,628.50	\$6,083.25
6-12 Coral Gables Resident Rate		\$1,105.33	\$2,986.00	\$4,703.00	\$6,171.33	\$8,111.00
6-12 Non-Resident Rate		\$1,436.93	\$3,881.80	\$6,113.90	\$8,022.73	\$10,544.30

assumes min 20 participants, max 30