



COMMONWEALTH OF VIRGINIA

County of Henrico

DEPARTMENT OF FINANCE

Oscar Knott, CPP, CPPO, NIGP-CPP, VCO

Purchasing Director

January 27, 2025

Ms. Heather Tranen
Children's Literacy Initiative
990 Spring Garden St., Suite 400
Philadelphia, PA 19123

RE: Contract **2626A- 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 remain the same for the new contract period. All other terms and conditions of contract #2575A 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.

Sincerely,

Jianchong Luo /acw

Jianchong Luo
Purchasing Manager

JL/acw