



COMMONWEALTH OF VIRGINIA
County of Henrico

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

January 17, 2025

Ms. Pamela LeBlanc
Cengage Learning, Inc.
27555 Executive Dr., Suite 350
Farmington Hills, MI 48331

RE: Contract #2326A- Library Databases for Henrico Public Schools

Dear Ms. LeBlanc:

The annual contract the County has with your company to provide **Library Databases for Henrico Public Schools** 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 wool13@henrico.gov no later than February 28, 2025.

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

If you have any questions, please call me at (804) 501-5637 or email me at Fal51@henrico.gov. Your cooperation and prompt response will be appreciated.

Sincerely,

Eileen M. Falcone /acw

Eileen M. Falcone
Purchasing Manager

EMF/acw

CONTRACT #2326A- Library Databases for Henrico Public Schools

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:

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

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

Company Name: Cengage Learning, Inc.

Date: 1/17/2025

Signature: 

Title: VP, School Sales

Telephone#: 800-877-4253

Email: Jami.Walker@Cengage.com

SCC#: F1540691