



COMMONWEALTH OF VIRGINIA

County of Henrico

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

February 21, 2024

Ms. Amy Otis
Learning A-Z, LLC
17855 Dallas Parkway, Suite 400
Dallas, TX 75287

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

Dear Ms. Otis:

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 wool13@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 #2316B- 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:

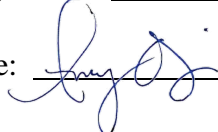
☒ Yes. Renew the contract for an additional one-year period at current contract pricing.

☐ 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: Learning A-Z, LLC

Date: 03.11.2024

Signature: 

Title: Vice President, Bids and Proposals

Telephone#: 800.547.6747

Email: LAZBids@learninga-z.com

SCC#: T0720625