



DEPARTMENT OF FINANCE
OSCAR KNOTT, CPP, CPPB, VCO
PURCHASING DIRECTOR

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

January 25, 2024

Ms. Sonja Foster
5105 200th Street SW, Suite 200
Lynnwood, WA 98036

RE: Contract #2317A- Field Trip Planning Software

Dear Ms. Foster:

The contract the County has with your company to provide **Field Trip Planning Software** as needed and requested 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. You may email your response to Angie Woodson at woo113@henrico.us. In addition, if you agree to renew, have your insurance agent mail 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.**

Following the receipt of this information, we will then determine whether it is in our best interest to renew the contract or solicit bids. Your cooperation and prompt response will be appreciated.

If you have any questions, please call me at (804) 501-5649 or email me at kno008@henrico.us.

Sincerely,

Jianchong Luo /acw
Jianchong Luo
Assistant Division Director

JL/acw

CONTRACT #2317A- Field Trip Planning Software

BUYER NAME: Jianchong Luo

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)

\$16,400 - Subscription fee for Travel Tracker- Trips for the term 7/1/2024 through 6/3/2025

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

Company Name: TransAct Communications, LLC

Date: June 18, 2024

Signature: Anjali Acharya

Title: VP Finance

Telephone#: 425-977-2100

Email: accounting@transact.com

SCC#: _____