



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

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

April 16, 2025

Ms. Carol Ingram  
Axiom Educators, LLC  
PO Box 287  
Buckeyestown, MD 21717

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

Dear Ms. Tranen:

The County of Henrico has agreed to renew the contract with your firm to provide **Coaching Services for Elementary School Teachers** to Henrico County 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 #23-2575-8JL and your response dated January 13, 2025. Renewal pricing will reflect a 3% increase for the new contract period. All other terms and conditions of contract #2626B 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) 501-5688 or email me at [LUO001@henrico.gov](mailto:LUO001@henrico.gov).

Sincerely,

*Jianchong Luo* /acw

Jianchong Luo  
Purchasing Manager

JL/acw