

November 7, 2022

AMENDMENT NO. 1

CONTRACT TITLE: Strategic Plan Consulting Services

CONTRACTOR
 Performance Fact, Inc.
 4022 Balfour Ave.
 Oakland, CA 94610

SUPPLIER ID
 1000049619

CONTRACT NO.
 4400011578

By mutual agreement, Contract 4400011578 is amended to:


- 1) Delete and replace Attachment A, Scope of Work with the attached new Attachment A, Scope of Work.
- 2) Delete and replace Section 3.b (new pricing)

FCPS agrees to pay the Contractor as follows:


October 30, 2022	\$83,000
December 30, 2022	\$93,000
February 28, 2023	\$93,000
April 30, 2023	\$93,000
May 30, 2023	\$93,000

All other prices, terms and conditions remain unchanged.

ACCEPTANCE:

BY:  President/CEO
 Signature Title

Mutiu Fagbayi 11/4/2022
 Printed Name Date


 Michelle R. Pratt
 Director

MRP/rt

DISTRIBUTION:
 Contractor
 Marcy Kneale, Division Superintendent's Office

ATTACHMENT A
Scope of Work

1. Data Collection and Analysis

- A. The Consultant team will analyze student data to identify trends and recommendations in support of the development of strategic goals. All data will be non-personally identifiable and aggregated. The Consultant team will:
- i. Work with FCPS staff to identify the data needs
 - ii. Establish a regular communication/ meeting structure to clarify FCPS questions related to data needs and to facilitate the sharing and appropriate handling of data in alignment with FCPS regulations
 - iii. Work in collaboration with FCPS staff to develop an anonymous student survey that adheres to FCPS regulations for students in grades 3-6 and students in grades 7-12. The survey will be administered by FCPS. Survey questions will be the property of FCPS and the Consultant.
 - iv. Provide a report of the Division and region-level findings to the identified project teams as determined by the Superintendent
 - v. Maintain data in accordance with the security checklist information submitted to FCPS regarding the data's storage and security
 - vi. Provide a student-level data file of the survey responses, including definitions of data fields, for FCPS' use.
- B. FCPS will retain sole ownership of all data collected as part of this contract. As such, all data collected in connection with this contract will be turned over by the Contractor(s) to FCPS staff. The Consultant team will be serving as an agent for the facilitated focus groups at various FCPS facilities. Performance Fact, Inc. will be acting as School Officials in exchanging information and receiving and exchanging survey results. No videotaping of focus groups will be permitted.
- i. FCPS will assign designated PFI staff and subcontractors usernames that provide access to the fcps.edu digital environment and email system. Contractor and its subcontractor shall use their fcps.edu accounts for all work related to this project and shall not use their fcps.edu accounts for work unrelated to this contract.
 - ii. Contractor and its subcontractor shall only use FCPS-issued devices or FCPS-issued virtual desktops for all work related to this project.
 - iii. Contractor(s) agrees to delete all data from their primary backup and discovery systems at the completion of this project
- C. The Consultant team will collect and analyze qualitative data from focus groups and community forums to identify trends and recommendations in support of the development of strategic goals.
- D. The Consultant will work with FCPS staff to coordinate:
- i. Division-wide elementary, middle, and high school student focus groups to be held virtually
 - ii. A minimum of 15 community forums that will be held in-person and virtually
 - iii. Principal-led student focus groups at all secondary schools
- E. As mutually agreed by the Superintendent and the Consultant, the Consultant will serve as a facilitator for small focus groups and/or community forums to collect qualitative data to inform

the strategic plan development. These focus groups may be conducted virtually or in-person as determined by the Superintendent and Consultant.

- F. When agreed upon by the Superintendent and Consultant, the Consultant will provide the appropriate training and protocols to identified staff to facilitate additional focus groups and community forums.
- G. The Consultant will provide the appropriate tools for qualitative data collection.
- H. The Consultant will provide a written report summarizing the findings of the focus groups and community forums.

2. Project Management

- A. The Consultant will establish regular coordination meetings with the Superintendent and identified staff to ensure the project is meeting key milestones and deliverables
- B. The Consultant will support FCPS staff championing each of the work streams by providing relevant training and consultation throughout the project
- C. The Consultant will meet with the Superintendent's Cabinet every Monday (virtually) for a minimum of a 30-minute project update.
- D. The Consultant will participate in additional strategic planning governance/ coordination meetings with the Superintendent and/or staff as needed.

3. Communication

- A. The Consultant will provide content to support community awareness and engagement in the strategic planning process as requested by FCPS. This includes, but is not limited to, content for family letters, websites, and emails

4. Board Presentations

- A. The Consultant will facilitate or co-facilitate seven (7) School Board Work Sessions/ Retreats focused on the development of the strategic plan.
 - i. These sessions will be a mix of full day work sessions and shorter updates as determined by mutual agreement of the Superintendent and the consultant.
 - ii. The sessions will occur in-person and the consultant may join virtually for shorter updates when agreed upon.
 - iii. In collaboration with the Superintendent and designated staff, work to develop the objectives and materials for the work sessions including any advanced research and development of presentation materials.
 - iv. Work with the Superintendent and designated staff to address action items from the Board engagements and provide recommendations for follow up.
- B. Provide a final written report to the Superintendent by a mutually agreed upon date in May to detail the new FCPS strategic plan which will be presented at a School Board meeting.

5. Work Teams

- A. The Consultant will serve as the facilitator or co-facilitator of the Core Team and the Alignment Team.
 - i. The Consultant will conduct the advanced work to prepare for these engagements, including but not limited to conducting research, synthesizing data, and preparing meeting materials.
 - ii. Core Team meetings will include at least 4 full-day meetings and one-half day in-person meeting.
 - iii. Alignment team meetings will include at least 5 two-hour meetings.
 - iv. Meetings will occur in a designated FCPS facility or online by mutual agreement of the Superintendent and Consultant.

- B. The Consultant will support the facilitation of other work streams including a family team, instructional focus team, principal/ administrator team, and school/department team. Additional teams may be added by mutual agreement of the Superintendent and Consultant.
 - i. The Consultant will develop or co-develop (with identified FCPS staff) the meeting materials for each of these engagements.
 - ii. The Consultant will provide the superintendent with a written summary of these engagements along with recommendations.

6. Key Interactions & Calendar

The following pages contain the outline of the interactions and interfaces with each planning team, between October 2022 and May 2023. The calendar stakeholder and partner engagements will not change, but the dates may be adjusted by mutual consent of FCPS and Performance Fact, as conditions warrant.

FAIRFAX COUNTY PUBLIC SCHOOLS (Falls Church, VA)
2022-2023 STRATEGIC PLANNING CALENDAR STAKEHOLDER AND PARTNER ENGAGEMENTS
 Designed & facilitated by Performance Fact, Inc.
 LAST UPDATED: October 5, 2022

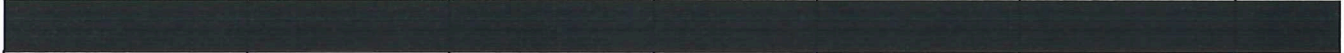
Client's Time Zone (Eastern)						
Date	Day	Start Time	End Time	Duration	Location	TEAM
4-Nov-22	Friday	-	-	Apprx. 20	Each school	Student Voice: Online Survey SV
30-Nov-22	Wednesday	-	-	45-90 minutes	Each school	Student Voice: Principal-Led SV
30-Nov-22	Wednesday	8:00 AM	4:00 PM	Full-day	Onsite	Core Planning Team CPT
1-Dec-22	Thursday	8:00 AM	4:00 PM	Full-day	Onsite	Core Planning Team CPT
12-Jan-23	Thursday	8:00 AM	4:00 PM	Full-day	Onsite	Core Planning Team CPT
1-Feb-23	Wednesday	4:00 PM	7:00 PM	3 hours	Onsite	Core Planning Team CPT
13-Mar-23	Monday	8:00 AM	4:00 PM	Full-day	Onsite	Core Planning Team CPT
30-Nov-22	Wednesday	5:30 PM	7:30 PM	2 hours	Onsite	Alignment Team ALT-TEAM
18-Jan-23	Wednesday	5:30 PM	7:30 PM	2 hours	Onsite	Alignment Team ALT-TEAM
28-Feb-23	Tuesday	5:30 PM	7:30 PM	2 hours	Onsite	Alignment Team ALT-TEAM
17-Apr-23	Tuesday	5:30 PM	7:30 PM	2 hours	Onsite	Alignment Team ALT-TEAM
8-May-23	Monday	5:30 PM	7:30 PM	2 hours	Onsite	Alignment Team ALT-TEAM
January 2023	TBD	TBD	TBD	1.5 hours	Virtual/Onsite	Family Team FAM
February 2023	TBD	TBD	TBD	1.5 hours	Virtual/Onsite	Family Team FAM
April 2023	TBD	TBD	TBD	1.5 hours	Virtual/Onsite	Family Team FAM
May 2023	TBD	TBD	TBD	1.5 hours	Virtual/Onsite	Family Team FAM
7-Dec-22	Wednesday	8:00 AM	4:00 PM	Full-day	Onsite	Instructional Focus Team IFT
8-Dec-22	Thursday	8:00 AM	4:00 PM	Full-day	Onsite	Instructional Focus Team IFT

18-Jan-23	Wednesday	8:00 AM	4:00 PM	Full-day	Onsite	Instructional Focus Team	IFT
2-Feb-23	Thursday	8:00 AM	4:00 PM	Full-day	Onsite	Instructional Focus Team	IFT
February 2023	TBD	TBD	TBD	75-90 minutes	Virtual	Student Voice: Division-wide-Elem	SV TEAM-ELEM

February 2023	TBD	TBD	TBD	TBD	75-90 minutes	Virtual	Student Voice: Division-wide-MS	SV TEAM-MS				
February 2023	TBD	TBD	TBD	TBD	75-90 minutes	Virtual	Student Voice: Division-wide-HS	SV TEAM-HS				
March 2023	TBD	TBD	TBD	TBD	75-90 minutes	Virtual	Student Voice: Division-wide-Elem	SV TEAM-ELEM				
March 2023	TBD	TBD	TBD	TBD	75-90 minutes	Virtual	Student Voice: Division-wide-MS	SV TEAM-MS				
March 2023	TBD	TBD	TBD	TBD	75-90 minutes	Virtual	Student Voice: Division-wide-HS	SV TEAM-HS				
17-Jan-23	Thursday	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Onsite	Community Forum-Session #1	CF - MD A				
17-Jan-23	Thursday	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Onsite	Community Forum-Session #1	CF - MD B				
17-Jan-23	Thursday	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Onsite	Community Forum-Session #1	CF - MD C				
17-Jan-23	Thursday	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Onsite	Community Forum-Session #1	CF - MD D				
18-Jan-23	Wednesday	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Onsite	Community Forum-Session #1	CF - MD E				
18-Jan-23	Wednesday	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Onsite	Community Forum-Session #1	CF - MD F				
18-Jan-23	Wednesday	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Onsite	Community Forum-Session #1	CF - MD G				
18-Jan-23	Wednesday	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Onsite	Community Forum-Session #1	CF - MD H				
18-Jan-23	Wednesday	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Onsite	Community Forum-Session #1	CF - MD I				
19-Jan-23	Thursday	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Virtual/Onsite	Community Forum (At Large)-Session #1	CF - AT-LARGE				
19-Jan-23	Thursday	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Virtual/Onsite	Community Forum (At Large)-Session #1	CF - AT-LARGE				
19-Jan-23	Thursday	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Virtual/Onsite	Community Forum (Spanish)-Session #1	CF - AT-LARGE				
Mid/Late March	TBD	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Virtual/Onsite	Community Forum (At Large)-Session #2	CF - AT-LARGE				
Mid/Late March	TBD	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Virtual/Onsite	Community Forum (At Large)-Session #2	CF - AT-LARGE				
Mid/Late March	TBD	6:00 PM	7:30 PM	7:30 PM	1.5 hours	Virtual/Onsite	Community Forum (Spanish)-Session #2	CF - AT-LARGE				
January 2023	TBD	TBD	TBD	TBD	2 hours	Virtual/Onsite	Principals/Admin Team	P/AT				
March 2023	TBD	TBD	TBD	TBD	2 hours	Virtual/Onsite	Principals/Admin Team	P/AT				
January 2023	TBD	TBD	TBD	TBD	1.5 hours	Virtual/Onsite	School/Department	S/D				
March 2023	TBD	TBD	TBD	TBD	1.5 hours	Virtual/Onsite	School/Department	S/D				
May 2023	TBD	TBD	TBD	TBD	1.5 hours	Virtual/Onsite	School/Department	S/D				
October 2022	Every Monday	1:00 PM	1:30 PM	1:30 PM	30-45 minutes	Virtual/Onsite	Superintendent's Leadership Team	SLT				
November 2022	Every Monday	1:00 PM	1:30 PM	1:30 PM	30-45 minutes	Virtual/Onsite	Superintendent's Leadership Team	SLT				

December 2022	Every Monday	1:00 PM	1:30 PM	30-45 minutes	Virtual/Onsite	Superintendent's Leadership Team	SLT
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January 2023	Every Monday	1:00 PM	1:30 PM	30-45 minutes	Virtual/Onsite	Superi
February 2023	Every Monday	1:00 PM	1:30 PM	30-45 minutes	Virtual/Onsite	Superi
March 2023	Every Monday	1:00 PM	1:30 PM	30-45 minutes	Virtual/Onsite	Superi
April 2023	Every Monday	1:00 PM	1:30 PM	30-45 minutes	Virtual/Onsite	Superi
May 2023	Every Monday	1:00 PM	1:30 PM	30-45 minutes	Virtual/Onsite	Superi
June 2023	Every Monday	1:00 PM	1:30 PM	30-45 minutes	Virtual/Onsite	Superi
18-Oct-22*	Tuesday	10:00 AM	10:30 AM	30 minutes	Virtual	Board
29-Nov-22	Tuesday	TBD	TBD	TBD	Onsite	Board
13-Dec-22*	Tuesday	TBD	TBD	TBD	Virtual	Board
10-Jan-23*	Tuesday	TBD	TBD	TBD	Virtual	Board
21-Feb-23	Tuesday	TBD	TBD	TBD	Onsite	Board
28-Mar-23	Tuesday	TBD	TBD	TBD	Onsite	Board
25-Apr-23	Tuesday	TBD	TBD	TBD	Onsite	Board
9-May-23*	Tuesday	TBD	TBD	TBD	Virtual	Board



* Short Update						
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