



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

January 13, 2025

Ms. Heather Tranen  
Children's Literacy Initiative  
990 Spring Garden St., Suite 400  
Philadelphia, PA 19123

**RE: Contract #2626A- Coaching Services for Elementary School Teachers**

Dear Ms. Tranen:

The contract the County has with your company to provide **Coaching Services for Elementary School Teachers** 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 [woo113@henrico.gov](mailto:woo113@henrico.gov). 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.**

Following the receipt of this information, the County will determine whether it is in our best interest to renew the contract or re-solicit.

If you have any questions, please call me at (804) 501-5688 or email me at [Luo001@henrico.gov](mailto:Luo001@henrico.gov).

Sincerely,

*Jianchong Luo* /acw

Jianchong Luo  
Purchasing Manager

JL/acw

**BUYER NAME:** Jianchong Lou

X  
\_\_\_\_\_ Yes. Renew the contract for an additional one-year period at current contract pricing.

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January 13, 2025

Date: \_\_\_\_\_

Title: CEO

Email: grants@cli.org      DGreene@cli.org

SCC#: \_\_\_\_\_

# 2626A offer to renew2025-26

Final Audit Report

2025-01-13

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