



COMMONWEALTH OF VIRGINIA
County of Henrico

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

January 17, 2025

Mr. Rick Booms
Encyclopedia Britannica, Inc.
325 North LaSalle St., Suite 200
Chicago, IL 60654

RE: Contract #2326D- Library Databases for Henrico Public Schools

Dear Mr. Booms:

The annual contract the County has with your company to provide **Library Databases for Henrico Public Schools** is due to expire on **June 30, 2025**. Under the terms of the original agreement, this contract may be renewed for an additional one-year period from **July 1, 2025** through **June 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 by no later than February 28, 2025.

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) 501-5637 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 #2326D- Library Databases for Henrico Public Schools

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)

Britannica School: \$17,782.00

ImageQuest: 14,855.00

Total Package: \$32,637.00

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

Company Name: Encyclopaedia Britannica, Inc.

Date: 03/25/2025

DocuSigned by:

Signature: *Rick Booms*

Title: Senior Vice President of Sales, US & Canada

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Telephone#: (312) 347-7323

Email: rbooms@eb.com with copy
to proposal.opps@eb.com