



DEPARTMENT OF FINANCE  
OSCAR KNOOT, CPP, CPPO, NGIP-CPP, VCO  
PURCHASING DIRECTOR

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

May 14, 2025

Ms. Jessica Little  
The Stepping Stones Group LLC  
2300 Windy Ridge Parkway, Suite 825S  
Atlanta, GA 30339

**RE: Contract # 2541A-In Person Psychological Services K-12**

Dear Ms. Little:

The annual contract the County has with your company to provide **In Person Psychological Services K-12** is due to expire on **October 12, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **October 13, 2025** through **October 12, 2026**.

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.gov](mailto:woo113@henrico.gov) no later than May 31, 2025.

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.gov](mailto:fal51@henrico.gov). Your cooperation and prompt response will be appreciated.

Sincerely,

*Eileen M. Falcone* /acw

Eileen M. Falcone, CPPB  
Purchasing Manager

EMF/acw

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.

X  Yes. Renew the contract for an additional one-year period at new contract pricing.  
(list below or attach new pricing sheet)

\_\_\_\_\_  
School Psychologist Services - \$84.00-\$90.00 per hour  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Company Name: The Stepping Stones Group

Date: 06/26/2025

Signature: 

Title: Client Services Director

Telephone#: 678-426-2571

Email: jessica.little@ssg-healthcare.com

SCC#: T0356693



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

July 9, 2025

Ms. Jessica little  
The Stepping Stones Group LLC  
123 N. Wacker Drive, Suite 1150  
Chicago, IL 60606

RE: Contract #2541A- **In Person Psychological Services PK-12**

Dear Ms. Little:

The County of Henrico has agreed to renew the contract with your firm to provide **In Person Psychological Services PK-12** to Henrico County Public Schools when needed and requested. The contract period shall be from October 13, 2025 through October 12, 2026.

This contract renewal is pursuant to Request for Proposal #23-2541-5EMF and your response dated June 26, 2025. Renewal pricing will reflect the increase pursuant to Amendment 2 Exhibit A1 of the contract for the new contract period. All other terms and conditions of contract #2541A 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.gov](mailto:Fal51@henrico.gov).

Sincerely,

*Eileen M. Falcone* /acw

Eileen M. Falcone, CPPB  
Purchasing Manager

EMF/acw