



COMMONWEALTH OF VIRGINIA
County of Henrico

DEPARTMENT OF FINANCE
Purchasing Division

August 1, 2025

Tyler McCall
GovMVMPT Purchasing Cooperative
7629 NW 143rd Street
Alachua, FL 32615

Subject: Executive Summary for RFP 25-2835-4JOK
Tutoring and Independent Instruction Services and Other Related Services

Dear Mr. McCall,

This executive summary provides an overview of the competitive procurement process for RFP 25-2835-4JOK, issued by Henrico County Public Schools (HCPS) through the County of Henrico's Department of Finance – Purchasing Division.

Procurement Overview

The RFP was publicly posted on August 30, 2025, on both the County's website and the Commonwealth of Virginia's eProcurement portal, eVA. As a result, 3,336 suppliers were notified, including 473 (14.18%) classified as small, women-, and minority-owned businesses (SWaM) under the Code of Virginia.

Pre-Proposal Meeting

A non-mandatory pre-proposal meeting was held via Microsoft Teams on May 21, 2025, with approximately 70 participants. The session covered:

- Administrative requirements for the RFP and GovMVMPT program
- Scope of services
- Proposal format and submission guidelines
- Evaluation and selection process
- Pricing submission expectations
- Review of contract terms and conditions

All questions raised during the meeting were addressed without requiring an addendum.

Proposal Submission and Evaluation

- Questions Deadline: May 26, 2025
- Q&A Document Issued: May 28, 2025 (no addendum required)
- Proposal Deadline: June 5, 2025, at 11:00 a.m.
- Total Proposals Received: 33

Following an administrative review, proposals were evaluated by a committee comprising:

- Stephanie Brown – Director of Procurement, County of Chesterfield, VA
- Gregory Lawson – Adult Ed Administrator, HCPS
- Greg Long – Director of Purchasing, Seminole County Public Schools
- Jen Perry – Education Specialist, School Quality, HCPS
- Taylor Snow – Director of Secondary Teaching and Learning, HCPS
- Paul Squillace – Director of Supply Chain Management, Boulder Valley School District

- Kennedy Venaglia – Finance Division Director, Purchasing & Delivery Services, HCPS (Chair, non-voting)

Final Selection Process

After independent and consensus scoring, the top two offerors—University Instructors, LLC (UI) and Huntington Learning Center—were invited for oral presentations and interviews on July 14, 2025. Both were subsequently asked to submit a Best and Final Offer (BAFO) by July 18, 2025.

Upon review of the BAFOs, the evaluation committee updated the consensus scores and recommended a sole award to the highest-ranked offeror: **University Instructors, LLC**.

Please feel free to contact me at (804) 501-5649 or via email at kno008@henrico.gov if you have any questions or require further information.

Sincerely,

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