



COMMONWEALTH OF VIRGINIA

**County of Henrico**

Tutoring and Independent Instruction Services and Other Related Services

Contract No. 2835A

Amendment No. 1

February 26, 2026

**Whereas**, the County School Board of Henrico County, Virginia (“HCPS”) and University Instructors LLC (“Contractor”) entered into Contract No. 2835A (the “Contract”) dated July 21, 2025 to provide tutoring and independent instruction services and other related services when needed and requested by HCPS; and,

**Whereas**, the parties wish to further clarify Other Related Services included in Scope of Services included in Contract Documents; and,

**Whereas**, the clarifications include the inclusion of Managed Service Provider solutions and hourly billing rates specific to school counselors, school psychologists, school social workers, IEP case managers, 504 coordinators, transition specialists, speech-language pathologists, speech-language pathologist assistants, occupational therapists, occupational therapist assistants, physical therapists, physical therapist assistants, board certified behavior analysts, registered behavior technicians, school nurses, classified staff, and district leadership.

**Now, therefore**, the parties agree to amend the Contract as follows:

1. The Scope of Services, Other Related Services (Section II(C) of the Request for Proposals) shall be revised in its entirety to read as follows:

*C. Other Related Services*

*The Successful Offeror(s) may provide any other proposed related services available. The use of other proposed related services shall be independent and not require the inclusion of the aforementioned tutoring and independent instruction services.*

*1. Managed Service Provider (“MSP”) Services*

*The Successful Offeror may provide MSP services as on other related service to help manage and coordinate multiple approved subcontractors and partner organizations. MSP services include but are not limited to:*

- a. Coordinating and onboarding partners.*
- b. Tracking credentials and compliance.*
- c. Managing assignments and placements.*
- d. Processing invoices and payments.*
- e. Providing reporting and monitoring performance.*
- f. Overseeing operational workflows across partners.*

*When acting as an MSP, the Successful Offeror(s) will remain fully responsible for overall program oversight and contract compliance, the performance of all approved partners and subcontractors, and compliance with all applicable federal, state, and local laws, regulations and data privacy requirements.*

2. Exhibit 1A shall be added to the Contract for compensation rates for the listed services.
3. The Compensation section of the Contract shall be revised to read as follows:

***COMPENSATION:*** *The compensation HCPS will pay to the Contractor under this Contract shall be pursuant to Exhibit B of this Contract and Exhibit 1A of Amendment No. 1.*

4. All other provisions of the Contract remain in full force and effect.

In witness whereof, the parties have caused this Amendment No. 1 to the Contract to be executed by the following duly authorized individuals:

University Instructors LLC  
 4101 Cox Road, Suite 200-24  
 Glen Allen, VA 23060

  
 Josh Ellis (E-mail) 02/26 09:37:10 EST

Signature

Name and Title

**02/26/2026**

Date

County School Board of Henrico County,  
 Virginia  
 406 Dabbs House Road  
 Henrico, VA 23223



Oscar Knott, Purchasing Director

**02/27/2026**

Date

APPROVED AS TO FORM



Assistant County Attorney

**02/27/2026**

Date

## Exhibit 1A

							VIRGINIA		
School Counselor							\$95.00 / hour		
AL	\$105.00 / hour	HI	\$105.00 / hour	MA	\$105.00 / hour	NM	\$105.00 / hour	SD	\$105.00 / hour
AK	\$105.00 / hour	ID	\$105.00 / hour	MI	\$105.00 / hour	NY	\$105.00 / hour	TN	\$105.00 / hour
AZ	\$105.00 / hour	IL	\$105.00 / hour	MN	\$105.00 / hour	NC	\$105.00 / hour	TX	\$105.00 / hour
AR	\$105.00 / hour	IN	\$105.00 / hour	MS	\$105.00 / hour	ND	\$105.00 / hour	UT	\$105.00 / hour
CA	\$105.00 / hour	IA	\$105.00 / hour	MO	\$105.00 / hour	OH	\$105.00 / hour	VT	\$105.00 / hour
CO	\$105.00 / hour	KS	\$105.00 / hour	MT	\$105.00 / hour	OK	\$105.00 / hour	WA	\$105.00 / hour
CT	\$105.00 / hour	KY	\$105.00 / hour	NE	\$105.00 / hour	OR	\$105.00 / hour	WV	\$105.00 / hour
DE	\$105.00 / hour	LA	\$105.00 / hour	NV	\$105.00 / hour	PA	\$105.00 / hour	WI	\$105.00 / hour
FL	\$105.00 / hour	ME	\$105.00 / hour	NH	\$105.00 / hour	RI	\$105.00 / hour	WY	\$105.00 / hour
GA	\$105.00 / hour	MD	\$105.00 / hour	NJ	\$105.00 / hour	SC	\$105.00 / hour	DC	\$105.00 / hour

**NOTE:** Pricing dependent on scope and levels of certification required. UI would like to extend the following tiered volume pricing for Paraprofessional Pipeline & Pathway Development:

- \$1 to \$999,999 pricing as listed
- \$1,000,000 to \$2,999,999 up to 3% discount on hourly rate listed
- \$3,000,000 to \$5,000,000 up to 5% discount on hourly rate listed
- \$5,000,000+ up to 10% discount on hourly rate listed

							VIRGINIA		
School Psychologist							\$100.00 / hour		
AL	\$125.00 / hour	HI	\$125.00 / hour	MA	\$125.00 / hour	NM	\$125.00 / hour	SD	\$125.00 / hour
AK	\$125.00 / hour	ID	\$125.00 / hour	MI	\$125.00 / hour	NY	\$125.00 / hour	TN	\$125.00 / hour
AZ	\$125.00 / hour	IL	\$125.00 / hour	MN	\$125.00 / hour	NC	\$125.00 / hour	TX	\$125.00 / hour
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FL	\$125.00 / hour	ME	\$125.00 / hour	NH	\$125.00 / hour	RI	\$125.00 / hour	WY	\$125.00 / hour
GA	\$125.00 / hour	MD	\$125.00 / hour	NJ	\$125.00 / hour	SC	\$125.00 / hour	DC	\$125.00 / hour

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- \$5,000,000+ up to 10% discount on hourly rate listed

							VIRGINIA		
School Social Worker							\$95.00 / hour		
AL	\$105.00 / hour	HI	\$105.00 / hour	MA	\$105.00 / hour	NM	\$105.00 / hour	SD	\$105.00 / hour
AK	\$105.00 / hour	ID	\$105.00 / hour	MI	\$105.00 / hour	NY	\$105.00 / hour	TN	\$105.00 / hour
AZ	\$105.00 / hour	IL	\$105.00 / hour	MN	\$105.00 / hour	NC	\$105.00 / hour	TX	\$105.00 / hour
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- \$5,000,000+ up to 10% discount on hourly rate listed

							VIRGINIA		
IEP Case Manager							\$110.00 / hour		
AL	\$125.00 / hour	HI	\$125.00 / hour	MA	\$125.00 / hour	NM	\$125.00 / hour	SD	\$125.00 / hour
AK	\$125.00 / hour	ID	\$125.00 / hour	MI	\$125.00 / hour	NY	\$125.00 / hour	TN	\$125.00 / hour
AZ	\$125.00 / hour	IL	\$125.00 / hour	MN	\$125.00 / hour	NC	\$125.00 / hour	TX	\$125.00 / hour
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- \$5,000,000+ up to 10% discount on hourly rate listed

							VIRGINIA			
504 Coordinator							\$95.00 / hour			
AL	\$105.00 / hour	HI	\$105.00 / hour	MA	\$105.00 / hour	NM	\$105.00 / hour	SD	\$105.00 / hour	
AK	\$105.00 / hour	ID	\$105.00 / hour	MI	\$105.00 / hour	NY	\$105.00 / hour	TN	\$105.00 / hour	
AZ	\$105.00 / hour	IL	\$105.00 / hour	MN	\$105.00 / hour	NC	\$105.00 / hour	TX	\$105.00 / hour	
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							VIRGINIA			
Transition Specialist							\$95.00 / hour			
AL	\$105.00 / hour	HI	\$105.00 / hour	MA	\$105.00 / hour	NM	\$105.00 / hour	SD	\$105.00 / hour	
AK	\$105.00 / hour	ID	\$105.00 / hour	MI	\$105.00 / hour	NY	\$105.00 / hour	TN	\$105.00 / hour	
AZ	\$105.00 / hour	IL	\$105.00 / hour	MN	\$105.00 / hour	NC	\$105.00 / hour	TX	\$105.00 / hour	
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- \$5,000,000+ up to 10% discount on hourly rate listed

							VIRGINIA		
Speech-Language Pathologist Assistant (SLPA)							\$85.00 / hour		
AL	\$95.00 / hour	HI	\$95.00 / hour	MA	\$95.00 / hour	NM	\$95.00 / hour	SD	\$95.00 / hour
AK	\$95.00 / hour	ID	\$95.00 / hour	MI	\$95.00 / hour	NY	\$95.00 / hour	TN	\$95.00 / hour
AZ	\$95.00 / hour	IL	\$95.00 / hour	MN	\$95.00 / hour	NC	\$95.00 / hour	TX	\$95.00 / hour
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- \$5,000,000+ up to 10% discount on hourly rate listed

							VIRGINIA		
Speech-Language Pathologist (SLP)							\$130.00 / hour		
AL	\$150.00 / hour	HI	\$150.00 / hour	MA	\$150.00 / hour	NM	\$150.00 / hour	SD	\$150.00 / hour
AK	\$150.00 / hour	ID	\$150.00 / hour	MI	\$150.00 / hour	NY	\$150.00 / hour	TN	\$150.00 / hour
AZ	\$150.00 / hour	IL	\$150.00 / hour	MN	\$150.00 / hour	NC	\$150.00 / hour	TX	\$150.00 / hour
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- \$5,000,000+ up to 10% discount on hourly rate listed

							VIRGINIA		
Occupational Therapist (OT)							\$130.00 / hour		
AL	\$150.00 / hour	HI	\$150.00 / hour	MA	\$150.00 / hour	NM	\$150.00 / hour	SD	\$150.00 / hour
AK	\$150.00 / hour	ID	\$150.00 / hour	MI	\$150.00 / hour	NY	\$150.00 / hour	TN	\$150.00 / hour
AZ	\$150.00 / hour	IL	\$150.00 / hour	MN	\$150.00 / hour	NC	\$150.00 / hour	TX	\$150.00 / hour
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- \$5,000,000+ up to 10% discount on hourly rate listed

							VIRGINIA		
Occupational Therapist Assistant (OTA)							\$85.00 / hour		
AL	\$95.00 / hour	HI	\$95.00 / hour	MA	\$95.00 / hour	NM	\$95.00 / hour	SD	\$95.00 / hour
AK	\$95.00 / hour	ID	\$95.00 / hour	MI	\$95.00 / hour	NY	\$95.00 / hour	TN	\$95.00 / hour
AZ	\$95.00 / hour	IL	\$95.00 / hour	MN	\$95.00 / hour	NC	\$95.00 / hour	TX	\$95.00 / hour
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- \$5,000,000+ up to 10% discount on hourly rate listed

							VIRGINIA		
Physical Therapist (PT)							\$130.00 / hour		
AL	\$150.00 / hour	HI	\$150.00 / hour	MA	\$150.00 / hour	NM	\$150.00 / hour	SD	\$150.00 / hour
AK	\$150.00 / hour	ID	\$150.00 / hour	MI	\$150.00 / hour	NY	\$150.00 / hour	TN	\$150.00 / hour
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							VIRGINIA		
Physical Therapist Assistant (PTA)							\$85.00 / hour		
AL	\$95.00 / hour	HI	\$95.00 / hour	MA	\$95.00 / hour	NM	\$95.00 / hour	SD	\$95.00 / hour
AK	\$95.00 / hour	ID	\$95.00 / hour	MI	\$95.00 / hour	NY	\$95.00 / hour	TN	\$95.00 / hour
AZ	\$95.00 / hour	IL	\$95.00 / hour	MN	\$95.00 / hour	NC	\$95.00 / hour	TX	\$95.00 / hour
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- \$5,000,000+ up to 10% discount on hourly rate listed

							VIRGINIA		
Board Certified Behavior Analyst (BCBA)							\$145.00 / hour		
AL	\$160.00 / hour	HI	\$160.00 / hour	MA	\$160.00 / hour	NM	\$160.00 / hour	SD	\$160.00 / hour
AK	\$160.00 / hour	ID	\$160.00 / hour	MI	\$160.00 / hour	NY	\$160.00 / hour	TN	\$160.00 / hour
AZ	\$160.00 / hour	IL	\$160.00 / hour	MN	\$160.00 / hour	NC	\$160.00 / hour	TX	\$160.00 / hour
AR	\$160.00 / hour	IN	\$160.00 / hour	MS	\$160.00 / hour	ND	\$160.00 / hour	UT	\$160.00 / hour
CA	\$160.00 / hour	IA	\$160.00 / hour	MO	\$160.00 / hour	OH	\$160.00 / hour	VT	\$160.00 / hour
CO	\$160.00 / hour	KS	\$160.00 / hour	MT	\$160.00 / hour	OK	\$160.00 / hour	WA	\$160.00 / hour
CT	\$160.00 / hour	KY	\$160.00 / hour	NE	\$160.00 / hour	OR	\$160.00 / hour	WV	\$160.00 / hour
DE	\$160.00 / hour	LA	\$160.00 / hour	NV	\$160.00 / hour	PA	\$160.00 / hour	WI	\$160.00 / hour
FL	\$160.00 / hour	ME	\$160.00 / hour	NH	\$160.00 / hour	RI	\$160.00 / hour	WY	\$160.00 / hour
GA	\$160.00 / hour	MD	\$160.00 / hour	NJ	\$160.00 / hour	SC	\$160.00 / hour	DC	\$160.00 / hour

**NOTE:** Pricing dependent on scope and levels of certification required. UI would like to extend the following tiered volume pricing for Paraprofessional Pipeline & Pathway Development:

- \$1 to \$999,999 pricing as listed
- \$1,000,000 to \$2,999,999 up to 3% discount on hourly rate listed
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- \$5,000,000+ up to 10% discount on hourly rate listed

							VIRGINIA		
Registered Behavior Technician							\$75.00 / hour		
AL	\$85.00 / hour	HI	\$85.00 / hour	MA	\$85.00 / hour	NM	\$85.00 / hour	SD	\$85.00 / hour
AK	\$85.00 / hour	ID	\$85.00 / hour	MI	\$85.00 / hour	NY	\$85.00 / hour	TN	\$85.00 / hour
AZ	\$85.00 / hour	IL	\$85.00 / hour	MN	\$85.00 / hour	NC	\$85.00 / hour	TX	\$85.00 / hour
AR	\$85.00 / hour	IN	\$85.00 / hour	MS	\$85.00 / hour	ND	\$85.00 / hour	UT	\$85.00 / hour
CA	\$85.00 / hour	IA	\$85.00 / hour	MO	\$85.00 / hour	OH	\$85.00 / hour	VT	\$85.00 / hour
CO	\$85.00 / hour	KS	\$85.00 / hour	MT	\$85.00 / hour	OK	\$85.00 / hour	WA	\$85.00 / hour
CT	\$85.00 / hour	KY	\$85.00 / hour	NE	\$85.00 / hour	OR	\$85.00 / hour	WV	\$85.00 / hour
DE	\$85.00 / hour	LA	\$85.00 / hour	NV	\$85.00 / hour	PA	\$85.00 / hour	WI	\$85.00 / hour
FL	\$85.00 / hour	ME	\$85.00 / hour	NH	\$85.00 / hour	RI	\$85.00 / hour	WY	\$85.00 / hour
GA	\$85.00 / hour	MD	\$85.00 / hour	NJ	\$85.00 / hour	SC	\$85.00 / hour	DC	\$85.00 / hour

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- \$5,000,000+ up to 10% discount on hourly rate listed

							VIRGINIA		
School Nurse							\$95.00 / hour		
AL	\$125.00 / hour	HI	\$125.00 / hour	MA	\$125.00 / hour	NM	\$125.00 / hour	SD	\$125.00 / hour
AK	\$125.00 / hour	ID	\$125.00 / hour	MI	\$125.00 / hour	NY	\$125.00 / hour	TN	\$125.00 / hour
AZ	\$125.00 / hour	IL	\$125.00 / hour	MN	\$125.00 / hour	NC	\$125.00 / hour	TX	\$125.00 / hour
AR	\$125.00 / hour	IN	\$125.00 / hour	MS	\$125.00 / hour	ND	\$125.00 / hour	UT	\$125.00 / hour
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CT	\$125.00 / hour	KY	\$125.00 / hour	NE	\$125.00 / hour	OR	\$125.00 / hour	WV	\$125.00 / hour
DE	\$125.00 / hour	LA	\$125.00 / hour	NV	\$125.00 / hour	PA	\$125.00 / hour	WI	\$125.00 / hour
FL	\$125.00 / hour	ME	\$125.00 / hour	NH	\$125.00 / hour	RI	\$125.00 / hour	WY	\$125.00 / hour
GA	\$125.00 / hour	MD	\$125.00 / hour	NJ	\$125.00 / hour	SC	\$125.00 / hour	DC	\$125.00 / hour

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- \$5,000,000+ up to 10% discount on hourly rate listed

							VIRGINIA		
Classified Staff							\$85.00 / hour		
AL	\$95.00 / hour	HI	\$95.00 / hour	MA	\$95.00 / hour	NM	\$95.00 / hour	SD	\$95.00 / hour
AK	\$95.00 / hour	ID	\$95.00 / hour	MI	\$95.00 / hour	NY	\$95.00 / hour	TN	\$95.00 / hour
AZ	\$95.00 / hour	IL	\$95.00 / hour	MN	\$95.00 / hour	NC	\$95.00 / hour	TX	\$95.00 / hour
AR	\$95.00 / hour	IN	\$95.00 / hour	MS	\$95.00 / hour	ND	\$95.00 / hour	UT	\$95.00 / hour
CA	\$95.00 / hour	IA	\$95.00 / hour	MO	\$95.00 / hour	OH	\$95.00 / hour	VT	\$95.00 / hour
CO	\$95.00 / hour	KS	\$95.00 / hour	MT	\$95.00 / hour	OK	\$95.00 / hour	WA	\$95.00 / hour
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- \$5,000,000+ up to 10% discount on hourly rate listed

							VIRGINIA			
District Leadership							\$150.00 / hour			
AL	\$175.00 / hour	HI	\$175.00 / hour	MA	\$175.00 / hour	NM	\$175.00 / hour	SD	\$175.00 / hour	
AK	\$175.00 / hour	ID	\$175.00 / hour	MI	\$175.00 / hour	NY	\$175.00 / hour	TN	\$175.00 / hour	
AZ	\$175.00 / hour	IL	\$175.00 / hour	MN	\$175.00 / hour	NC	\$175.00 / hour	TX	\$175.00 / hour	
AR	\$175.00 / hour	IN	\$175.00 / hour	MS	\$175.00 / hour	ND	\$175.00 / hour	UT	\$175.00 / hour	
CA	\$175.00 / hour	IA	\$175.00 / hour	MO	\$175.00 / hour	OH	\$175.00 / hour	VT	\$175.00 / hour	
CO	\$175.00 / hour	KS	\$175.00 / hour	MT	\$175.00 / hour	OK	\$175.00 / hour	WA	\$175.00 / hour	
CT	\$175.00 / hour	KY	\$175.00 / hour	NE	\$175.00 / hour	OR	\$175.00 / hour	WV	\$175.00 / hour	
DE	\$175.00 / hour	LA	\$175.00 / hour	NV	\$175.00 / hour	PA	\$175.00 / hour	WI	\$175.00 / hour	
FL	\$175.00 / hour	ME	\$175.00 / hour	NH	\$175.00 / hour	RI	\$175.00 / hour	WY	\$175.00 / hour	
GA	\$175.00 / hour	MD	\$175.00 / hour	NJ	\$175.00 / hour	SC	\$175.00 / hour	DC	\$175.00 / hour	

**NOTE:** Pricing dependent on scope and levels of certification required. UI would like to extend the following tiered volume pricing for Paraprofessional Pipeline & Pathway Development:

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- \$5,000,000+ up to 10% discount on hourly rate listed

All hourly positions included in this Amendment, as well as those listed in the current pricing model, may alternatively be offered as direct-hire placements if the program model and direct hire model are approved by UI. The direct-hire fee would be a standard 20% of the candidate’s first-year salary, billed upon the candidate’s signed offer.



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

Tutoring and Independent Instruction Services and Other Related Services  
Contract No. 2835A  
Amendment No. 2  
April 10, 2026

**Whereas**, the County School Board of Henrico County, Virginia (“HCPS”) and University Instructors LLC (“Contractor”) entered into Contract No. 2835A (the “Contract”) dated July 21, 2025 to provide tutoring and independent instruction services and other related services when needed and requested by HCPS; and,

**Whereas**, Amendment No. 1, dated February 26, 2026, clarified Other Related Services included in the Scope of Services and updated compensation rates for listed services; and,

**Whereas**, the Contractor has requested to amend the contract to align annual price updates with July 1<sup>st</sup> of each year, which is a common fiscal year start date for school districts, to promote greater consistency and clarity in budgeting and financial planning.

**Now, therefore**, the parties agree to amend the Contract as follows:

1. Section IX, Special Contract Provisions, Item B “Contract Period”, shall be revised to read as follows:


*B. Contract Period*

- 1. The contract period shall be five years. The contract may be renewed for one additional three-year period and one additional two-year period upon the sole discretion of the County.*
  - 2. Contract prices shall remain firm from August 1, 2025 until June 30, 2026. Effective July 1, 2026, and on July 1 thereafter, contract prices may increase by an amount not to exceed three percent (3%) above the prior year’s pricing, unless written approval is given by the Purchasing Director.*
  - 3. The Successful Offeror shall give at least 120 days’ written notice to the County for any price increases and/or it does not intend to renew the contract at any renewal. The Purchasing Director shall notify the Successful Offeror in writing no later than June 1 or each year whether any proposed price increase has been approved or denied.*
  - 4. The contract shall not exceed a maximum of 10 years*
2. All other provisions of the Contract remain in full force and effect.

*[Remainder of page intentionally left blank; signatures are on the following page.]*

In witness whereof, the parties have caused this Amendment No. 2 to the Contract to be executed by the following duly authorized individuals:

University Instructors LLC  
4101 Cox Road, Suite 200-24  
Glen Allen, VA 23060

  
Josh Ellis Apr 10, 2026 17:15:32 EDT

Signature

**Josh Ellis Chief Growth Officer**

Name and Title

**04/10/2026**

Date

County School Board of Henrico County,  
Virginia  
406 Dabbs House Road  
Henrico, VA 23223



Oscar Knott, Purchasing Director

**04/17/2026**

Date

APPROVED AS TO FORM



Assistant County Attorney

**04/17/2026**

Date