



COMMONWEALTH OF VIRGINIA
County of Henrico

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

March 1, 2024

Ms. Sierra Scott
Riverside Assessments, LLC
Db a Riverside Insights
One Pierce Place Suite 900W
Itasca, IL 60143

RE: Contract #2076A- Ability Assessment

Dear Ms. Scott:

The annual contract the County has with your company to provide **Ability Assessment** to Henrico County Public Schools 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 woo113@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
Assistant Division Director

EMF/acw

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: Riverside Assessments, LLC
d/b/a Riverside Insights

Date: March 20, 2024

Signature: Scott E. Olson

Title: Manager of Proposal Services

Telephone#: 630/467.7152

Email: scott.olson@riversideinsights.com



COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO

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

March 20, 2024

Ms. Sierra Scott
Riverside Assessments, LLC
Dba Riverside Insights
One Pierce Place, Suite 900W
Itasca, IL 60143

RE: Contract #**2076A-Ability Assessment**

Dear Ms. Scott:

The County of Henrico has agreed to renew the contract with your firm to provide **Ability Assessment** 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 #21-2149-4KMW and your response dated March 20, 2024. Renewal pricing will remain the same for the new contract period. All other terms and conditions of contract #2134A 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