



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

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

March 15, 2023

Ms. Molly Cohen  
Learn by Doing, Inc.  
PO Box 3465  
Chicago, IL 60654-0465

RE: **Contract #9573A- Business & Information Software for Workforce & Career  
Development**

Dear Ms. Cohen:

The County of Henrico has agreed to renew the contract with your firm to provide **Business & Information Software for Workforce & Career Development** to Henrico County when needed and requested. The contract period shall be from July 1, 2023 through June 30, 2024.

This contract renewal is pursuant to informal Request for Proposal #9573 and your response dated March 14, 2023. Renewal pricing will reflect the requested 3% increase for the new contract period. All other terms and conditions of contract #9573A 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