



Department of Purchasing

100 N. Main Street, 2nd Floor

Suffolk, VA 23434

Ph. (757)925-6762 Fax (757)942-4333

NOTICE OF INTENT TO AWARD

TO: Maggie Connell, MSED
Adoptions Manager
Klett World Language
320 West Ohio Street, Suite 3W
Chicago, IL 60654

Date: April 3, 2026

Topic: RFP 1932-P – Provide World Language Instructional Resources, French & Spanish

This notice of Intent to Award is to Klett World Language as specified for Suffolk Public Schools, based on the evaluation committee and a final vote of the School Board. Performance of all services related to this Intent to Award shall be in accordance with RFP 1932-P, your proposal dated 01/27/2026, all made a part of this award by reference.

This Notice of Intent is based on School Board approval.

Please return an acknowledged copy of this Notice of Intent to Award to the above address within ten (10) calendar days. Thank you and we look forward to working with you.

Sincerely,

Linda Bates, NIGP-CPP, VCO, VCA
Coordinator of Purchasing

Receipt of the above **NOTICE OF INTENT TO AWARD** is hereby acknowledged by:

Acknowledged this the _____ day of _____, 2026

By _____ Title _____

Copies: Dr. Katelyn Leitner, Director of Curriculum and Instruction
Dr. Keisha Melvin, Coordinator of Advanced Instruction & World Languages
Bid File

RFP 1932-P
World Language
April 03, 2026

Terms of Agreement: The initial term of this agreement shall begin on the day of award and continue through June 30, 2027 after which this agreement will automatically be renewed for five additional one year periods, beginning July 1st and ending June 30th of each year, unless otherwise terminated by either party by giving written notice 60 days prior to June 30th of each year. The School Board may approve a 2% price increase to the itemized list of costs of materials for all materials purchased after June 30, 2027. The School Board reserves the right to negotiate additional years of this agreement in order to maintain continuity of the instructional program.

Initials: _____

Date: _____