



COMMONWEALTH OF VIRGINIA
County of Henrico

Non-Professional Services Contract
Contract No. 2311A

This Non-Professional Services Contract (this "Contract") entered into this 1st day of July 2022, by Herff Jones, LLC (the "Contractor") and the County School Board of Henrico County, Virginia ("HCPS").

WHEREAS HCPS has awarded the Contractor this Contract pursuant to Request for Proposals No. 22-2311-3KMW (the "Request for Proposals"), for Middle School Memory Books.

WITNESSETH that the Contractor and HCPS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to HCPS as set forth in the Contract Documents.

COMPENSATION: The compensation HCPS will pay to the Contractor under this Contract shall be in accordance with Exhibit A.

CONTRACT TERM: The Contract term shall be for a period of one year beginning July 1, 2022 and ending June 30, 2023. HCPS may renew the Contract for up to four additional one-year terms giving 30 days' written notice before the end of the term unless Contractor has given HCPS written notice that it does not wish to renew at least 90 days before the end of the term.

CONTRACT DOCUMENTS: This Contract hereby incorporates by reference the documents listed below (the "Contract Documents") which shall control in the following descending order:

1. This Non-Professional Services Contract between HCPS and Contractor.
2. License agreement Addendum (Exhibit B);
3. The Virginia School Data Privacy Agreement, included as Attachment H of Exhibit E;
4. The General Contract Terms and Conditions included in the Request for Proposals;
5. Herff Jones Software Licensing Agreements (Exhibit C);
6. Contractor's Best and Final Offer dated June 8, 2022 and June 30, 2022 (Exhibit D).
7. Contractor's Original Proposal dated March 9, 2022, excluding any terms and conditions listed on pages 98-100 (Exhibit E).
8. The Scope of Services included in the Request for Proposals.

[Remainder of page intentionally left blank; signature page follow]

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

Herff Jones, LLC

4501 W. 62nd Street
Indianapolis, IN 46268



Signature

Annette Rollyson, Regional Sales Mgr

Printed Name and Title

07/20/2022

Date

County School Board of Henrico County,
Virginia
406 Dabbs House Road
Henrico, VA 23223



Signature

Oscar Knott, CPP, CPPO, VCO

7/22/22

Date

Approved as to form:



Rachel Hart Jewell

Assistant County Attorney

7/19/22

Date