



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

COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

January 17, 2025

Mr. Jonathan Brown  
Imagine Learning, LLC  
100 S. Mill Ave., #1700  
Tempe, AZ 85281

**RE: Contract # 2158A- Software Support for Academic Credit Recovery**

Dear Jonathan:

The contract the County has with your company to provide **Software Support for Academic Credit Recovery** 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 #2158A- Software Support for Academic Credit Recovery

**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)

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Company Name: Imagine Learning LLC

Date: January 28, 2025

Signature:  DocuSigned by:  
Kelly Staniec  
31F08C7CC8A348E

Title: Vice President, Controller

Telephone#: 877-725-4257

Email: bids@imaginelearning.com

SCC#: 11149663

May 2017