



COMMONWEALTH OF VIRGINIA
County of Henrico

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

November 4, 2024

Mr. Sean Young
Franklin & Topher, LLC
Dbq Quadrant Family Services
9401 Mayland Drive Suite B
Richmond, VA 23294

RE: Contract # 2470A- Larceny Reduction Program Tier 1

Dear Mr. Young:

The annual contract the County has with your company to provide **Larceny Reduction Program Tier 1** is due to expire on **April 30, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **May 1, 2025** through **April 30, 2026**.

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.gov no later than November 30, 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.gov. Your cooperation and prompt response will be appreciated.

Sincerely,

Eileen M. Falcone/acw

Eileen M. Falcone, CPPB
Purchasing Manager

EMF/acw

CONTRACT # 2470A- Larceny Reduction Program Tier 1

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.

 X Yes. Renew the contract for an additional one-year period at new contract pricing.
(list below or attach new pricing sheet)

QFS wishes to renew the the contract for an additional year at the following price:

\$1957.00 per group

\$77.25 per hour for translation services

_____ No. Do not wish to renew the contract. If no, please provide reason below.

Company Name: Franklin & Topher, LLC dba
Quadrant Family Services, LLC

Date: 12/30/2024

Signature: 
FE97D0B262DF4711

Title: President/COO

Telephone#: 804-475-2927

Email: quadrantfamilyservices@gmail.com

SCC#: S6993036