



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

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

March 6, 2025

Ms. Julie George  
Kelly Services Inc.  
999 West Big Beaver Road  
Troy, MI 48984

**RE: Contract #2650B- Tutoring and Extended Day Services**

Dear Ms. George:

The contract the County has with your company to provide **Tutoring and Extended Day Services** for Henrico County Public Schools as needed and requested 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. You may email your response to Angie Woodson at [wool13@henrico.gov](mailto:wool13@henrico.gov). In addition, if you agree to renew, have your insurance agent mail 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, we will then determine whether it is in our best interest to renew the contract or solicit bids. Your cooperation and prompt response will be appreciated.

If you have any questions, please call me at (804) 501-5637 or email me at [Fal51@henrico.gov](mailto:Fal51@henrico.gov).

Sincerely,

*Eileen M. Falcone* /acw

Eileen M. Falcone, CPPB  
Purchasing Manager

EMF/acw

**CONTRACT #2650B- Tutoring and Extended Day Services**

**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:**

  X   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)

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

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Company Name:   Kelly Services, Inc.  

Date:   12-Mar-2025 | 2:48 PM PDT  

Signature:   Brad Beckner  

Title:   Vice President  

Telephone#:   847-302-5300  

Email:   BRAB747@kellyservices.com  

SCC#:   F0124315