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

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

March 2, 2023

Ms. Robin Lauver
Houghton Mifflin Harcourt Publishing (HMH)
125 High Street
Boston, MA 02110

RE: Contract # 2114D-RTI Reading (K-12) Curriculum for Tier I, II, and III

Dear Ms. Lauver:

The annual contract the County has with your company to provide **RTI Reading (K-12) Curriculum for Tier I, II, and III** 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 no later than March 17, 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) 501-5693 or email me at fal51@henrico.us.   Your cooperation and prompt response will be appreciated.

Sincerely,

Eileen M. Falcone /acw

Eileen M. Falcone
Assistant Division Director

EMF/acw

CONTRACT #2114D - RTI Reading (K-12) Curriculum for Tier I, II, and III

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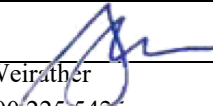
   __XX__   Yes. Renew the contract for an additional one-year period at current contract pricing.

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

_____

_____

Company Name: Houghton Mifflin Harcourt Publishing Company   Date: March 31, 2023

Signature: _____   Title: Senior Director, Proposals
    Shawn Weirather

Telephone#: _____800.225.5425_____   Email: HMH.Bids@hmhco.com

SCC#: __F1232992__

May 2017