



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

March 15, 2023

Ms. Emma Freeman  
EBSCO Information Services LLC  
10 Estes Street  
Ipswich, MA 01938

**RE: Contract #2326E- Library Databases for Henrico Public Schools**

Dear Ms. Freeman:

The annual contract the County has with your company to provide **Library Databases for Henrico Public Schools** is due to expire on **June 30, 2023**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **July 1, 2023** through **June 30, 2024**.

The County would like to renew this contract at current contract pricing. Please complete the information requested and return to Angie Woodson at [woo113@henrico.us](mailto:woo113@henrico.us) by no later than March 31, 2023.

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 as additional insured for the contract work**

If you have any questions, please call me at (804) 501-5637 or email me at [Fal51@henrico.us](mailto:Fal51@henrico.us). Your cooperation and prompt response will be appreciated.

Sincerely,

*Eileen M. Falcone* /acw

Eileen M. Falcone, CPPB  
Assistant Division Director

EMF/acw

**CONTRACT #2326E- Library Databases for Henrico Public Schools**

**BUYER NAME: Eileen Falcone**

**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:**

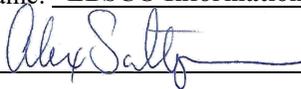
Yes. Renew the contract for an additional one-year period at current contract pricing.

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

\_\_\_\_\_  
\_\_\_\_\_

Company Name: EBSCO Information Services, LLC

Date: 03/30/2023

Signature: 

Title: Sr. Vice President, Inside Sales

Telephone#: 800-653-2726

Email: rfpalerts@ebSCO.com

SCC#: 11291432