



## Arlington Public Schools

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Procurement Office  
2110 Washington Blvd., Arlington, VA 22204 • Phone: (703) 228-6123 • Fax: (703) 841-0681  
[www.apsva.us](http://www.apsva.us)

February 1, 2024

**Via Email**

The Stepping Stones Group LLC  
Attn: Jessica Little  
184 High Street, 5<sup>th</sup> Floor  
Boston, MA 02110  
[jlittle@thesteppingstonesgroup.com](mailto:jlittle@thesteppingstonesgroup.com)

Subject: Nursing Services (RN, and LPN) 45FY20-10 – Contract Amendment No. 4

Dear Ms. Little:

On January 31, 2024, the above cited Contract between your firm and Arlington Public Schools expired. Attached is Amendment No. 4 to renew the Contract for one (1) year at existing prices or discounts. The renewal period shall be effective from February 1, 2024, through January 31, 2025. This Amendment constitutes the third of four (4) optional renewals with one (1) optional renewal remaining. All other terms and conditions shall remain unchanged.

Sincerely,

Danielle Godfrey  
Assistant Director of Procurement  
Procurement Office  
Direct (703) 228-6126  
[danielle.godfrey@apsva.us](mailto:danielle.godfrey@apsva.us)



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### Amendment No. 4

**Subject:** Nursing Services (RN, and LPN) 45FY20-10 – Contract Amendment No. 4

**Contractor:**  
The Stepping Stones Group LLC  
Attn: Jessica Little  
184 High Street, 5<sup>th</sup> Floor  
Boston, MA 02110  
[jlittle@thesteppingstones.com](mailto:jlittle@thesteppingstones.com)

**Contract:**  
45FY20-10

In accordance with Contract No. 45FY20-10, Arlington Public Schools hereby renews the subject Contract for one (1) year at existing prices or discounts. The renewal period shall be effective from February 1, 2024, through January 31, 2025. This Amendment constitutes the third of four (4) optional renewals with one (1) optional renewal remaining.

All other terms and conditions shall remain unchanged.

### Arlington Public Schools

Authorized  
Signature: *Danielle Godfrey*

Printed Name  
and Title: Danielle Godfrey/  
Assistant Director of Procurement

Date: February 1, 2024