



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

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

February 14, 2024

Ms. Maria Arnett
Center for Collaborative Classroom
1001 Marina Village Parkway, Suite 110
Alameda, CA 94501

RE: Contract # 2114C-RTI Reading (K-12) Curriculum for Tier I, II, and III

Dear Ms. Arnett:

The annual contract the County has with your company to provide **RTI Reading (K-12) Curriculum for Tier I, II, and III** 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 no later than March 8, 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) 501-5693 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 #2114C - RTI Reading (K-12) Curriculum for Tier I, II, and III

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: Center for the Collaborative Classroom

Date: 02/16/2024

Signature: *Diksha Shrestha*

Title: Sales Operations Coordinator

Telephone#: 800.666.7270

Email: proposals-contracts@collaborativeclassroom.org

SCC#: F1946344