



**REQUEST FOR PROPOSAL  
#V211-24-045  
EXECUTIVE SEARCH SERVICES - ATHLETICS  
2024**

**Bowlsby Sports Advisors  
Dallas, Texas**

RFP submitted digitally via eVA website/portal

Executed RFP signature page

Executed Attachment A

Executed Attachment B

Executed Attachment C

Executed Attachment D

Executed Attachment E

VASCUPP Member Institution Client: The College of William and Mary  
Last 12 months: Approximately \$38,000.00 USD



CAREER DEVELOPMENT | EXECUTIVE SEARCH | STRATEGIC CONSULTING

Virginia Military Institute  
Lexington, Virginia 24450-0304

REQUEST FOR PROPOSALS  
RFP# V211-24-045

Issue Date: 29 January 2024  
Title: VIRTUAL POST TOUR  
Due Date: 29 February 2024 at 2:00 PM EST

Commodity Codes: 91806 CONSULTING SERVICES  
96130 SEARCH FIRM SERVICES

Issuing Agency: Virginia Military Institute  
Procurement Services  
330 Parade Avenue, Smith Hall #314  
Lexington, VA 24450

Period of Contract: Date of Award through 30 June 2029 (Annually Renewable Thereafter for five (5) successive one (1) year renewals.)

Responses are to be submitted electronically through [www.eva.virginia.gov](http://www.eva.virginia.gov). One redacted copy of the proposal including all attachments in accordance with the Virginia Freedom of Information Act is to be delivered to VMI electronically at [procurement@vmi.edu](mailto:procurement@vmi.edu).

**PRE-PROPOSAL MEETING** - There will be no pre-proposal conference held for this solicitation. Questions are to be submitted using the Understanding of Requirements form and emailed to [procurement@vmi.edu](mailto:procurement@vmi.edu) (Appendix A)

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Response Or As Mutually Agreed Upon By Subsequent Negotiation.

Name and Address of Firm:

Bowlsby Sports Advisors  
4538 Fairway Ave  
Dallas, TX Zip Code: 75219

Date: 2/1/2024  
By: [Signature]  
Name: Kyle Bowlsby  
Title: Founder & President  
Phone: (619) 993-1298

EVA Vendor ID or DUNS number VA10098142

E-mail: [kyle@bowlsbysportsadvisors.com](mailto:kyle@bowlsbysportsadvisors.com) Fax: ( )

Minority Vendor: \_\_\_\_\_ Woman owned: \_\_\_\_\_ Small Business \_\_\_\_\_ SWaM Certification Number: \_\_\_\_\_

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

## UNDERSTANDING OF REQUIREMENTS

OFFEROR:

KPBowlsby Sports AdvisorsRFP#: RFP #V211-24-045

Date:

2/17/2024The following question concerns specifications, Section (number) NA

Paragraph \_\_\_\_\_,

page \_\_\_\_\_.

All responses to questions will be made by Addendum and posted to [www.eVA.virginia.gov](http://www.eVA.virginia.gov)  
Questions not submitted on this form WILL NOT BE ANSWERED.

Questions Submitted by:

NAME

Kyle Bowlsby

ORGANIZATION

Bowlsby Sports Advisors

PHONE

619 993 1298

EMAIL

Kyle@bowlsbysportsadvisors.comE-Mail to: [procurement@vmi.edu](mailto:procurement@vmi.edu)

## ATTACHMENT B

## CONFLICT OF INTEREST STATEMENT

RFP V211-24-045

Ensure that the solicitation is thoroughly read and completed. Complete, sign and return the information requested below with your proposal. FAILURE TO FURNISH THIS DATA MAY RESULT IN REJECTING YOUR PROPOSAL.

NAME: Kyle Bowky  
ADDRESS: 4538 Fairway Ave  
CITY/STATE: Dallas, TX 75219  
TELEPHONE NUMBER: 619 993 1298  
FEDERAL ID NUMBER (FIN): 83-3164147 (EIN)

THE ABOVE FIRM IS A: (CHECK, AS APPLICABLE)

- |  |   |
|--|---|
| <input type="checkbox"/> SMALL BUSINESS          | <input type="checkbox"/> INDIVIDUAL BUSINESS    |
| <input type="checkbox"/> WOMAN-OWNED BUSINESS    | <input type="checkbox"/> SOLE PROPRIETORSHIP    |
| <input type="checkbox"/> MINORITY-OWNED BUSINESS | <input type="checkbox"/> PARTNERSHIP            |
| <input type="checkbox"/> SHELTERED WORKSHOP      | <input checked="" type="checkbox"/> CORPORATION |

RELATIONSHIP WITH THE COLLEGE OF VIRGINIA:

IS ANY MEMBER OF THE FIRM AN EMPLOYEE OF THE COMMONWEALTH OF VIRGINIA WHO HAS A PERSONAL INTEREST IN THIS CONTRACT PURSUANT TO THE CODE OF VIRGINIA, SECTION 2.1-639.1-639.24? ☐ YES ☒ NO

IF YES, EXPLAIN:

KMB 2/1/2024  
SIGNATURE OF OFFEROR DATE

Please tell us how you received this solicitation:

- ☐ It was mailed to you directly.
- ☐ You requested a copy through the Virginia Business Opportunities.
- ☐ You obtained a copy from the Virginia Department of Minority Business Enterprise.
- ☒ Other (please specify) Request through Athletics Department

**RETURN OF THIS PAGE IS REQUIRED**

**Section B**

Populate the table below to show your firm's plans for utilization of SBSD-certified small businesses in the performance of this contract. This shall not exclude SBSD-certified women-owned and minority-owned businesses when they have received the SBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, sub-contractors, suppliers, etc.

**B. Plans for Utilization of SBSD-Certified Small Businesses for this Procurement**

Small Business Name & Address  SBSD Certificate #	Status if Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract
NA					
Totals \$					

*Handwritten signature*  
2/1/2024



**QUALIFICATIONS OF OFFEROR:** Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirement.

Indicate the length of time you have been in business providing this type of service. 4 Years  
6 Months

CURRENT ACCOUNTS: Ongoing Engagements

Account Name, Address & Phone #	Length of Service	\$ Volume/Year	
Univ. Northern Iowa	4 months	45,000.00	AD Search
Robert Morris Univ.	2 months	10,000.00	SWA Search
Univ. Indiana West	4 months	20,000.00	Strategic Plan
AZUSA Pacific Univ.	6 months	65,000.00	Strategic Plan
Intercollegiate Tennis Assoc.	4 months	30,000.00	CEO Search

[illegible]

## REFERENCES

Please list at least four references for whom you have performed each applicable category of service specified herein and within the past five years.

CLIENT: The College of William & Mary  
 ADDRESS: 751 Unkn Way, Williamsburg, VA 23185  
 CONTACT PERSON/PHONE#: Brian Mann, Director of Athletics (718) 603-7017  
 APPROXIMATE DOLLAR VOLUME PER YEAR: \$30,000  
 PROJECTS/DATES/DESCRIPTION: All in 2022  
Senior Associate AD / CFO Search / Women's Basketball Head Coach Search  
Women's Volleyball Head Coach Search

CLIENT: Army West Point Academy  
 ADDRESS: 639 Howard Road, West Point, NY 10996  
 CONTACT PERSON/PHONE#: Mike Buddie, Director of Athletics (336) 416-9141  
 APPROXIMATE DOLLAR VOLUME PER YEAR: \$25,000  
 PROJECTS/DATES/DESCRIPTION: 2022 + 2023  
Head Women's Soccer Coach Search Head Women's Basketball Coach Search  
Head Men's Basketball Coach Search

CLIENT: University of Virginia  
 ADDRESS: 1827 University Ave, Charlottesville, VA 22903  
 CONTACT PERSON/PHONE#: Terry Sullivan, Former President, UVA (434) 987-8231  
 APPROXIMATE DOLLAR VOLUME PER YEAR: \$150,000  
 PROJECTS/DATES/DESCRIPTION: AD Search in 2018

Please use a separate sheet of paper for additional references.

Other References included in RFP

**SWaM (Small, Woman- and Minority-owned Businesses) Utilization Plan****Definitions**

**Small Business:** "Small business" means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: This shall not exclude SBSD-certified women- and minority-owned businesses when they have received SBSD small business certification.

**Women-Owned Business:** Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

**Minority-Owned Business:** Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

**All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (SBSD) by the due date of the solicitation to participate in the SWaM program.**

Certification applications are available through SBSD online at [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov) (Certification Division).

Offeror Name: \_\_\_\_\_

Preparer Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions**

- A. If you are certified by the Department of Small Business and Supplier Diversity (SBSD) as a small business, complete only Section A of this form. This shall not exclude SBSD-certified women-owned and minority-owned businesses when they have received SBSD small business certification.
- B. If you are not a SBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to SBSD-certified small business in this section. Points will be assigned based on each offeror's proposed subcontracting expenditures with SBSD-certified small businesses for the initial contract period as indicated in Section B in relation to the offeror's total price.

**Section A**

If your firm is certified by the Department of Small Business and Supplier Diversity (SBSD) check which certification below and provide your certification number and date received:

- \_\_\_\_\_ Small Business  
\_\_\_\_\_ Small and Women-owned Business  
\_\_\_\_\_ Small and Minority-owned Business

Certification number: \_\_\_\_\_ Certification Date: \_\_\_\_\_

*2/11/2024*  
*2/11/2024*