



COMMONWEALTH OF VIRGINIA

**County of Henrico**

DEPARTMENT OF FINANCE

Oscar Knott, CPP, CPPO, NGIP-CPP, VCO

Purchasing Director

August 22, 2024

Ms. Jennifer Lindsey  
Marsh & McLennan Agency, LLC  
4900 Libbie Mill Est Boulevard  
Henrico, VA 23230

RE: Contract #2611A- **Insurance Agent/Broker & Risk Management Consulting Services**

Dear Ms. Lindsey:

The County of Henrico has agreed to renew the contract with your firm to provide **Insurance Agent/Broker & Risk Management Consulting Services** to Henrico County when needed and requested. The contract period shall be from February 1, 2025 through January 31, 2026.

This contract renewal is pursuant to Request for Proposal #23-2611-11EMF and your response dated August 21, 2024. Renewal pricing will remain the same for the new contract period. All other terms and conditions of contract #2611A 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 or email me at [Fal51@henrico.gov](mailto:Fal51@henrico.gov).

Sincerely,

*Eileen M. Falcone* /acw

Eileen M. Falcone, CPPB  
Purchasing Manager

EMF/acw