



COMMONWEALTH OF VIRGINIA
County of Henrico

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

February 21, 2024

Ms. Ruth Park
NoRed Ink Corporation
548 Market Street PMB 66984
San Francisco, CA 94104-5401

**RE: Contract #2316E- English language Arts (PK-12) Digital Curriculum for Tier 1
Division Level Resources**

Dear Ms. Park:

The annual contract the County has with your company to provide **English language Arts (PK-12) Digital Curriculum for Tier 1 Division Level Resources** is due to expire on **June 30, 2024**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **July 1, 2024** through **June 30, 2025**.

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 by no later than March 15, 2024.

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) 501-5637 or email me at Fal51@henrico.us. Your cooperation and prompt response will be appreciated.

Sincerely,

Eileen M. Falcone /acw

Eileen M. Falcone, CPPB
Assistant Division Director

EMF/acw

**CONTRACT #2316E- English language Arts (PK-12) Digital Curriculum for Tier 1
Division Level Resources**

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:

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

Note: Pricing for the 2024-25 year includes price increase capped at 3%, in accordance with existing contract terms.

Yes. Renew the contract for an additional one-year period at new contract pricing.

(list below or attach new pricing sheet)

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

Company Name: NoRedInk Corp.

Date: 2/26/24

Signature:  (Blake Sipek)

Title: Chief Financial Officer

Telephone#: (844) 667-3346, 3

Email: sales@noredink.com

SCC#: _____