



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

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

April 2, 2025

Ms. Molly Cohen  
Learn by Doing, Inc.  
PO Bo 3465  
Chicago, IL 60654-0465

RE: Contract #9573A- **Business & Information Software for Workforce & Career Development**

Dear Ms. Cohen:

The County of Henrico has agreed to renew the contract with your firm to provide **Business & Information Software for Workforce & Career Development** 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 informal Request for Proposal #9573 and your response dated January 21, 2025. Renewal pricing will reflect the requested 3% increase for the new contract period. All other terms and conditions of contract #9573A 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