



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

February 14, 2024

Mr. Rick Booms  
Encyclopedia Britannica, Inc.  
325 North LaSalle St., Suite 200  
Chicago, IL 60654

**RE: Contract #2326D- Library Databases for Henrico Public Schools**

Dear Mr. Booms:

The annual contract the County has with your company to provide **Library Databases for Henrico Public Schools** 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](mailto:woo113@henrico.us) by no later than March 8, 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) 501-5637 or email me at [Fal51@henrico.us](mailto: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 #2326D- Library Databases for Henrico Public Schools**

**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.

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

Britannica School: \$17,265 (\$.35 per user)

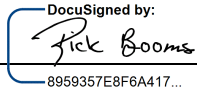
Britannica ImageQuest: \$14,424 (.29 per user)

Total Package: \$31,689

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

Company Name: Encyclopaedia Britannica, Inc.

Date: 02/15/24

Signature:  8959357E8F6A417...

Title: Senior Vice President of Sales

Telephone#: (800) 621-3900

Email: proposal.opps@eb.com