



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

DEPARTMENT OF FINANCE  
OSCAR KNOTT, CPP, CPPO, VCO.  
PURCHASING DIRECTOR

March 16, 2023

Ms. Connie Ruyter  
Coughlin Companies LLC dba Capstone  
1710 Roe Crest Drive  
North Mankato, MN 56003-1806

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

Dear Ms. Ruyter:

The County of Henrico has agreed to renew the contract with your firm to **Library Databases for Henrico Public Schools** when needed and requested. The contract period shall be from July 1, 2023 through June 30, 2024.

This contract renewal is pursuant to Request for Proposal #22-2326-3EMF and your response dated March 15, 2023. Renewal pricing will remain the same for the new contract period. All other terms and conditions of contract #2326C will remain in effect.

We look forward to working with you for another year. Should you have any questions, please feel free to contact me at (804) 501-5637.

Very truly yours,

*Eileen M. Falcone* /acw

Eileen M. Falcone, CPPB  
Assistant Division Director

EMF/acw