

COMMONWEALTH OF VIRGINIA

**County of Henrico**

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



August 2, 2023

Ms. Mary Hall  
Allied Instructional Services, LLC  
PO Box 2214  
Ashland, VA 23005

RE: Contract #2183E-Speech Therapy

Dear Ms. Hall:

The County of Henrico has agreed to renew the contract with your firm to provide **Speech Therapy** to Henrico County Public Schools when needed and requested. The contract period shall be from September 1, 2023 through August 31, 2024.

This contract renewal is pursuant to Request for Proposal #21-2183-6KMW and your email response dated June 22, 2023. Renewal pricing will remain the same for the new contract period. All other terms and conditions of contract #2183E 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 or email me at [Fal51@henrico.us](mailto:Fal51@henrico.us).

Sincerely,

*Eileen M. Falcone* /acw

Eileen M. Falcone, CPPB  
Assistant Division Director

EMF/acw