



DEPARTMENT OF FINANCE  
OSCAR KNOOT, CPP, CPPO, NGIP-CPP, VCO  
PURCHASING DIRECTOR

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

June 24, 2024

Ms. Jessica Little  
The Stepping Stones Group LLC  
2300 Windy Ridge Parkway, Suite 825S  
Atlanta, GA 30339

**RE: Contract # 2541A-In Person Psychological Services K-12**

Dear Ms. Little:

The annual contract the County has with your company to provide **In Person Psychological Services K-12** is due to expire on **October 12, 2024**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **October 13, 2024** through **October 12, 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](mailto:wool13@henrico.us) no later than July 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](mailto:fal51@henrico.us). Your cooperation and prompt response will be appreciated.

Sincerely,

*Eileen M. Falcone* /acw

Eileen M. Falcone, CPPB  
Procurement Manager

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:

X  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:  The Stepping Stones Group, LLC

Date:  06/24/2024

Signature:  

Title:  Client Services Director

Telephone#:  678-426-2571

Email:  jessica.little@ssg-healthcare.com

SCC#:  T0356693