



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

DEPARTMENT OF FINANCE  
Oscar Knott, CPP, CPPO, VCO  
Purchasing Director

May 9, 2025

Ms. Bonnie Surma  
WeVideo Inc.  
25422 Trabucco Rd, Ste 105-544  
Lake Forest, CA 92630

**RE: Contract # 2625C- Digital Creation Programs for PK-12**

Dear Ms. Surma:

The annual contract the County has with your company to provide **Digital Creation Programs for PK-12** is due to expire on **September 10, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **September 11, 2025**, through **September 10, 2026**.

The County would like to renew this contract at current contract pricing. Please complete the information requested and return to Maria Gonzalez at [gon036@henrico.gov](mailto:gon036@henrico.gov) at your earliest convenience.

Following the receipt of this information, the County will determine whether it is in our best interest to renew the contract or re-solicit. In addition, if you agree to renew the contract for an additional one-year period, please instruct your insurance agent to provide to my attention a current copy of a certificate of insurance. **Be sure the certificate lists the County of Henrico as an additional insured for the contract work.**

If you have any questions, please call me at (804) 501-5680 or email me at [Her034@henrico.gov](mailto:Her034@henrico.gov). Your cooperation and prompt response will be appreciated.

Sincerely,

***Justin M. Herbaugh***

Justin M. Herbaugh, VCO, VCA  
Procurement Analyst III

**CONTRACT # 2625C- Digital Creation Programs for PK-12**

**BUYER NAME: Justin M. Herbaugh, VCO, VCA – Procurement Analyst III**

**Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect. Please check one of the following:**

Yes. Renew the contract for an additional one-year period at current contract pricing.

Yes. Renew the contract for an additional one-year period at new contract pricing.  
(list below or attach new pricing sheet)

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No. Do not wish to renew the contract. If no, please provide reason below.

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Company Name: WeVideo, Inc.

Date: 06/10/2025

Signature: *Patrick L Hodges*  
Patrick L Hodges (Jun 10, 2025 10:58 EDT)

Title: Chief Revenue Officer

Telephone#: 650-800-3400

Email: phodges@wevideo.com

SCC#: \_\_\_\_\_

# Henrico #2 offer to renew #2625 C

Final Audit Report

2025-06-10

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## "Henrico #2 offer to renew #2625 C" History

-  Document created by Gabriel-Andrei Kirai (gkirai@wevideo.com)  
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-  Document emailed to phodges@wevideo.com for signature  
2025-06-10 - 2:46:13 PM GMT
-  Email viewed by phodges@wevideo.com  
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-  Signer phodges@wevideo.com entered name at signing as Patrick L Hodges  
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-  Document e-signed by Patrick L Hodges (phodges@wevideo.com)  
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