



St. Lucie Public Schools

Purchasing Department

9461 Brandywine Lane

Port St. Lucie, Florida 34986

Voice – (772) 429-3980

SUPERINTENDENT

E. Wayne Gent

Each Child, Every Day

March 9, 2022

Teacher Created Materials, Inc.

5301 Oceanus Drive

Huntington, CA 92649

Attention: Mary Kittrelle

Subject: Notice of Award for Request for Proposal RFP 22-14 Supplement Summer Curriculum - ELA

Contract Term: Initial term contract March 9, 2022 through March 8, 2023 with (3) additional one year renewal periods

Dear Ms.Kittrelle,

This is to advise you that on March 8th, 2022 the School Board of St. Lucie County, Florida accepted the recommendation to award your firm for Request for Proposal (RFP) 22-14 Supplement Summer Curriculum - ELA. This acceptance is subject to Request for Proposal (RFP) 22-14 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 Proposal.

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,

Pamela Brown

Pamela Brown

Purchasing Specialist