



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

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

March 14, 2024

Ms. Molly Cohen
Learn by Doing, Inc.
909 Davis St., Suite 500
Evanston, IL 60201

RE: Contract #9573A- **Business & Information Software for Workforce & Career Development**

Dear Ms. Cohen:

The County of Henrico has agreed to renew the contract with your firm to provide **Business & Information Software for Workforce & Career Development** to Henrico County when needed and requested. The contract period shall be from July 1, 2024 through June 30, 2025.

This contract renewal is pursuant to informal Request for Proposal #9573 and your response dated March 14, 2024. Renewal pricing will reflect the requested 3% increase for the new contract period. All other terms and conditions of contract #9573A 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