

**Sole Source**

4400011578

**Commodity Service:** Strategic Plan Consultant      **NIGP Code(s):** 91883  
**Supplier Name:** Performance Fact, Inc.      **Supplier ID:** 1000049615  
**Contract Owner:** Superintendents Office      **Annual Contract Value:** \$500,000  
**School / Department Contact:** Marcy Kneale

**Reference:** a) Fairfax County Purchasing Resolution, Article 2, Section 2, Paragraph I  
 b) IPM 12-200, Sole Source Procurement

**DELEGATION OF AUTHORITY:** Memo dated June 26, 2018 from Cathy Muse, Director, Department of Purchasing & Supply Management, Subject: Delegation of Authority.


**AGENCY JUSTIFICATION ATTACHED:** Yes  No   
 If No, Explain Reason:


**STATEMENT OF REQUIREMENT:** During the first year of her leadership, the new division superintendent requires consultant support to develop an updated strategic plan to provide direction and alignment of resources and efforts across the school division. The proposed consultant will engage with the school community in the process of developing the strategic plan.

**FINDINGS:** Performance Fact, Inc has worked with over 80 school divisions to build stronger schools and accelerate learning for all students and therefore is uniquely positioned to support FCPS' strategic planning efforts. This team of consultants previously supported the division superintendent's strategic planning vision in her former district, allowing a time and cost savings and ensuring alignment between the superintendent's expectations and the consultant's approach. The strategic plan development will be completed at the end of the 2022-2023 school year when the School Board adopts the final strategic plan.

**DETERMINATION:** Based on the above, it is recommended that a contract be awarded to Performance Fact, Inc.

**SOLE SOURCE TO REMAIN IN EFFECT UNTIL:** June 30, 2023

Division Superintendent:       10/10/22  
 Dr. Michelle C. Reid, Superintendent      Date

Contract Specialist:       10-5-2022  
 Adrien Walker, Senior Contract Specialist      Date

Approved By:       10/5/2022  
 Laila Sultan, Coordinator      Date

Approved By:       10/6/2022  
 Michelle Pratt, Director      Date

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