



COMMONWEALTH OF VIRGINIA
County of Henrico

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

March 22, 2023

Mr. Jim Chamberlain
TransACT Communications, LLC
5105 200th Street SW Suite 200
Lynnwood, WA 98036

RE: Contract 2317A-Field Trip Planning Software

Dear Mr. Chamberlain:

The County of Henrico has agreed to renew the contract with your firm to provide **Field Trip Planning Software** to Henrico County Public Schools when needed and requested. The contract period shall be from July 1, 2023 through June 30, 2024.

This contract renewal is pursuant to Request for Proposal 22-2317-3KMW and your email response dated March 22, 2023. Renewal pricing will reflect the contractual pricing of \$15,900 for Year 2 of the contract period. All other terms and conditions of contract #2317A 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.us.

Sincerely,

Jianchong Luo /acw

Jianchong Luo
Assistant Division Director

JL/acw
CC: Sonja Ross