



COMMONWEALTH OF VIRGINIA
County of Henrico

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

January 17, 2025

Ms. Sierra Scott
Riverside Assessments, LLC
Db a Riverside Insights
One Pierce Place Suite 900W
Itasca, IL 60143

RE: Contract #2076A- Ability Assessment

Dear Ms. Scott:

The annual contract the County has with your company to provide **Ability Assessment** to Henrico County 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 woo113@henrico.gov by no later than February 15, 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 #2076A- Ability Assessment

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.

☒ Yes. Renew the contract for an additional one-year period at new contract pricing.
(list below or attach new pricing sheet)

\$14.65 for the additional one-year period from July 1, 2025 through June 30, 2026

(represents a 3% increase over the 2024-25 price, based on RFP No. 20-2076-11EMF

V. GENERAL CONTRACT TERMS AND CONDITIONS DD. Contract Period).

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

Company Name: Riverside Assessments, LLC d/b/a Riverside Insights Date: January 21, 2025

Signature: Scott E. Olson Title: Funding and Proposal Manager

Telephone#: 630/467.7152 Email: proposals@riversideinsights.com