



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

DEPARTMENT OF FINANCE  
OSCAR KNOTT, CPP, CPPPO, NIGP-CPP, VCO.  
PURCHASING DIRECTOR

January 27, 2025

Ms. Sierra Scott  
Riverside Assessments, LLC  
Dba Riverside Insights  
One Pierce Place, Suite 900W  
Itasca, IL 60143

RE: Contract #2076A-Ability Assessment

Dear Ms. Scott:

The County of Henrico has agreed to renew the contract with your firm to provide **Ability Assessment** when needed and requested. The contract period shall be from July 1, 2025 through June 30, 2026.

This contract renewal is pursuant to Request for Proposal #21-2149-4KMW and your response dated January 21, 2025. Renewal pricing will increase 3% to \$14.65 for the new contract period. All other terms and conditions of contract #2134A 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.

Very truly yours,

*Eileen M. Falcone* /acw

Eileen M. Falcone, CPPB  
Purchasing Manager

EMF/acw