



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

DEPARTMENT OF FINANCE  
OSCAR KNOTT, CPP, CPPO, VCO.  
PURCHASING DIRECTOR

March 12, 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 I  
Division Level Resources**

Dear Ms. Otis:

The County of Henrico has agreed to renew the contract with your firm to provide **English Language Arts (PK-12) Digital Curriculum for Tier I Division Level Resources** for Henrico County Public Schools when needed and requested. The contract period shall be from July 1, 2024 through June 30, 2025.

This contract renewal is pursuant to Request for Proposal #22-21142316-3EMF and your response dated March 11, 2024. Renewal pricing will remain the same for the new contract period. All other terms and conditions of contract #2316B 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.

Very truly yours,

*Eileen M. Falcone* /acw

Eileen M. Falcone, CPPB  
Assistant Division Director

EMF/acw