



Each Child, Every Day

July 9, 2025

Kayla Cooper Design, LLC
117 S. Lexington Street, Suite 100
Harrisonville, MO 64701

Attn: Kayla Cooper

Subject: Notice of Award for Request for Qualification (RFQ) 25-17 Architecture Services - C.A. Moore Gymnasium Project

Dear Kayla Cooper,

This is to advise you that on 7/8/2025, the School Board of St. Lucie County, Florida accepted the recommendation to award your firm for Request for Qualification (RFQ) 25-17 Architecture Services - C.A. Moore Gymnasium Project. This acceptance is subject to Request for Qualification (RFQ) 25-17 Architecture Services - C.A. Moore Gymnasium Project in compliance with contract terms and conditions and all pertinent laws of the State of Florida and instructions as determined by the General Counsel for the School Board.

Please visit St. Lucie Public Schools website at www.stluciepublicschools.com, Departments, Business Services, and Purchasing and complete our online vendor application.

Please provide a certificate of insurance as required per contract terms and conditions of the Request for Qualification (RFQ) 25-17 Architecture Services - C.A. Moore Gymnasium Project. Your insurance company is required to have the St. Lucie Public Schools, 9461 Brandywine Lane, Port St. Lucie, Florida 34986, named as an additional insured, no work shall commence until the certificate is received by the School Board Purchasing Department. Please be sure to advise your insurance carrier.

Purchase orders will be issued to ensure the encumbrance of funds for payment of services of the awarded contract. Do not proceed with services until you have a purchase order. Failure to do so may result in non-payment.

Thank you for your continued interest in working with St. Lucie Public Schools.

Sincerely,
Shannon Dunbar
Shannon Dunbar
Purchasing Specialist