



Performance Fact, Inc.
4022 Balfour Ave
Oakland, CA 94610
(510)568-7944
contact@performancefact.com
www.performancefact.com

INVOICE

BILL TO

Dr. Michelle Reid
Fairfax County Public Schools
8115 Gatehouse Road
Falls Church, Virginia 22042

* INVOICE # 1581
DATE 09/26/2022
DUE DATE 10/26/2022
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Services - Strategic Planning Board Retreat	1	7,800.00	7,800.00

Invoice 1 of 1

BALANCE DUE

\$7,800.00

PO # 8500524011

MC'd 9/28/02

Performance Fact, Inc.
SCOPE OF WORK
9/20/22 FCPS Board Retreat

The scope of work outlined below is to provide consultation and facilitation services to support the Fairfax County School Board and Superintendent in planning for a strategic plan refresh with the community.

This work will occur during a Board retreat on September 20, 2022 at the FCPS Gatehouse Administrative Center located in Falls Church, VA.

The consultant will support the Superintendent and identified staff in preparing for work the retreat by conducting research, preparing presentations, designing the retreat agenda and process, and coordinating with identified staff. The consultant will support the facilitated discussions at the retreat and will provide recommendation and future planning implications to the Superintendent following the retreat. The pre-work and post-work will occur virtually by mutual agreement of the superintendent and consultant.

The total fees for this engagement (including the associated pre-work and post-work and travel expenses) will be \$7,800.

PROPOSED/EXPECTED OUTCOMES

Follow the retreat, the consultant will provide written recommendations and reflections to the superintendent including recommendations for an implementation roadmap for the FCPS School Board to adopt a new strategic plan by the end of the 2022-23 school year.

Contact Information:

Mutiu Fagbayi
Performance Fact, Inc.
mutiuf@performancefact.com
510.568.7944

Cont # 21360268

Approved in Focus 9/22/22

PO 8500524011

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. PERFORMANCE FACT, INC.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) 4022 BALFOUR AVENUE	Requester's name and address (optional)	
	6 City, state, and ZIP code OAKLAND, CALIFORNIA 94610		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] [] [] []	or
Employer identification number	
1 6 - 1 5 3 8 3 2 1	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ 2/14/2020
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Supplier:
 Company
 PERFORMANCE FACT INC
 4022 BALFOUR AVE
 OAKLAND CA 94610
 USA

Shopping cart	
Number :	21360268
Name :	Performance Fact 09162022
Date :	09/16/2022

Goods recipient:
 Michelle Claude
 S:D660
 Chief Equity Office
 FAIRFAX
 USA

Delivery point:
 FAIRFAX
 FAIRFAX
 Division Superintendent
 8115 Gatehouse Rd Ste 5100
 FALLS CHURCH VA 22042

Item	Product number	Description	Subm. deadline/ext. bid	Supplier product no.	Net value
Delivery date/ Performance period	Order quantity	Unit	Price per unit		
1		Consultant work on Strategic Plan			
09/16/2022	1.000	EA	7,800.00 USD/1 EA		7,800.00 USD
Item long text Consultant work with Division Superintendent and School Board in conjunction with the Strategic Plan					
				Total value:	7,800.00 USD
				Tax amount:	0.00 USD
				Total value (gross):	7,800.00 USD

for item 1

Account assignment

Percent	Assigned to	G/L account	Business area
100.00	Cost Center SNC6100400	526075	2000

Location
 Company
 Fairfax County Public Schools
 6800B Industrial Road
 SPRINGFIELD VA 22151
 USA

Requester:
 Michelle Claude
 S:D660
 Chief Equity Office
 FAIRFAX
 USA