

VIRGINIA MILITARY INSTITUTE

Lexington, Virginia 24450

PROCUREMENT SERVICES
Phone 540-464-7323
Fax 540-464-7669

COMMONWEALTH OF VIRGINIA STANDARD CONTRACT

Contract Number: V211-24-045-1

This contract entered into this **14th day of March 2024** between **Buffkin and Associates, LLC, DBA Buffkin / Baker** FIN: **62-1822929** hereinafter known as the "Contractor" and the Commonwealth of Virginia, Virginia Military Institute, hereinafter known as "VMI" henceforth.

WITNESSETH that the Contractor and VMI, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide Executive Search Services for Athletics in response to RFP #V211-24-045 issued 29 January 2024 and detailed within the solicitation.

This contract may be terminated by either party, without penalty, upon 30 (thirty) days written notice to the other party.

PERIOD OF PERFORMANCE: 15 March 2024 – 30 June 2029 with five (5) one-year annual renewals thereafter.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid as agreed upon and invoiced for each purchase order issued. In accordance with the Commonwealth of Virginia's *Prompt Payment Act* terms are Net 30 days from receipt of invoice.

CONTRACT DOCUMENTS: The contract documents shall consist of:

- (1) This signed Standard Contract form
- (2) The Request for Proposal (RFP) V211-24-045
- (3) The Contractor's Proposal with any accepted modifications dated 28 February 2024
- (4) The Commonwealth of Virginia General Terms and Conditions

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

VMI:

By: Kenneth D. Carrick, Jr.

By: 

COL Kathleen H. Tomlin

For: Buffkin and Associates, LLC

For: Virginia Military Institute

Title: Partner

Title: Director, Procurement Services & Accounts Payable