



COMMONWEALTH OF VIRGINIA
County of Henrico

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

May 30, 2024

Mr. Sean Young
Franklin & Topher, LLC
Db a Quadrant Family Services LLC
8401 Mayland Drive, Suite B
Richmond, VA 23294

RE: Contract # 2528A- Parenting Groups

Dear Mr. Young:

The annual contract the County has with your company to provide **Parenting Groups** is due to expire on **August 14, 2024**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **August 15, 2024** through **August 14, 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 no later than June 7, 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) 501-5649 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

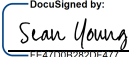
CONTRACT # 2528A- Parenting groups
BUYER NAME: Eileen Falcone

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.

Franklin & Topher dba Quadrant Family Services
Company Name: _____ Date: 5/30/2024
Signature:  _____ Title: President/COO
Telephone#: 804-475-2927 Email: quadrantfamilyservices@gmail.com
SCC#: 6993035