

# VIRGINIA MILITARY INSTITUTE

Lexington, Virginia 24450

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

## COMMONWEALTH OF VIRGINIA STANDARD CONTRACT

Contract Number: V211-24-045-3

This contract entered into this **14<sup>th</sup> day of March 2024** between **Witt/Kieffer, Inc.** FIN: **36-2919320** hereinafter known as the "Contractor" and the Commonwealth of Virginia, **Virginia Military Institute**, hereinafter known as "VMI."

**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 29 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:**

By: Jeff Compher

For: Witt/Kieffer, Inc.

Title: Principal

**VMI:**

By: Kathleen H. Tomlin  
COL Kathleen H. Tomlin  
For: Virginia Military Institute

Title: Director, Procurement Services & Accounts Payable