

FEDERAL WAY PUBLIC SCHOOLS PURCHASE ORDER STATUS INQUIRY

Report Date: 02/24/2025

PURCHASE ORDER INFORMATION

PO Number: 16600644 Vendor: V242956 PERFORMANCE FACT INC
PR Number: R0088655 Addr Cd: PR 333 HEGENBERGER RD STE 204
Sec Code: ASO OAKLAND, CA 94621

Fully Paid

Bid: Requested by: Karric McBroom Req. Dt: 09/21/2015
Contract: Approved by: BSI Apr Dt: 10/01/2015
Ship To: ESC Printed by: DANHARR Print Dt: 10/01/2015
Bill To: V000943
End Use: Sups Office

Req. Codes: 16 CP OP PO

ITEMS

Item	Qty Ordered	Unit	Unit Price	Key	Object	Tax1 Tax2	Extended	F/A Whse	Print Chg
0001	96,022.00		1.00	GL 0971261300	700	0.00 0.00	96,022.00	N	Y

Qty Received	Receipt Date	Packing Slip	Receiver's User ID
12,002.75	11/06/2015		KMCBROOM
12,002.75	11/06/2015		KMCBROOM
12,002.75	12/04/2015		KMCBROOM
12,002.75	01/19/2016		KMCBROOM
12,002.75	02/10/2016		KMCBROOM
12,002.75	03/28/2016		KMCBROOM
12,002.75	04/12/2016		KMCBROOM
12,002.75	05/06/2016		KMCBROOM

96,022.00 Total Quantity Received

Strategic Alignment Plan
October 1, 2015 through June 30, 2016

PR NOTES/PRINT BEFORE/PRINT AFTER TEXT

Performance Fact, Inc.
333 Hegenberger RD STE 204
Oakland, CA 94621
510.568.7944 PH
510.568.7991 FX
President/CEO Mutiu Fagbayi
mutiuf@performancefact.com

EIN: 16-1538321

ENCUMBRANCES

Item #	Key	Object	Reference #	Post Date	EN Amount	PD Amount	Balance	T	Pay
Balance:									

OPEN HOLD ACTIVITY

Item	Key	Obj	Check #	Check Date	Qty	Unit Price	Tax Amt	Amount	Invoice #	Batch	Invoice Date
Paid 0001	0971261300	700	00254833	11/18/2015	12,002.75	1.00	0.00	12,002.75	1157	OH149872	10/30/2015
									12,002.75	TOTAL CHECK AP 00254833	
Paid 0001	0971261300	700	00254833	11/18/2015	12,002.75	1.00	0.00	12,002.75	1162	OH149872	11/02/2015
									12,002.75	TOTAL CHECK AP 00254833	
Paid 0001	0971261300	700	00255299	12/09/2015	12,002.75	1.00	0.00	12,002.75	1163	OH151212	12/04/2015
									12,002.75	TOTAL CHECK AP 00255299	
Paid 0001	0971261300	700	00256186	01/27/2016	12,002.75	1.00	0.00	12,002.75	1164	OH154130	01/11/2016
									12,002.75	TOTAL CHECK AP 00256186	
Paid 0001	0971261300	700	00256657	02/17/2016	12,002.75	1.00	0.00	12,002.75	1165	OH155486	02/09/2016
									12,002.75	TOTAL CHECK AP 00256657	
Paid 0001	0971261300	700	00257617	03/30/2016	12,002.75	1.00	0.00	12,002.75	1166	OH158632	03/08/2016
									12,002.75	TOTAL CHECK AP 00257617	
Paid 0001	0971261300	700	00258507	05/11/2016	12,002.75	1.00	0.00	12,002.75	1167	OH161046	04/06/2016

FEDERAL WAY PUBLIC SCHOOLS PURCHASE ORDER STATUS INQUIRY

Report Date: 02/24/2025

								12,002.75	TOTAL CHECK AP 00258507		
Paid 0001	0971261300	700	00258507	05/11/2016	12,002.75	1.00	0.00	12,002.75	1168	OH161246	05/06/2016
								12,002.75	TOTAL CHECK AP 00258507		
					96,022.00	8.00	0.00	96,022.00	Total for Line: 0001		
					96,022.00	8.00	0.00	96,022.00	TOTALS FOR 16600644		

USE TAX ACTIVITY

Key	Obj	Check #	Check Date	Qty	Unit Price	Tax Amt	Amount	Invoice #	Batch	Invoice Date
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ALL PAYMENTS MADE TOWARDS PO

Item	Key	Obj	Check #	Check Date	Qty	Unit Price	Tax Amt	Amount	Invoice #	Batch	Invoice Date
Paid 0001	0971261300	700	00254833	11/18/2015	12,002.75	1.00	0.00	12,002.75	1157	OH149872	10/30/2015
Paid 0001	0971261300	700	00254833	11/18/2015	12,002.75	1.00	0.00	12,002.75	1162	OH149872	11/02/2015
Paid 0001	0971261300	700	00255299	12/09/2015	12,002.75	1.00	0.00	12,002.75	1163	OH151212	12/04/2015
Paid 0001	0971261300	700	00256186	01/27/2016	12,002.75	1.00	0.00	12,002.75	1164	OH154130	01/11/2016
Paid 0001	0971261300	700	00256657	02/17/2016	12,002.75	1.00	0.00	12,002.75	1165	OH155486	02/09/2016
Paid 0001	0971261300	700	00257617	03/30/2016	12,002.75	1.00	0.00	12,002.75	1166	OH158632	03/08/2016
Paid 0001	0971261300	700	00258507	05/11/2016	12,002.75	1.00	0.00	12,002.75	1167	OH161046	04/06/2016
Paid 0001	0971261300	700	00258507	05/11/2016	12,002.75	1.00	0.00	12,002.75	1168	OH161246	05/06/2016

All payments total: 96,022.00

WORK FLOW HISTORY

WF Role	Approver	Approved?	Assigned	Responded
	KMCBROOM	Accepted	09/21/2015 9:31:49	09/21/2015 10:24:44
WF-61-SUPT	KMCBROOM	Accepted	09/21/2015 10:25:43	09/22/2015 16:47:36
WF-61-SUPT	KMCBROOM	Accepted	09/21/2015 10:25:43	09/22/2015 16:47:36
WF-K40	LSHORE	Accepted	09/22/2015 16:48:27	09/28/2015 15:22:28
WF-BUYER	LSHORE	Accepted	09/28/2015 15:23:23	09/29/2015 14:47:15
WF-PSA-CNTRCT	DANHARR	Accepted	09/29/2015 14:47:43	10/01/2015 15:26:56

End of Report

FEDERAL WAY SCHOOL DISTRICT – PROFESSIONAL SERVICES AGREEMENT

Requisition Number _____

SECTION I – Parties to the Agreement

It is hereby agreed by and between ESC (school or department) of the Federal Way School District #210, hereinafter referred to as "District", and Performance Fact Inc. hereinafter referred to as "Contractor", that Contractor shall provide indicated services to the District under the Terms and Conditions attached.

SECTION II – Statement of Work

Contractor agrees to provide the following service(s) for the District (Must be detailed and measurable):

Strategic Plan. Price per 9-18-15 Performance Fact Contract Proposal

SECTION III – Payment and Billing Process

District agrees to pay Contractor \$ 96,022 for providing the service(s) described in SECTION II, in amounts proportional to work completed. Payment by the District shall be on invoices submitted by the Contractor and verified by the District as to the percentage of tasks completed. If Contractor should become unable to perform the services as outlined, District may terminate this agreement with 30 days notice and pay only the amount represented by percentage of tasks completed. Applicable work is subject to prevailing wages (please see website: <https://fortress.wa.gov/lni/wagelookup/prvwagelookup.aspx>)

SECTION IV – LENGTH OF AGREEMENT

The term of this agreement shall be from October 1, 2015 to June 30, 2016

SECTION V – Insurance

Is insurance required? Yes ☐ No ☒ If yes, see requirements stated in Section V – Insurance on attached page.

SECTION VI – Terms and Conditions attached

CONTRACTOR:

Contractor Signature

Muti Fagbayi

Name - print

President/CEO

Title

Date

9/21/2015
16 - 1538321
Federal or Taxpayer ID or SSN

.....
SCHOOL/DEPARTMENT/SUPERINTENDENT

Budget Level Authority Signature

ESC

Location

Dr. Tammy Campbell, Superintendent

School/Department Point of Contact

Date

PURCHASE ORDER NUMBER: _____

Muti Fagbayi

Contractor Point of Contact

333 Hegenberger Road, Suite 204

Contractor Address

Oakland, CA 94621

City/State/Zip

T: 510-568-7944 / F: 510-568-7991

Phone/Fax Numbers

mutiuf@performancefact.com

Email Address

Is Contractor a District employee? Yes ☐ No ☒

.....
PURCHASING DEPT APPROVED TO FORMAT AND CONTENT:

Contracts/Purchasing Office Signature

Name - Print

Title

Date

use on all correspondence and Invoices

**FEDERAL WAY SCHOOL DISTRICT – PERSONAL SERVICES AGREEMENT
SECTION IV and SECTION V of Agreement**

SECTION V – Insurance (If required)

Contractor shall maintain and keep in force at all times during the term of this agreement, insurance required for the duties specified in this agreement. Additionally, the Contractor will maintain and keep in force at all times during the term of this agreement, at the Contractor's expense, the following insurance:

- Comprehensive (Commercial) General Liability Insurance with coverage limits not less than \$1,000,000 combined single limit per occurrence and annual aggregates where generally applicable and shall include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements
- Professional Liability Insurance with coverage limits of \$1,000,000 per occurrence/annual aggregate. Covering all errors, omissions or negligent acts of the contractor, subcontractor or anyone directly or indirectly employed by them, made in the performance of this contract which result in financial loss to the Federal Way School District.

The District shall be named as additional insured on the Contractor's insurance;

"Contractor to provide Certificate of Insurance with endorsement naming the District as additional insured prior to beginning work."

SECTION VI – Terms and Conditions

BOARD APPROVAL: Per RCW 28A 320.035 This Agreement is not binding upon the District until issuance of a purchase order or contract is approved by the School Board of Directors.

RECORD CHECK: Contractor, who will have regularly scheduled unsupervised access to children, and/or hire employees who will have regularly scheduled unsupervised access to children, shall perform a record check through the Washington State Patrol criminal identification system under RCW 43 43 830-43 43 834, 10 97 030 and 10 97 050, and through the Federal Bureau of Investigation before any services are rendered under this agreement. The record check shall include a fingerprint check using a complete Washington State criminal identification fingerprint card. The Contractor shall provide a copy of the record before any services are rendered under this agreement. The Contractor shall pay for the requirements set forth in this paragraph.

ID BADGE: Contractor will be required to wear an ID badge when on District property for compliance with the District's safety policy and security concerns. Contractor, who will be working in the District longer than six (6) months, shall be required to get a photo ID badge from Human Resources. Badges must be prominently displayed and attached to outer, upper garments at all times while on District property. Contractor shall return their ID Badge upon termination or expiration of this agreement.

OWNERSHIP OF WORK PRODUCTS AND RESTRICTION AGAINST DISSEMINATION: All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the District and may be used by the District for any purpose without additional compensation to the Contractor. The Contractor agrees not to assert any rights and not to establish any claim under design or copyright laws. The Contractor agrees to provide the District access to all retained materials for a period of three years after final payment under this agreement. Unless otherwise directed by the District, the Contractor may retain copies of all materials.

CONFIDENTIALITY OF INFORMATION: Contractor may be exposed to confidential information. Information declared confidential by the District shall not be disclosed unless authorized in writing by the District or required by law. It is agreed that this obligation of confidentiality shall survive the termination of this agreement.

INDEPENDENT CONTRACTOR STATUS: It is specifically understood that Contractor, its employees, and agents are contracting with the District as an independent contractor and act in an independent capacity and are not officers, employees, or agents of the District. The District shall not be responsible for fringe benefits, withholding, paying of any taxes in behalf of Contractor or Contractor's employees or agents, or remuneration above the amount stipulated in this agreement. This agreement does not preclude the Contractor from undertaking work or assignments from other school district, agencies or individuals.

INDEMNIFICATION / HOLD HARMLESS: Each party shall defend, indemnify and hold the other party, its officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of injuries and damages caused by each party's own negligence.

TERMINATION: This agreement may be terminated at any time by either party in whole or in part with or without reason. In the event of termination, the District is only liable for payment in accordance with the payment provisions of this agreement rendered before the effective date of the termination. Should the District terminate this agreement for cause and the District finds it necessary to seek other sources to complete the project, the District shall have the right to collect the difference from the Contractor, if the price is higher.

MODIFICATIONS: Either party may request changes in the scope of services or performance standards. Any and all modifications shall be in writing, signed and dated by each of the parties. Such modifications shall be incorporated into this agreement by way of addendum.

HAZARDOUS WASTE: The Contractor will not cause nor permit any activities on the District's property which directly or indirectly could result in the District's property becoming contaminated with hazardous or toxic waste or substances. For purposes of this agreement, the term "hazardous or toxic waste or substances" means any substance or material defined or designated as hazardous or toxic wastes, hazardous or toxic material, a hazardous, toxic or radioactive substance or other similar term by any applicable federal, state or local statute, regulation or ordinance now or hereafter in effect.

EQUAL OPPORTUNITY: Federal Way Public Schools is an Equal Opportunity Employer.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT: The Contractor shall be responsible for compliance with the Americans with Disabilities Act of 1990, as now in effect or hereafter amended, and all rules and regulations issued thereunder (herein collectively referred to as the "ADA") and compliance with the ADA Accessibility Guidelines when carrying out the duties of this agreement. The Contractor shall indemnify the District against any and all complaints and defend the District from all actions arising from the Contractor's negligence of compliance during the term of this agreement.

NOTICES: Any notice or demand required under this agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt. Either party may change the address to which notice are sent by sending written notice of such change of address to the other party.


ASSIGNMENT: Neither party may assign this agreement without the prior written consent of the other party, and such consent will not be unreasonable withheld. No such consent will be required for assignment to an entity owned by or under the common control with assignor. In any event, the assigning party will remain fully responsible for compliance with all of the terms of this agreement.

DURATION: This agreement shall commence and terminate as stated herein except Section V which shall continue to bind the parties, their heirs and successors.

APPLICABLE LAW: the laws of the State of Washington shall govern this agreement.

ENTIRE CONTRACT: This agreement constitutes the entire agreement between the District and the Contractor and supersedes any prior oral or written statements or agreements.

COPY RECEIVED BY CONTRACTOR


Contractor Signature

FORWARD COMPLETE DOCUMENT TO CONTRACTS/PURCHASING –

- Attach this original signature page to Personal Services Agreement
- Attach Certificate of Insurance (if required)
- Create requisition in IFAS and note number on Personal Services Agreement

Rev 4/19/2012



PERFORMANCE *fact*, INC.

Building leadership for courageous and accountable action in public education

Professional Services Agreement
between **FEDERAL WAY PUBLIC SCHOOLS** (Federal Way, WA)
and **PERFORMANCE FACT, INC.**

BACKGROUND

This Agreement outlines the scope of professional services that Performance Fact, Inc. will provide to the **FEDERAL WAY PUBLIC SCHOOLS** (Client). It has been prepared in order to align Performance Fact and **FEDERAL WAY PUBLIC SCHOOLS** on common purpose and to ensure outcomes that are for the good of all parties.

1. PARTIES

This Agreement is made on September 18, 2015, between **FEDERAL WAY PUBLIC SCHOOLS** (Federal Way, WA) and Performance Fact, Inc. The project manager for **FEDERAL WAY PUBLIC SCHOOLS** is Dr. Tammy Campbell (Superintendent of Schools). The project manager for Performance Fact, Inc. is Mutiu Fagbayi (President/CEO). This Agreement covers the period from October 2015 – June 2016. It is generally understood that additional individuals designated by **FEDERAL WAY PUBLIC SCHOOLS** and Performance Fact project managers may play significant roles during certain phases of this project.

2. SCOPE OF WORK

(See Attachment – Exhibit A, Exhibit B)

3. PAYMENT/EXPENSES

The Client will pay Performance Fact a total of **\$96,022** for services according to the figures outlined in the Attachment.

The amount will cover fees for professional services and expenses, including, but not limited to: travel, lodging, meals, consultation/facilitation, development and compilation of the documents, and reviews with stakeholders and policymakers. Costs associated with participation by non-Performance Fact personnel/stakeholders, meeting expenses, AV/technology expenses, etc. are not included in the total, and are the responsibility of the Client.

Either party may terminate the Contract with 30 days written notice to the other party. In such event, Client will pay Performance Fact for service rendered to date of termination and Performance Fact will reimburse the Client for any payments made in advance of services.

THE PERFORMANCE FACT GUARANTEE

At Performance Fact, we believe that the ultimate proof of effectiveness and value of our services lies in accomplishment of agreed-upon performance objectives with our Clients.

If our Clients follow-through in a disciplined manner on the mutually agreed upon roadmap we develop jointly, we guarantee that they will accomplish their goals for this Contract. If our Clients do not accomplish their goals after following through on their commitments, we will refund the professional fees that the Client would have paid us up to that point.

4. RESCHEDULING/CANCELLATION POLICY

Rescheduling/Cancellations of Specific Events/Activities per Contract:

- More than 30 days prior to scheduled date: No additional charge
- Less than 30 days before scheduled date: \$500 additional fee payable by Client.

5. LOGISTICS

The Client or its designee(s) will oversee all logistics related to meetings, workshops and other gatherings associated with this project, including securing meeting location, room set-up and clean-up, A/V equipment, refreshments, etc.

6. PAYMENT SCHEDULE

Performance Fact will invoice the Client according to the following schedule:

October 1, 2015	\$12,002.75
November 1, 2015	\$12,002.75
December 1, 2015	\$12,002.75
January 1, 2016	\$12,002.75
February 1, 2016	\$12,002.75
March 1, 2016	\$12,002.75
April 1, 2016	\$12,002.75
May 1, 2016	\$12,002.75
TOTAL AMOUNT	\$96,022.00

7. DISPUTE RESOLUTION

Jurisdiction and venue shall be in California. In disputes arising out of or relating to this Agreement or a breach of this Agreement shall be resolved in a Court in the state of California or in the state of Washington.

8. EQUAL EMPLOYMENT OPPORTUNITY

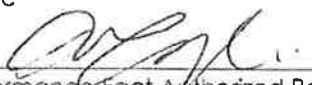
Performance Fact does not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, disability, or marital status.

9. OWNERSHIP OF MATERIALS

Performance Fact will be using propriety material during portions of the Contract. Such material shall remain the exclusive property of Performance Fact, and shall not be further disseminated without the express written consent of Performance Fact. In the event written permission is granted, acknowledgement of source for all Performance Fact proprietary materials, tools, processes, etc. is required.

CONTRACT TERMS ACCEPTED:

Mufiu O. Fagbayi
Name


Performance Fact Authorized Representative
Representative

President/CEO

Title

September 18, 2015

Date

Please direct all inquiries to:

Performance Fact, Inc.

Attention: Mufiu Fagbayi

333 Hegenberger Road, Suite 204

Oakland, CA 94621

Office (510) 568-7944

Fax (510) 568-7991

mufiuf@performancefact.com

Name (Please Print)

Client's Authorized

Title

Date

Telephone Number

Fax Number

Email Address



PERFORMANCE *fact*, INC.

Building leadership for courageous and accountable action in public education

Exhibit A

2015-2016 Scope of Professional Services **FEDERAL WAY PUBLIC SCHOOLS**

Federal Way, Washington

Dr. Tammy Campbell

(Superintendent of Schools)

STRATEGIC ALIGNMENT PLAN

Moving Forward as One!

Submitted by:

Performance Fact, Inc.

Mutiu O. Fagbayi (President/CEO)

September 18, 2015

INTRODUCTION

A primary aim of planning is to facilitate **unity of purpose**, or **alignment**. Alignment is the process of reaching mutual understanding about common goals. It gives shared meaning to the work of the school or school district, thereby enabling successful accomplishment of the goals of the organization.

Alignment, like a magnet, is a force that coalesces and focuses all stakeholders and propels them forward as one. Alignment ensures that the organization is in balance; it makes certain that all parts and all parties 'fit' together and are moving in the same direction.

The absence of alignment is misalignment, or "conflict" – among people, programs, processes, resources, etc. Like an automobile out of alignment, misaligned schools or districts develop serious problems when underlying issues are not addressed in a timely manner. They become difficult to 'steer;' the 'parts' rub against one another, generating 'heat' and producing 'friction' and rapid 'wear-&-tear.' In sum, such organizations operate at less-than-peak performance, and the results they produce are often inconsistent.

A disciplined framework for planning is a vital tool for bringing about alignment of people, programs, processes and resources. The resulting plan offers a coordinated roadmap for continuous improvement of educational practices and student achievement. Such a plan is, in reality, an expression of the school's or district's fondest wishes for students, staff and stakeholders.

PURPOSE

Develop the strategic plan for Federal Way Public Schools in a way that:

- Clarifies the district's goal for student learning and achievement
- Outlines the roadmap for accomplishing the goal;
- Embraces the diverse "voices" of internal and external stakeholders;
- Mobilizes leadership for courageous action at all levels.

KEY SERVICES COMPONENTS

4-Lens™ Analysis of Student Data (3-5-year; data from multiple sources)	⊙
4-Lens™ Analysis of Student Data (3-5-year; data from multiple sources)	⊙
Development of the Instructional Focus (4-page instructional vision)	⊙
Assessment of current state of Standards-aligned Instruction in the core subjects	⊙
Equity & Access for Underperforming Student-groups and Schools	⊙
Core Educational Strategies and Programs	⊙
Professional & Leadership Development Priorities	⊙
Assessment of District-level Operations, Supports & Services: HR, Fiscal, Facilities, Technology, etc.	⊙
Strategies for improving District Operations, Supports & Services: HR, Fiscal, Facilities, Technology, etc.	⊙
Stakeholder Voice via Customized Surveys: Students	⊙
Stakeholder Voice via Customized Surveys: School-based Teachers, Leaders & Staff	⊙
Stakeholder Voice via Customized Surveys: District-level Leaders, Managers & Staff	⊙
Stakeholder Voice via Customized Surveys: Parents & Families	⊙
Stakeholder Voice via Customized Surveys: Community Members & Organizations	⊙
Stakeholder Voice via Customized Surveys: Business, Higher Education, Local Gov't	⊙
Stakeholder Voice via Customized Surveys: Employee Unions	⊙
Community Forums & Feedback Sessions: All Stakeholders (multiple sessions)	⊙
Facilitation of Core Planning Team and Alignment Team sessions	⊙
Development of customized "briefing packet" for stakeholder feedback discussions	⊙
Compilation of successive drafts and final Strategic Plan, plus periodic updates to Leadership & selected stakeholders	⊙
Facilitation of the development of the annual performance objectives for schools and district departments	⊙
Ongoing consultations with Superintendent / Cabinet; periodic updates to Board of Education	⊙
Professional Fees (total \$112, 967 less 15% discount of \$16,945)	\$96,022

NUMBER OF ON-SITE DAYS BY MONTH BY PARTICIPANT

	<u>Est'd # people</u>	<u># onsite days</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
Core Planning Team ... broadly representative of all stakeholders	50-75	4.5	2		1		1		½		
Alignment Team (Superintendent, Cabinet & Teaching-&-Learning) ... Superintendent, Cabinet, T&L staffs (Board as needed)	20+	3.5		1		½			1	½	½
Instructional Focus Team ... teachers & staff, building admin, T&L department, etc.	40-90	2.5				2			½		
Community Forums ... open to all citizens at selected locations in Federal Way community	400+	2.0 (equiv.)				✓	✓				
Student Voice ... broadly representative of all students	100+	0.5				½			½		
Internal "Reality Check" Sessions ... sessions with School & District Staffs	500+	1.0				½			½		
Online Surveys ... assessment of stakeholders' viewpoints (to inform work at the planning Teams)	400+	na	✓	✓	✓						

CONSOLIDATED CALENDAR OF ON-SITE VISITS

The Table below shows the composite 2015-2016 calendar across all participating groups. The calendar relates only to on-site visits by Performance Fact; it does not include coaching and consultation (on-site and virtual) with Superintendent and Cabinet, selected Department/Units etc.

FEDERAL WAY PUBLIC SCHOOLS ** 2015-2016 CALENDAR** PROFESSIONAL SERVICES BY PERFORMANCE FACT

Date ▼	Day ▼	Start Time (PT) ▼	End Time (PT) ▼	Participating Groups ▼	PFI Lead ▼	FWPS Lea ▼
28-Oct-15	W	8:00AM	12:00PM	Alignment Team	M. Fagbayi	TBD
2-Nov-15	M	8:30 AM*	3:30PM*	Core Planning Team Session #1	M. Fagbayi	TBD
3-Nov-15	T	8:30 AM*	3:30PM*	Core Planning Team Session #1	M. Fagbayi	TBD
2-Dec-15	W	8:30 AM*	3:30PM*	Core Planning Team Session #2	M. Fagbayi	TBD
14-Jan-16	Th	5:30PM	7:30PM	Community Forum #1	M. Fagbayi	TBD
25-Jan-16	M	8:30 AM*	3:30PM*	Instructional Focus Session #1	M. Fagbayi	TBD
25-Jan-16	M	5:30PM	7:30PM	Community Forum #2	M. Fagbayi	TBD
26-Jan-16	T	8:30 AM*	3:30PM*	Instructional Focus Session #2	M. Fagbayi	TBD
29-Jan-16	F	?	?	Student Voice Session #1	M. Fagbayi	TBD
8-Feb-16	M	8:30 AM*	3:30PM*	Core Planning Team Session #3	M. Fagbayi	TBD
8-Feb-16	M	5:30PM	7:30PM	Community Forum #3	M. Fagbayi	TBD
29-Feb-16	M	5:30PM	7:30PM	Community Forum #4	M. Fagbayi	TBD
1-Mar-16	T	5:30PM	7:30PM	Community Forum #5	M. Fagbayi	TBD
29-Apr-16	F	8:00 AM*	12:30PM*	Core Planning Team Session #4	M. Fagbayi	TBD
29-Apr-16	F	1:00 PM*	3:30PM*	Instructional Focus Session #3	M. Fagbayi	TBD

* Tentative: yet to be finalized

Exhibit B

MOVING FORWARD AS ONE!

A Proposal to Develop the Strategic Alignment Plan for

FEDERAL WAY PUBLIC SCHOOLS

(Federal Way, Washington)

Dr. Tammy Campbell (Superintendent of Schools)

Submitted by:

Performance Fact, Inc.

Mutiu O. Fagbayi (President/CEO)

September 9, 2015



Outline

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1. Introduction: Why Plan?

A primary aim of planning is to facilitate **unity of purpose**, or **alignment**. Alignment is the process of reaching mutual understanding about common goals. It gives shared meaning to the work of the school or school district, thereby enabling successful accomplishment of the goals of the organization.

Alignment, like a magnet, is a force that coalesces and focuses all stakeholders and propels them forward as one. Alignment ensures that the organization is in balance; it makes certain that all parts and all parties ‘fit’ together and are moving in the same direction.

The absence of alignment is misalignment, or “conflict” – among people, programs, processes, resources, etc. Like an automobile out of alignment, misaligned schools or districts develop serious problems when underlying issues are not addressed in a timely manner. They become difficult to ‘steer;’ the ‘parts’ rub against one another, generating ‘heat’ and producing ‘friction’ and rapid ‘wear-&-tear.’ In sum, such organizations operate at less-than-peak performance, and the results they produce are often inconsistent.

A disciplined framework for planning is a vital tool for bringing about alignment of people, programs, processes and resources. The resulting plan offers a coordinated roadmap for continuous improvement of educational practices and student achievement. Such a plan is, in reality, an expression of the school’s or district’s fondest wishes for students, staff and stakeholders.

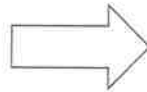
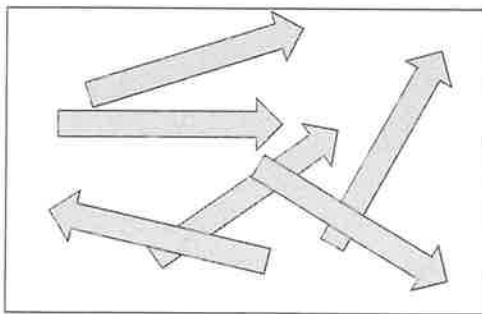


Introduction: Why Plan? *(continued)*

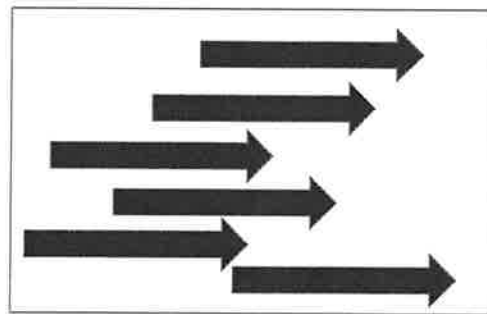
THE BEST WAY TO GUARANTEE YOUR FUTURE IS TO CREATE IT YOURSELF. Without a plan, there is no focus or clear direction. A results-focused plan is the first step toward making the future you envision become a reality.

A primary aim of planning is unity of purpose, or *alignment*. Regardless of the level of planning -- long-range strategic planning, continuous school improvement planning or operational planning -- the intent is the same: *Getting people, processes, and programs on the same page, going in the same direction.*

Misalignment



Alignment



2. Purpose, Guiding Principles, Deliverables

2.1 Purpose

Develop the **strategic plan** for Federal Way Public Schools;

in a way that:

- ☐ Clarifies the district's **goal** for student learning and achievement;
- ☐ Outlines the **roadmap** for accomplishing the goal;
- ☐ Embraces the **diverse “voices”** of internal and external stakeholders;
- ☐ Mobilizes **leadership for courageous action** at all levels.



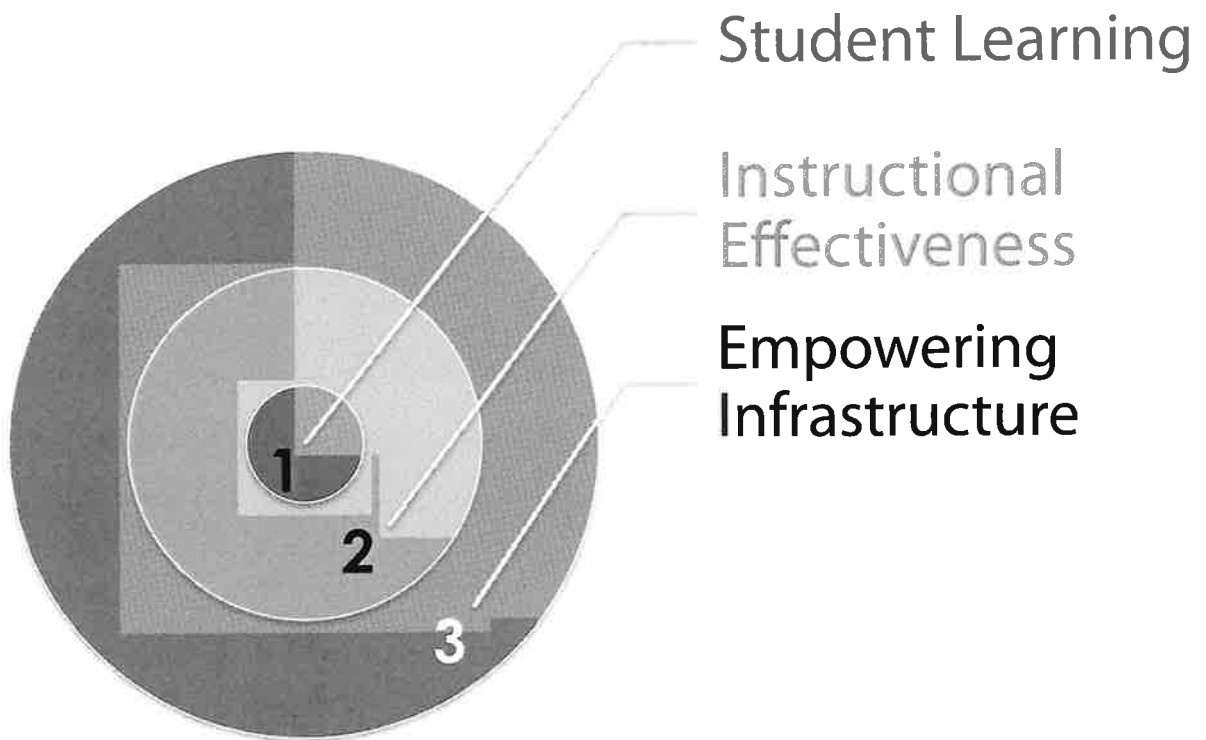
2.2 Guiding Principles

1. **Highest Priority: Student learning *through* instructional effectiveness**
2. *Leadership commitment* and active participation
3. All voices count, all points of view welcomed
4. *Transparent* process, open to all
5. *Communication* using diverse media
6. Final plan: *simple, clear language*, focused on strong results for students

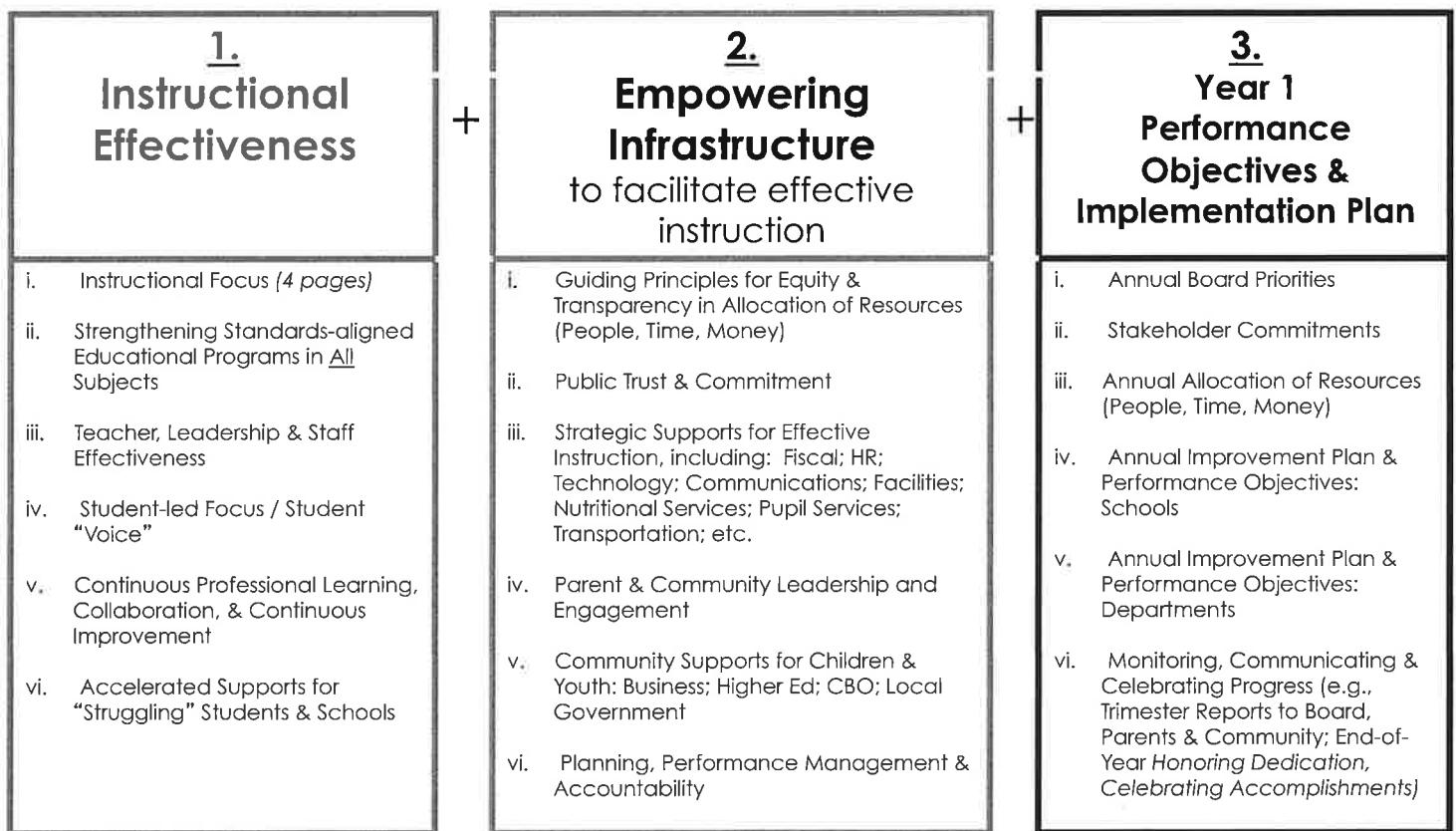


2.3 The Deliverables

The Hierarchy (Order) among Deliverables



The Deliverables (continued)*



* Scope and relative emphasis depends on district priority



3. Phases of the Strategic Planning Process

Phase 1: “Is everyone ready to go?” -- Mobilization of the entire school community to provide information about the strategic planning process, solicit input, and agree on the path forward.

Phase 2: “Where are we now?” – Data-driven assessment of current state, in such areas as: student growth and academic achievement; trust; effectiveness of teaching-&-learning; management and organization of operations and resources; and extent to which a high-trust, standards-driven, accountable culture is evident.

Phase 3: “Where are we going?” – Strengthening trust and authentic relationships, and reaching unity of purpose regarding the strategic direction for the district, including: clarifying purpose and shared values; setting ‘achievable stretch’ goal for student learning; selecting the vital signs of student progress; and affirming trust in the goal.

Phase 4: “Is everyone still with us?” – First formal “reality check” to enroll stakeholders, including sharing status of the planning process; assessing buy-in and commitment to the Goal and vital signs of student learning; soliciting feedback regarding mission, mission and shared values; and requesting individual and group commitment to the next steps.

Phase 5: “How are we going to get there?” – Key capabilities we need and must develop to achieve the goal. This includes learning about what is important and what works; completing the 4-page Instructional Focus; selecting strategies and programs that fit the schools and district and offer the best opportunity for achieving the goal; and outlining key activities and tasks.

Phase 6: “Have we aligned resources and responsibilities with the Plan?” – Alignment of resources (i.e., people, time and money) with the priorities outlined in the Plan, as well as clarification of performance accountability and reporting guidelines.

Phase 7: “Do we have the support of our leaders and policymakers?” -- Leadership approval of and commitment to the goal, including provision of district resources, assistance with mandates outside the school’s direct influence, and facilitation of community supports and services.



Phases of the Strategic Planning Process *(continued)*

(dates for illustrative purposes only)

Phase 1: "Is everyone ready to go?"

Mobilization of the entire school community to provide information about the strategic planning process, solicit input, and agree on the path forward.

<u>When</u>	<u>What</u>	<u>Who / By Whom</u>
Oct – Nov 2015	a. Conduct pre-planning sessions with Superintendent and Cabinet (and stakeholders, as appropriate) to determine specific strategic planning timeline, deliverables, and engagement process.	Superintendent / Cabinet
	b. Secure buy-in and commitment of Board of Education.	Board of Education
	c. Secure support and commitment of leaders/champions of key stakeholder groups (e.g., PTO/PTA; Faith-based organizations; Community leaders; Employee Unions; business & higher education; as appropriate).	District & School Leaders
	d. Identify Core Strategic Planning Team Membership (i.e., Superintendent & Cabinet; credible and representative cross-section of the district's internal and external stakeholders).	Prospective members of the <i>Core Planning Team</i> and <i>Alignment Team</i> (internal & external stakeholders)
	e. Identify specific communication methods to inform the school community of the strategic planning process with opportunities for input (i.e. web site, surveys, town meeting schedules).	
	f. Finalize strategic planning calendar.	
	g. Compile baseline data about student learning and professional practices (3-5-year analysis).	



Phases of the Strategic Planning Process *(continued)*

(dates for illustrative purposes only)

Phase 2: “Where are we now?”

Data-driven assessment of current state, in such areas as: student growth and academic achievement; trust; effectiveness of teaching-&-learning; management and organization of operations and resources; and extent to which a high-trust, standards-driven, accountable culture is evident.

<u>When</u>	<u>What</u>	<u>Who / By Whom</u>
Nov -Dec 2015 (2 days)	Convene first session of the Core Planning Team : a. Analyze student data from multiple perspectives, including those relating to academic performance, academic tenacity, and socio-emotional resiliency. b. Analyze current state of student learning using Performance Fact's 4-Lens Data Analysis Protocol™. c. Identify the highest-priority Student Achievement Areas of Strength and Areas of Concern based solely on the data. d. Assess current state of educational programs in the content areas, based on the six components of a standards-aligned instructional system, namely: standards; assessment; curriculum; instruction; instructional materials; and intervention. e. Conduct extensive “listening sessions” with <u>selected</u> teachers, students and school leaders regarding current state. f. Gather input from <u>selected</u> internal and external stakeholders regarding current state (e.g., via surveys or focus groups). g. Use Performance Fact's rubric to conduct “root cause” analysis of the current state of student achievement and professional practices.	Core Planning Team Alignment Team
Ongoing work with Superintendent / Cabinet between Team meetings		



Phases of the Strategic Planning Process *(continued)*

(dates for illustrative purposes only)

Phase 3: “Where are we going?”

Strengthening trust and authentic relationships, and reaching unity of purpose regarding the strategic direction for the district, including: clarifying purpose and shared values; setting ‘achievable stretch’ goal for student learning; selecting the vital signs of student progress; and affirming trust in the goal.

<u>When</u>	<u>What</u>	<u>Who / By Whom</u>
Nov. – Dec. 2015	a. Strengthen trust and authentic relationships among participants and identify the conditions for building a high-trust organization.	Core Planning Team
Ongoing work with Superintendent / Cabinet between Team meetings	b. Reaffirm the core purpose and shared values of the district.	Alignment Team
	c. Clarify the “achievable stretch” goal for student learning, and define the vital signs of student progress along three dimensions: academic growth, academic tenacity, socio-emotional resiliency.	(Optional) Selected “experts” with particular insight into the topics to be covered
	d. (Optional) Gather input from selected internal and external stakeholders to provide additional input (e.g., via surveys or focus groups).	



Phases of the Strategic Planning Process *(continued)*

(dates for illustrative purposes only)

Phase 4: “Is everyone still with us?”

First formal ‘**reality check**’ to enroll stakeholders, including sharing status of the planning process; assessing buy-in and commitment to the Goal and vital signs of student learning; soliciting feedback regarding mission, mission and shared values; and individual and group commitment to the next steps.

<u>When</u>	<u>What</u>	<u>Who / By Whom</u>
Dec 2015 – Jan 2016	a. Develop Briefing Packets to be used during ‘reality check’ sessions with stakeholder groups.	Core Planning Team
Ongoing work with Superintendent / Cabinet between Team meetings	b. Provide training and orientation for Core Planning Team members regarding how to conduct effective ‘reality check’ sessions with stakeholders.	Alignment Team
	c. Hold “Reality Check” sessions with critical stakeholders, including Board of Education; site administrators; teachers and staff; union leadership; parent leadership; business/community leadership; student leadership.	“Reality check” rollout of work-to-date with internal and external stakeholders, including: i. Every school ii. Every district-level unit or department iii. Selected external stakeholders
	d. Compile and analyze feedback from ‘reality check’ sessions, and determine modifications/adjustments to work-to-date based on the stakeholder feedback.	



Phases of the Strategic Planning Process *(continued)*

(dates for illustrative purposes only)

Phase 5: “How are we going to get there?”

Key capabilities we need and must develop to achieve the goal. This includes learning about what is important and what works; completing the 4-page **Instructional Focus**; selecting strategies and programs that fit the schools and district and offer the best opportunity for achieving the goal; and outlining key activities and tasks.

<u>When</u>	<u>What</u>	<u>Who / By Whom</u>
Jan – Apr 2016 (2-day session; then a 1-day session)	a. Identify the “Four Pillars” of the Instructional Focus and define corresponding professional practices and programs (i.e., the educational capabilities we need and must develop in order to accomplish the student learning Goal.) b. Identify the strategic priorities relating to Empowering Infrastructure (i.e., <i>operations, supports and services</i>), in areas such as: facilities; fiscal; human resources; teacher induction; technology; planning; teacher & leadership effectiveness; parent/community partnership and engagement; community support systems for children, youth and families).	Core Planning Team
Ongoing work with Superintendent / Cabinet Team meetings	c. Schedule focused conversations with representative groups of students (elementary, middle, high school; optional: graduates and drop-outs) d. Compile the first draft of the high-leverage strategic priorities and programs. e. Outline process and ‘briefing packet’ for sharing draft strategic priorities and programs with selected stakeholders for feedback.	Alignment Team



Phases of the Strategic Planning Process *(continued)*

(dates for illustrative purposes only)

Phase 6: “Have we aligned our resources with the Plan?”

“How do we keep our eye on the prize, nurture the spirit, and stand up for the outcomes we produce?”

Allocation (or re-allocation) of people and resources based on the priorities outlined in the Plan and accompanying performance accountability guidelines.

<u>When</u>	<u>What</u>	<u>Who / By Whom</u>
Feb – May 2016 (Core Planning Team & Alignment Team)	<ul style="list-style-type: none"> a. Realign district resources (people, time and money) to the priorities outlined in the Strategic Plan. b. Propose modifications to the district school improvement planning and central operational planning processes. c. Develop guidelines and processes for ensuring performance accountability at all levels, including processes for continuous monitoring and evaluation; interventions and mid-course corrections; and recognition and celebration of accomplishments. 	Core Planning Team Alignment Team
Focused discussion with Superintendent / Cabinet	<ul style="list-style-type: none"> d. Recommend structure and process for building and sustaining public will for and commitment to disciplined implementation of the Strategic Plan (e.g., by creating a <i>Community Roundtable for Performance & Accountability</i>, comprised of leaders of key stakeholder groups). e. Outline process for Superintendent’s periodic progress updates to Board and community (e.g., every trimester). 	Superintendent / Cabinet Board of Education



Phases of the Strategic Planning Process *(continued)*

(dates for illustrative purposes only)

Phase 7: “Do we have the support of our leaders and policymakers?”

Leadership approval of and commitment to the goal, including provision of district resources, assistance with mandates outside the school’s direct influence, and facilitation of community supports and services.

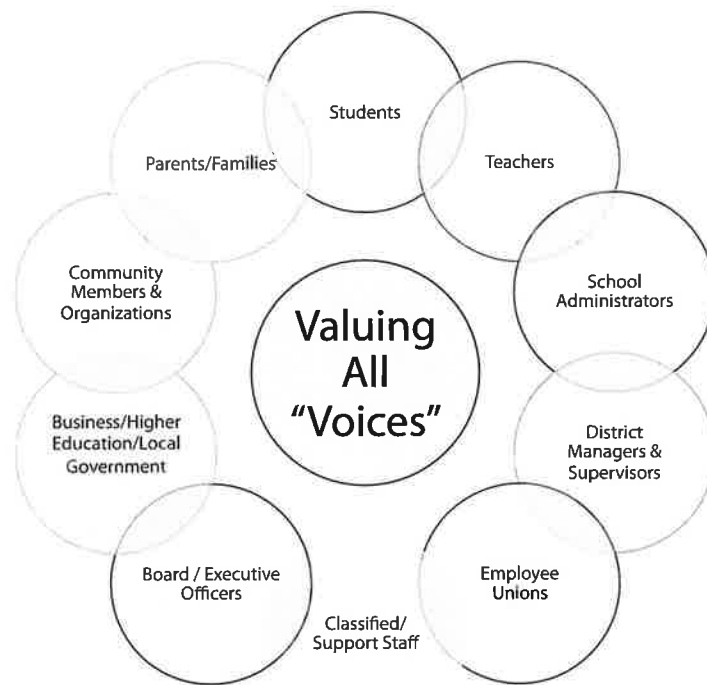
<u>When</u>	<u>What</u>	<u>Who / By Whom</u>
<p><i>Apr – Jun 2016 (2-hour roll-out session to Core Team & Alignment Team, if needed)</i></p> <p><i>Focused discussion with Superintendent / Cabinet, Principals, and district-level managers</i></p>	<ul style="list-style-type: none"> a. Complete final strategic plan. Begin discussion with Superintendent regarding disciplined implementation of the strategic plan and “making the form fit the function” (e.g., alignment of annual school improvement and district annual operating planning processes; continuous monitoring; accountability for results; etc.). b. Facilitate formal approval of the strategic plan by the Board, and formal rollout to all stakeholders. c. Define focus of early-implementation phase and facilitate execution of the selected recommendations. d. Define preliminary priorities for Year 1 of the strategic plan (including performance objectives and milestones of progress for schools and central office units; process for monitoring progress throughout the school year; calendar and framework for status reports to the Board and community every trimester; etc.). e. Facilitate formal roll-out of the Strategic Plan, including review by and appreciation for Core Planning Team and Alignment Team members, enrollment of school and district staffs, commitment of parents and community stakeholders. 	<p>Alignment Team</p> <p>Performance Fact, Inc.</p>



4. Embracing Diverse Voices & Communities

Incorporating Diverse Voices and Communities through:

- ☐ Focus group sessions with representatives of each stakeholder group
- ☐ Survey of selected stakeholders
- ☐ "Reality Check" sessions of successive drafts of the strategic plan
- ☐ Each stakeholder group represented on the Core Planning Team
- ☐ Most stakeholder teams on Alignment Team



A Broad-based Community-Engagement Process

(Sample process for a school district in California)

About 40 **Core Planning Team** members

- ✓ Teachers, Parents, Cabinet, Administrators, Community reps, Board members
- ✓ 3 sessions; total 5 full days between Feb-May 2012

Alignment Team (approx. 25 people)

- ✓ Mayor
- ✓ Business leaders
- ✓ City Council member
- ✓ Parents/Community
- ✓ School-level and District-level personnel
- ✓ Selected members of the Core Planning Team (intentional overlap)

“Reality Check” session at **every school** to solicit teacher, admin. and staff feedback

Parent/community sessions – 2 sessions held at the high schools; open to all

Half-day session with **students**:

- ✓ Elementary, Middle, High Schools

Formal **Board adoption** of Strategic Plan in August



5. Milestones & Timeline

(dates are for illustrative purposes only)

TIMELINE	MILESTONE
October - November 2015	PHASE 1: "IS EVERYONE READY TO GO?" i. Finalize structure and membership of Planning Teams; enroll key leaders ii. Develop Communication Plan & Planning Calendar iii. Compile baseline data – student learning; assessment of current state of educational programs; fiscal data; demographic information; staffing; etc.
November – December 2015	PHASE 2: "WHERE ARE WE NOW?" i. Compile & analyze baseline data regarding student learning & achievement and conduct "root cause" analysis of current state of professional practices. PHASE 3: "WHERE ARE WE GOING?" i. Set the Goal for student learning; define the Vital Signs of student progress ii. Outline the Instructional Focus and complete "Instructional Effectiveness" strand
December 2015 – January 2016	PHASE 4: "IS EVERYONE STILL WITH US?" i. "Reality Check" at every school and with other key stakeholder groups
January – April 2016	PHASE 5: "HOW ARE WE GOING TO GET THERE?" i. Complete 1st draft of the core recommendations ii. Complete first draft of recommendations for the "Empowering Infrastructure" strand
February – May 2016	PHASE 6: "HAVE WE ALIGNED OUR RESOURCES WITH OUR PRIORITIES?" i. Recommend realignment of resources (people, time, money) to the strategic plan ii. Outline Framework for annual Performance Objectives, including Board Priorities
Apr – June 2016	PHASE 7: "DO WE HAVE THE SUPPORT AND COMMITMENT OF OUR LEADERS AND POLICYMAKERS?" i. Prepare strategic plan for Board approval ii. Define annual performance objectives for schools and district-level units



6. Professional Services, Fees & Calendar

KEY SERVICES COMPONENTS

4-Lens™ Analysis of Student Data (3-5-year; data from multiple sources)	⊙
Root-cause Analysis of Current State of Student Learning	⊙
Development of the Instructional Focus (4-page instructional vision)	⊙
Assessment of current state of Standards-aligned Instruction in the core subjects	⊙
Equity & Access for Underperforming Student-groups and Schools	⊙
Core Educational Strategies and Programs	⊙
Professional & Leadership Development Priorities	⊙
Assessment of District-level Operations, Supports & Services: HR, Fiscal, Facilities, Technology, etc.	⊙
Strategies for improving District Operations, Supports & Services: HR, Fiscal, Facilities, Technology, etc.	⊙
Stakeholder Voice via Customized Surveys: Students	⊙
Stakeholder Voice via Customized Surveys: School-based Teachers, Leaders & Staff	⊙
Stakeholder Voice via Customized Surveys: District-level Leaders, Managers & Staff	⊙
Stakeholder Voice via Customized Surveys: Parents & Families	⊙
Stakeholder Voice via Customized Surveys: Community Members & Organizations	⊙
Stakeholder Voice via Customized Surveys: Business, Higher Education, Local Gov't	⊙
Stakeholder Voice via Customized Surveys: Employee Unions	⊙
Community Forums & Feedback Sessions: All Stakeholders (multiple sessions)	⊙
Facilitation of Core Planning Team and Alignment Team sessions	⊙
Development of customized "briefing packet" for stakeholder feedback discussions	⊙
Compilation of successive drafts and final Strategic Plan, plus periodic updates to Leadership & selected stakeholders	⊙
Facilitation of the development of the annual performance objectives for schools and district departments	⊙
Ongoing consultations with Superintendent / Cabinet; periodic updates to Board of Education	⊙
Professional Fees (total \$112,967, less 15% discount of \$16,945)	\$96,022

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Think. Believe. Move Mountains.

Proposed Calendar (on-site engagements only)

	<u>Est'd # people</u>	<u># onsite days</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
Core Planning Team ... broadly representative of <u>all</u> stakeholders	50-75	4.5	2		1		1		½		
Alignment Team (Superintendent, Cabinet & Teaching-&-Learning) ... Superintendent, Cabinet, T&L staffs (Board as needed)	20+	3.5		1		½			1	½	½
Instructional Focus Team ... teachers & staff, building admin, T&L department, etc.	40-90	2.5				2			½		
Community Forums ... open to all citizens at selected locations in Federal Way community	400+	2.0 (equiv.)				✓	✓				
Student Voice ... broadly representative of <u>all</u> students	100+	0.5				½			½		
Internal "Reality Check" Sessions ... sessions with School & District Staffs	500+	1.0				½			½		
Online Surveys ... assessment of stakeholders' viewpoints (to inform work of the planning Teams)	400+	na	✓	✓	✓						



Selected Clients: United States of America

West Coast

- ① California Department of Education (Sacramento, CA)
- ② Compton Unified School District (Compton, CA)
- ③ Highline School District (Burien, WA)
- ④ Modesto City Schools (Modesto, CA)
- ⑤ Monterey Peninsula Unified School District (Monterey, CA)
- ⑥ Oakland Unified School District (Oakland, CA)
- ⑦ Portland Public Schools (Portland, OR)
- ⑧ Sacramento City Unified School District (Sacramento, CA)
- ⑨ San Bernardino City USD (San Bernardino, CA)
- ⑩ San Leandro USD (San Leandro, CA)
- ⑪ Tukwila School District (Tukwila, Washington)
- ⑫ West Contra Costa Unified School District (Richmond, CA)

East Coast

- ① Allentown School District (Allentown, PA)
- ② Long Branch Public Schools (Long Branch, New Jersey)
- ③ Pennsylvania Department of Education (Harrisburg, PA)
- ④ Pittsburgh Public School (Pittsburgh, PA)
- ⑤ Pocono Mountain School District (Swiftwater, PA)
- ⑥ Reading School District (Reading, PA)
- ⑦ School District of Lancaster (Lancaster, PA)
- ⑧ School District of the City of York (York, PA)
- ⑨ State College Area School District (State College, PA)

Midwest

- ① Muskego-Norway School District (Muskego, WI)
- ② Oklahoma City Public Schools (Oklahoma City, OK)

South

- ① Arkansas Department of Education (Little Rock, AR)
- ② Jefferson County Public Schools (Louisville, KY)
- ③ Southwest Independent School District (San Antonio, TX)
- ④ Spring Branch Independent School District (Houston, TX)

Selected Clients & Partners: Nigeria

Lagos State

- ① Agege Local Government Education Authority (LGEA)
- ② DEEPEN – Developing Effective Private Education Nigeria (a program of UKaid (United Kingdom))
- ③ Lagos State Universal Basic Education Board (SUBEB)
- ④ Center of Teaching & Learning, College of Education, University of Oregon (Eugene Oregon, USA)
- ⑤ College of Education, University of Lagos
- ⑥ Otto Primary School (Otto, Ebute Meta, Lagos)
- ⑦ Roots & Wings Educational Foundation (Nigeria)
- ⑧ UEC College (Ikorodu, Lagos)

Rivers State

- ① National Association of Proprietors of Private Schools (NAPPS) – Rivers State Chapter (Port Harcourt, Rivers State)

Contact Information

Performance Fact, Inc.

333 Hegenberger Road, Suite 204
Oakland, California, USA 94621
Tel: 510-568-7944 Fax: 510-568-7991
www.performancefact.com
contact@performancefact.com





Performance Fact, Inc.
333 HEGENBERGER RD
SUITE 204
OAKLAND, CA 94621
(510)568-7944
contact@performancefact.com
www.performancefact.com

INVOICE

BILL TO

Federal Way Public Schools

INVOICE # 1168**DATE 05/06/2016****DUE DATE 05/21/2016****TERMS Net 15****ACTIVITY****AMOUNT****Services - Implementation Strategic Plan****12,002.75****STRATEGIC ALIGNMENT PLAN -- Moving Forward as One!**

[INVOICE 8 OF 8] Please see attached calendar

BALANCE DUE**\$12,002.75**



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Performance Fact, Inc.
333 HEGENBERGER RD
SUITE 204
OAKLAND, CA 94621
(510)568-7944
contact@performancefact.com
www.performancefact.com

INVOICE

BILL TO

Federal Way Public Schools
Educational Service Center
(ESC)
33330 8th Avenue South
Federal Way, WA, 98003

INVOICE # 1167

DATE 04/06/2016

DUE DATE 04/21/2016

TERMS Net 15

ACTIVITY

AMOUNT

Services - Implementation Strategic Plan

12,002.75

P16600644 -- STRATEGIC ALIGNMENT PLAN -- Moving Forward as One!

[INVOICE 7 OF 9] Please see attached
P16600644

BALANCE DUE

\$12,002.75

received
4.12.16
16600644

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Performance Fact, Inc.
333 HEGENBERGER RD
SUITE 204
OAKLAND, CA 94621

(510)568-7944
contact@performancefact.com
www.performancefact.com

Invoice

Date	Invoice #
03/08/2016	1166
Terms	Due Date
Net 15	03/23/2016

Bill To

Federal Way Public Schools
Educational Service Center (ESC)
33330 8th Avenue South
Federal Way, WA, 98003

Amount Due	Enclosed
\$12,002.75	

✂ Please detach top portion and return with your payment. ✂

Activity	Quantity	Rate	Amount
• P16600644: STRATEGIC ALIGNMENT PLAN -- Moving Forward as One!			12,002.75

[INVOICE 6 OF 9]
P16600644

Total \$12,002.75

received
3/28/16
PO 166000644

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Performance Fact, Inc.
333 HEGENBERGER RD
SUITE 204
OAKLAND, CA 94621

(510)568-7944
contact@performancefact.com
www.performancefact.com

Invoice

Date	Invoice #
02/09/2016	1165
Terms	Due Date
Net 15	02/24/2016

Bill To

Federal Way Public Schools
Educational Service Center (ESC)
33330 8th Avenue South
Federal Way, WA, 98003

Amount Due	Enclosed
\$12,002.75	

✂ Please detach top portion and return with your payment. ✂

Activity	Quantity	Rate	Amount
• P16600644: STRATEGIC ALIGNMENT PLAN -- Moving Forward as One!			12,002.75
Total			\$12,002.75

[INVOICE 5 OF 8] Please see attached signed SOS P16600644

Performance Fact



PERFORMANCE

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Performance Fact, Inc.
333 HEGENBERGER RD
SUITE 204
OAKLAND, CA 94621

(510)568-7944
contact@performancefact.com
www.performancefact.com

Invoice

Date	Invoice #
01/11/2016	1164
Terms	Due Date
Net 15	01/26/2016

Bill To

Federal Way Public Schools
Educational Service Center (ESC)
33330 8th Avenue South
Federal Way, WA, 98003

Amount Due Enclosed

\$12,002.75

✂ Please detach top portion and return with your payment. ✂

Activity	Quantity	Rate	Amount
• P16600644 STRATEGIC ALIGNMENT PLAN -- Moving Forward as One!			12,002.75

[INVOICE 4 OF 9] Please see attached calendar
P16600644

Total \$12,002.75

received
1.19.16 km
PO 16600644

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OAKLAND, CA 94621

(510)568-7944
contact@performancefact.com
www.performancefact.com

Invoice

Date	Invoice #
12/04/2015	1163
Terms	Due Date
Net 15	12/19/2015

Bill To

Federal Way Public Schools
Educational Service Center (ESC)
33330 8th Avenue South
Federal Way, WA. 98003

Amount Due Enclosed

\$12,002.75

Please detach top portion and return with your payment

Activity	Quantity	Rate	Amount
• P16600644: STRATEGIC ALIGNMENT PLAN -- Moving Forward as One!			12,002.75

RECEIVED

DEC 11 2015

ACCOUNTS PAYABLE

[INVOICE 3 OF 9] Please see attached calendar

Total \$12,002.75

Performance Fact



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Invoice

Date	Invoice #
11/02/2015	1162
Terms	Due Date
Net 15	11/17/2015

Bill To

Federal Way Public Schools
Educational Service Center (ESC)
33330 8th Avenue South
Federal Way, WA, 98003

Amount Due	Enclosed
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\$12,002.75

Please detach top portion and return with your payment

Activity	Quantity	Rate	Amount
• STRATEGIC ALIGNMENT PLAN -- Moving Forward as One!			12,002.75

[INVOICE 2 OF 8] Please see attached calendar and SOS.

Total \$12,002.75

received
11-6-15-1162-
PO 16600644

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www.performancefact.com

Invoice

Date	Invoice #
10/30/2015	1157
Terms	Due Date
Net 15	11/14/2015

Bill To

Federal Way Public Schools
Educational Service Center (ESC)
33330 8th Avenue South
Federal Way, WA. 98003

Amount Due	Enclosed
------------	----------

\$12,002.75

Please detach top portion and return with your payment

Activity	Quantity	Rate	Amount
• STRATEGIC ALIGNMENT PLAN -- Moving Forward as One!			12,002.75

(INVOICE 1 OF 8) Please see attached calendar and SOS.

Total \$12,002.75

received
11-6-15 PM
PO 16600674

FEDERAL WAY PUBLIC SCHOOLS PURCHASE ORDER STATUS INQUIRY

Report Date: 02/24/2025

PURCHASE ORDER INFORMATION

PO Number: 17701034 Vendor: V242956 PERFORMANCE FACT INC
PR Number: R0092101 Addr Cd: PR 333 HEGENBERGER RD STE 204
Sec Code: ASO OAKLAND, CA 94621

Fully Paid

Bid: Requested by: Karris McBroom Req. Dt: 11/17/2016 Req. Codes: 17 CP
Contract: Approved by: BSI Apr Dt: 12/06/2016 RP
Ship To: ESC Printed by: LSHORE Print Dt: 12/13/2016
Bill To: V000943
End Use: Supts Office

ITEMS

Item	Qty Ordered	Unit	Unit Price	Key	Object	Tax1 Tax2	Extended	F/A Whse	Print Chg
0001	96,275.00		1.00	GL 0971261000	701	0.00	96,275.00	N	Y
						0.00			

Qty Received	Receipt Date	Packing Slip	Receiver's User ID
8,022.88	12/06/2016		KMCBROOM
8,022.92	12/06/2016		KMCBROOM
8,022.92	12/06/2016		KMCBROOM
8,022.92	12/06/2016		KMCBROOM
10,697.23	02/01/2017		KMCBROOM
10,697.23	02/01/2017		KMCBROOM
10,697.23	03/02/2017		KMCBROOM
10,697.23	04/17/2017		KMCBROOM
10,697.23	05/03/2017		KMCBROOM
10,697.23	06/07/2017		KMCBROOM
96,275.02	Total Quantity Received		

Strategic Plan Implementation 2016-17

ENCUMBRANCES

Item #	Key	Object	Reference #	Post Date	EN Amount	PD Amount	Balance	T	Pay
Balance:									

OPEN HOLD ACTIVITY

Item	Key	Obj	Check #	Check Date	Qty	Unit Price	Tax Amt	Amount	Invoice #	Batch	Invoice Date
Paid 0001	0971261000	701	00262439	12/07/2016	8,022.88	1.00	0.00	8,022.88	1213	OH175320	11/17/2016
								8,022.88	TOTAL CHECK AP 00262439		
Paid 0001	0971261000	701	00262439	12/07/2016	8,022.92	1.00	0.00	8,022.92	1214	OH175320	11/17/2016
								8,022.92	TOTAL CHECK AP 00262439		
Paid 0001	0971261000	701	00262439	12/07/2016	8,022.92	1.00	0.00	8,022.92	1215	OH175320	11/17/2016
								8,022.92	TOTAL CHECK AP 00262439		
Paid 0001	0971261000	701	00262439	12/07/2016	8,022.92	1.00	0.00	8,022.92	1216	OH175320	12/02/2016
								8,022.92	TOTAL CHECK AP 00262439		
Paid 0001	0971261000	701	00263629	02/08/2017	10,697.23	1.00	0.00	10,697.23	1224	OH178752	01/02/2017
								10,697.23	TOTAL CHECK AP 00263629		
Paid 0001	0971261000	701	00263629	02/08/2017	10,697.23	1.00	0.00	10,697.23	1225	OH178752	02/01/2017
								10,697.23	TOTAL CHECK AP 00263629		
Paid 0001	0971261000	701	00264254	03/08/2017	10,697.23	1.00	0.00	10,697.23	1226	OH180601	03/01/2017
								10,697.23	TOTAL CHECK AP 00264254		
Paid 0001	0971261000	701	00265103	04/19/2017	10,697.23	1.00	0.00	10,697.23	1227	OH183716	04/01/2017
								10,697.23	TOTAL CHECK AP 00265103		
Paid 0001	0971261000	701	00265576	05/10/2017	10,697.23	1.00	0.00	10,697.23	1228	OH184929	05/01/2017
								10,697.23	TOTAL CHECK AP 00265576		
Paid 0001	0971261000	701	00266275	06/13/2017	10,697.23	1.00	0.00	10,697.23	1229	OH187719	06/01/2017

FEDERAL WAY PUBLIC SCHOOLS PURCHASE ORDER STATUS INQUIRY

Report Date: 02/24/2025

				10,697.23	TOTAL CHECK AP 00266275
96,275.02	10.00	0.00	96,275.02	Total for Linc: 0001	
96,275.02	10.00	0.00	96,275.02	TOTALS FOR 17701034	

USE TAX ACTIVITY

Key	Obj	Check #	Check Date	Qty	Unit Price	Tax Amt	Amount	Invoice #	Batch	Invoice Date
-----	-----	---------	------------	-----	------------	---------	--------	-----------	-------	--------------

ALL PAYMENTS MADE TOWARDS PO

Item	Key	Obj	Check #	Check Date	Qty	Unit Price	Tax Amt	Amount	Invoice #	Batch	Invoice Date
Paid 0001	0971261000	701	00262439	12/07/2016	8,022.88	1.00	0.00	8,022.88	1213	OH175320	11/17/2016
Paid 0001	0971261000	701	00262439	12/07/2016	8,022.92	1.00	0.00	8,022.92	1214	OH175320	11/17/2016
Paid 0001	0971261000	701	00262439	12/07/2016	8,022.92	1.00	0.00	8,022.92	1215	OH175320	11/17/2016
Paid 0001	0971261000	701	00262439	12/07/2016	8,022.92	1.00	0.00	8,022.92	1216	OH175320	12/02/2016
Paid 0001	0971261000	701	00263629	02/08/2017	10,697.23	1.00	0.00	10,697.23	1224	OH178752	01/02/2017
Paid 0001	0971261000	701	00263629	02/08/2017	10,697.23	1.00	0.00	10,697.23	1225	OH178752	02/01/2017
Paid 0001	0971261000	701	00264254	03/08/2017	10,697.23	1.00	0.00	10,697.23	1226	OH180601	03/01/2017
Paid 0001	0971261000	701	00265103	04/19/2017	10,697.23	1.00	0.00	10,697.23	1227	OH183716	04/01/2017
Paid 0001	0971261000	701	00265576	05/10/2017	10,697.23	1.00	0.00	10,697.23	1228	OH184929	05/01/2017
Paid 0001	0971261000	701	00266275	06/13/2017	10,697.23	1.00	0.00	10,697.23	1229	OH187719	06/01/2017

All payments total: 96,275.02

WORK FLOW HISTORY

WF Role	Approver	Approved?	Assigned	Responded
	KMCBROOM	Accepted	11/17/2016 13:19:34	11/18/2016 14:54:57
WF-61-SUPT	KMCBROOM	Accepted	11/18/2016 14:55:16	11/18/2016 15:04:30
WF-61-SUPT	KMCBROOM	Accepted	11/18/2016 14:55:16	11/18/2016 15:04:30
WF-K40	LSHORE	Accepted	11/18/2016 15:04:48	11/18/2016 15:05:52
WF-BUYER	LSHORE	Accepted	11/18/2016 15:06:00	11/18/2016 15:07:24
WF-PSA-CNTRCT	DANHARR	Expired	11/18/2016 15:07:44	12/02/2016 15:07:58
WF-PSA-CNTRCT	DANHARR	Accepted	12/02/2016 15:07:58	12/06/2016 9:20:39

End of Report

FEDERAL WAY SCHOOL DISTRICT – PROFESSIONAL SERVICES AGREEMENT

Requisition Number _____

SECTION I – Parties to the Agreement

It is hereby agreed by and between ESC (school or department) of the Federal Way School District #210, hereinafter referred to as “District”, and Performance Fact Inc. hereinafter referred to as “Contractor”, that Contractor shall provide indicated services to the District under the Terms and Conditions attached.

SECTION II – Statement of Work

Contractor agrees to provide the following service(s) for the District (Must be detailed and measurable):

Strategic Plan Implementation. Price per 10.13.16 Performance Fact Contract Proposal for 2016-17.

SECTION III – Payment and Billing Process

District agrees to pay Contractor \$ 96,275 for providing the service(s) described in SECTION II, in amounts proportional to work completed. Payment by the District shall be on invoices submitted by the Contractor and verified by the District as to the percentage of tasks completed. If Contractor should become unable to perform the services as outlined, District may terminate this agreement with 30 days notice and pay only the amount represented by percentage of tasks completed. Applicable work is subject to prevailing wages (please see website: <https://fortress.wa.gov/lmi/wagelookup/prvwagelookup.aspx>)

SECTION IV – LENGTH OF AGREEMENT

The term of this agreement shall be from September 1, 2016 to August 31, 2017.

SECTION V – Insurance

Is insurance required? Yes ☐ No ☒ If yes, see requirements stated in Section V – Insurance on attached page.

SECTION VI – Terms and Conditions attached

CONTRACTOR:

Contractor Signature

Muti Fagbayi

Name - print

President/CEO

Title

Date

Federal or Taxpayer ID or SSN

Muti Fagbayi

Contractor Point of Contact

333 Hegenberger Road, Suite 204

Contractor Address

Oakland, CA 94621

City/State/Zip

T: 510-568-7944 / F: 510-568-7991

Phone/Fax Numbers

mutiuf@performancefact.com

Email Address

Is Contractor a District employee? Yes ☐ No ☒

.....
SCHOOL/DEPARTMENT/SUPERINTENDENT

PURCHASING DEPT APPROVED TO FORMAT AND
CONTENT:

Budget Level Authority Signature

ESC

Location

Dr. Tammy Campbell, Superintendent

School/Department Point of Contact

Date

Contracts/Purchasing Office Signature

Name - Print

Title

Date

PURCHASE ORDER NUMBER: _____
use on all correspondence and Invoices

FEDERAL WAY SCHOOL DISTRICT – PERSONAL SERVICES AGREEMENT
SECTION IV and SECTION V of Agreement

SECTION V – Insurance (If required)

Contractor shall maintain and keep in force at all times during the term of this agreement, insurance required for the duties specified in this agreement.

Additionally, the Contractor will maintain and keep in force at all times during the term of this agreement, at the Contractor's expense, the following insurance:

- Comprehensive (Commercial) General Liability Insurance with coverage limits not less than \$1,000,000 combined single limit per occurrence and annual aggregates where generally applicable and shall include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
- Professional Liability Insurance with coverage limits of \$1,000,000 per occurrence/annual aggregate. Covering all errors, omissions or negligent acts of the contractor, subcontractor or anyone directly or indirectly employed by them, made in the performance of this contract which result in financial loss to the Federal Way School District.

The District shall be named as additional insured on the Contractor's insurance;

"Contractor to provide Certificate of Insurance with endorsement naming the District as additional insured prior to beginning work."

SECTION VI – Terms and Conditions

BOARD APPROVAL: Per RCW 28A.320.035 This Agreement is not binding upon the District until issuance of a purchase order or contract is approved by the School Board of Directors.

RECORD CHECK: Contractor, who will have regularly scheduled unsupervised access to children, and/or hire employees who will have regularly scheduled unsupervised access to children, shall perform a record check through the Washington State Patrol criminal identification system under RCW 43.43.830-43.43.834, 10.97.030 and 10.97.050, and through the Federal Bureau of Investigation before any services are rendered under this agreement. The record check shall include a fingerprint check using a complete Washington State criminal identification fingerprint card. The Contractor shall provide a copy of the record before any services are rendered under this agreement. The Contractor shall pay for the requirements set forth in this paragraph.

ID BADGE: Contractor will be required to wear an ID badge when on District property for compliance with the District's safety policy and security concerns. Contractor, who will be working in the District longer than six (6) months, shall be required to get a photo ID badge from Human Resources. Badges must be prominently displayed and attached to outer, upper garments at all times while on District property. Contractor shall return their ID Badge upon termination or expiration of this agreement.

OWNERSHIP OF WORK PRODUCTS AND RESTRICTION AGAINST DISSEMINATION: All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the District and may be used by the District for any purpose without additional compensation to the Contractor. The Contractor agrees not to assert any rights and not to establish any claim under design or copyright laws. The Contractor agrees to provide the District access to all retained materials for a period of three years after final payment under this agreement. Unless otherwise directed by the District, the Contractor may retain copies of all materials.

CONFIDENTIALITY OF INFORMATION: Contractor may be exposed to confidential information. Information declared confidential by the District shall not be disclosed unless authorized in writing by the District or required by law. It is agreed that this obligation of confidentiality shall survive the termination of this agreement.

INDEPENDENT CONTRACTOR STATUS: It is specifically understood that Contractor, its employees, and agents are contracting with the District as an independent contractor and act in an independent capacity and are not officers, employees, or agents of the District. The District shall not be responsible for fringe benefits, withholding, paying of any taxes in behalf of Contractor or Contractor's employees or agents, or remuneration above the amount stipulated in this agreement. This agreement does not preclude the Contractor from undertaking work or assignments from other school district, agencies or individuals.

INDEMNIFICATION / HOLD HARMLESS: Each party shall defend, indemnify and hold the other party, its officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of injuries and damages caused by each party's own negligence.

TERMINATION: This agreement may be terminated at any time by either party in whole or in part with or without reason. In the event of termination, the District is only liable for payment in accordance with the payment provisions of this agreement rendered before the effective date of the termination. Should the District terminate this agreement for cause and the District finds it necessary to seek other sources to complete the project, the District shall have the right to collect the difference from the Contractor, if the price is higher.

MODIFICATIONS: Either party may request changes in the scope of services or performance standards. Any and all modifications shall be in writing, signed and dated by each of the parties. Such modifications shall be incorporated into this agreement by way of addendum.

HAZARDOUS WASTE: The Contractor will not cause nor permit any activities on the District's property which directly or indirectly could result in the District's property becoming contaminated with hazardous or toxic waste or substances. For purposes of this agreement, the term "hazardous or toxic waste or substances" means any substance or material defined or designated as hazardous or toxic wastes, hazardous or toxic material, a hazardous, toxic or radioactive substance or other similar term by any applicable federal, state or local statute, regulation or ordinance now or hereafter in effect.

EQUAL OPPORTUNITY: Federal Way Public Schools is an Equal Opportunity Employer.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT: The Contractor shall be responsible for compliance with the Americans with Disabilities Act of 1990, as now in effect or hereafter amended, and all rules and regulations issued thereunder (herein collectively referred to as the "ADA") and compliance with the ADA Accessibility Guidelines when carrying out the duties of this agreement. The Contractor shall indemnify the District against any and all complaints and defend the District from all actions arising from the Contractor's negligence of compliance during the term of this agreement.

NOTICES: Any notice or demand required under this agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt. Either party may change the address to which notice are sent by sending written notice of such change of address to the other party.

ASSIGNMENT: Neither party may assign this agreement without the prior written consent of the other party, and such consent will not be unreasonable withheld. No such consent will be required for assignment to an entity owned by or under the common control with assignor. In any event, the assigning party will remain fully responsible for compliance with all of the terms of this agreement.

DURATION: This agreement shall commence and terminate as stated herein except Section V which shall continue to bind the parties, their heirs and successors.

APPLICABLE LAW: the laws of the State of Washington shall govern this agreement.

ENTIRE CONTRACT: This agreement constitutes the entire agreement between the District and the Contractor and supersedes any prior oral or written statements or agreements.

COPY RECEIVED BY CONTRACTOR _____

Contractor Signature _____

FORWARD COMPLETE DOCUMENT TO CONTRACTS/PURCHASING –

- Attach this original signature page to Personal Services Agreement
- Attach Certificate of Insurance (if required)
- Create requisition in IFAS and note number on Personal Services Agreement

Rev 4/19/2012



PERFORMANCE *fact*, INC.

Building leadership for courageous and accountable action in public education

Exhibit A

2016-2017 Scope of Professional Services

Federal Way Public Schools

Federal Way, Washington

Dr. Tammy Campbell (*Superintendent*)

IMPLEMENTATION OF THE DISTRICT STRATEGIC PLAN & LEADERSHIP CAPACITY-BUILDING

Submitted by:

Performance Fact, Inc.

Mutiu O. Fagbayi, President/CEO

13 October 2016

INTRODUCTION

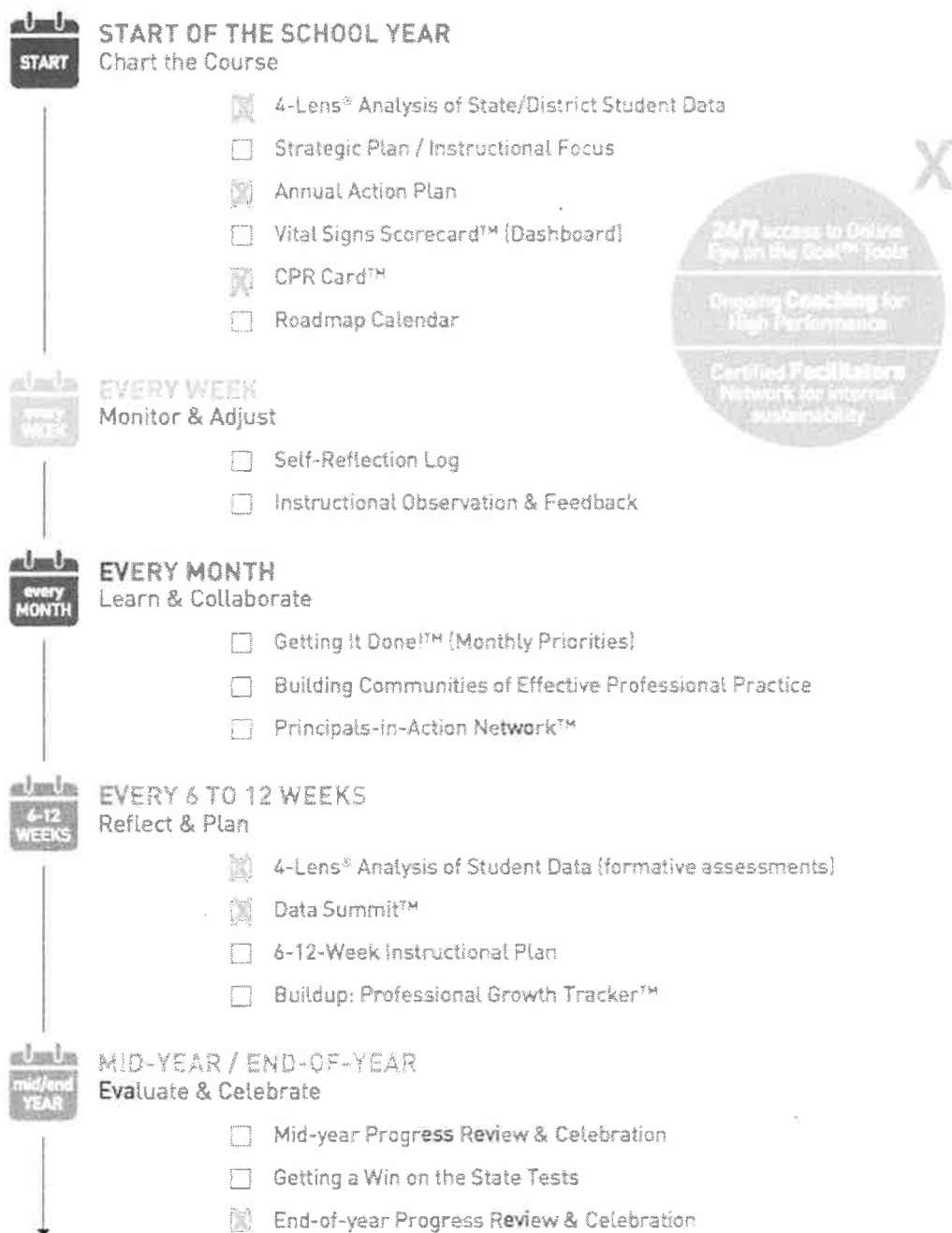
A results-focused plan is the first step towards realizing desired outcomes for student learning and achievement. However, without disciplined implementation, a plan flounders and may not live up to its promise.

This Proposal outlines the professional services that Performance Fact, Inc. will provide to **Federal Way Public Schools** ("FWPS"), in support of Year #1 (2016-2017) implementation of the district's strategic plan.

As directed by the Superintendent, the 2016-2017 scope of work covers the following components of Performance Fact's *Roadmap for Disciplined Implementation* (Figure 1).

1. Access to the **Eye on the Goal™ Online tools and resources** for all schools and key district-level departments
2. Orientation, capacity-building and technical support regarding development of **Annual Action Plan** by each school (in Fall 2016)
3. Orientation, capacity-building and technical support regarding the **Data Summit™** process (Winter 2017)
4. **End-of-year** review and planning for 2017-2018 school year (in June 2017)
5. Development of a **Certified Facilitators Network** of selected FWPS district-level leaders through year-long intensive training and support (every 4-6 weeks)

Figure 1: 2016-2017 Roadmap for Disciplined Implementation



X = areas of focus for FWPS

PROFESSIONAL FEES

24/7 Access to Online Eye on the Goal™ Tools for Schools: 39 school-site licenses; 20 unique login IDs per school; year-round technical assistance; @ \$2,500 per license, renewable annually	\$97,500
Discount for Online Tools: \$525 per license	(\$20,475)
Online Tools for District-level Team: 2 licenses; 20 unique logins per license; @ \$2,500 per license, renewable annually	No Charge
On-site Training & Orientation re: Online Tools: Two 2-hour sessions for Annual Action Plan and Data Summit	No Charge
Ongoing Technical Support re: Eye on the Goal™ Online Tools (virtual, via GoToMeeting or conference calls)	No Charge
PD/Capacity-building & Consultation re: <ul style="list-style-type: none"> • Annual Action Plan (half-day) • Data Summit (1 day) • End-of-Year Review (1 day) • Certified Facilitators Network (1 hour every 4-6 weeks) 	\$19,250
TOTAL Professional Fees & Expenses <i>(includes all travel, lodging, meals, materials for participants)</i>	\$96,275



Performance Fact, Inc.
333 HEGENBERGER RD
SUITE 204
OAKLAND, CA 94621
(510)568-7944
contact@performancefact.com
www.performancefact.com

INVOICE

BILL TO

Federal Way Public Schools
Educational Service Center
(ESC)
33330 8th Avenue South
Federal Way, WA, 98003
ATTN: Karrie McBroom

RECEIVED
JUN 08 2017
ACCOUNTS PAYABLE

INVOICE # 1229

DATE 06/01/2017

DUE DATE 06/16/2017

TERMS Net 15

ACTIVITY

Implementation - Strategic Plan
Strategic Plan Implementation

AMOUNT

10,697.23

{Invoice #9 of 9}
PO #17701034

BALANCE DUE

\$10,697.23

received
PA-6.7.17
to AP 6.7.17



Performance Fact, Inc.
333 HEGENBERGER RD
SUITE 204
OAKLAND, CA 94621
(510)568-7944
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www.performancefact.com

INVOICE

BILL TO

Federal Way Public Schools
Educational Service Center
(ESC)
33330 8th Avenue South
Federal Way, WA, 98003
ATTN: Karrie McBroom

INVOICE # 1228
DATE 05/01/2017
DUE DATE 05/16/2017
TERMS Net 15

ACTIVITY	AMOUNT
Implementation - Strategic Plan	10,697.23
Strategic Plan Implementation	

[[Invoice #8 of 9]
PO #17701034

BALANCE DUE

\$10,697.23



Performance Fact, Inc.
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INVOICE

BILL TO

Federal Way Public Schools
Educational Service Center
(ESC)
33330 8th Avenue South
Federal Way, WA, 98003
ATTN: Karrie McBroom

INVOICE # 1227**DATE** 04/01/2017**DUE DATE** 04/16/2017**TERMS** Net 15**ACTIVITY****AMOUNT**

Implementation - Strategic Plan
Strategic Plan Implementation

10,697.23

[Invoice #7 of 9]
PO #17701034

BALANCE DUE**\$10,697.23**

RECEIVED
APR 17 2017
ACCOUNTS PAYABLE



Performance Fact, Inc.
333 HEGENBERGER RD
SUITE 204
OAKLAND, CA 94621
(510)568-7944
contact@performancefact.com
www.performancefact.com

INVOICE

BILL TO

Federal Way Public Schools
Educational Service Center
(ESC)
33330 8th Avenue South
Federal Way, WA, 98003
ATTN: Karrie McBroom

INVOICE # 1226
DATE 03/01/2017
DUE DATE 03/16/2017
TERMS Net 15

ACTIVITY

AMOUNT

Implementation - Strategic Plan
Strategic Plan Implementation

10,697.23

[Invoice # 6 of 9]
PO #17701034

BALANCE DUE

\$10,697.23



Performance Fact, Inc.
333 HEGENBERGER RD
SUITE 204
OAKLAND, CA 94621
(510)568-7944
contact@performancefact.com
www.performancefact.com

17701034

INVOICE

BILL TO

Federal Way Public Schools
Educational Service Center
(ESC)
33330 8th Avenue South
Federal Way, WA, 98003
ATTN: Karrie McBroom

INVOICE # 1225

DATE 02/01/2017

DUE DATE 02/16/2017

TERMS Net 15

ACTIVITY

Implementation - Strategic Plan
Strategic Plan Implementation

AMOUNT

10,697.23

[Invoice #5 of 12]
PO #17701034

BALANCE DUE

\$10,697.23

received
JAN 21 2017

17701034



Performance Fact, Inc.
333 HEGENBERGER RD
SUITE 204
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www.performancefact.com

17701034

INVOICE

BILL TO

Federal Way Public Schools
Educational Service Center
(ESC)
33330 8th Avenue South
Federal Way, WA, 98003
ATTN: Karrie McBroom

INVOICE # 1224

DATE 01/02/2017

DUE DATE 01/17/2017

TERMS Net 15

ACTIVITY

Implementation - Strategic Plan
Strategic Plan Implementation

AMOUNT

10,697.23

[Invoice #4 of 9]
PO #17701034

BALANCE DUE

\$10,697.23

received
1/17/17
17701034



Performance Fact, Inc.
333 HEGENBERGER RD
SUITE 204
OAKLAND, CA 94621
(510)568-7944
contact@performancefact.com
www.performancefact.com

INVOICE

BILL TO

Federal Way Public Schools
Educational Service Center
(ESC)
33330 8th Avenue South
Federal Way, WA, 98003
ATTN: Karrie McBroom

INVOICE # 1216

DATE 12/02/2016

DUE DATE 12/17/2016

TERMS Net 15

ACTIVITY

Implementation - Strategic Plan
Strategic Plan Implementation

AMOUNT

8,022.92

[Invoice #4 of 12]

BALANCE DUE

\$8,022.92

received
DM 12-4-16
17701034



Performance Fact, Inc.
333 HEGENBERGER RD
SUITE 204
OAKLAND, CA 94621
(510)568-7944
contact@performancefact.com
www.performancefact.com

INVOICE

BILL TO

Federal Way Public Schools

INVOICE # 1213**DATE** 11/17/2016**DUE DATE** 12/02/2016**TERMS** Net 15**ACTIVITY****AMOUNT****Implementation - Strategic Plan**

8,022.88

September (Invoice 1 of 12)

BALANCE DUE**\$8,022.88**



Performance Fact, Inc.
333 HEGENBERGER RD
SUITE 204
OAKLAND, CA 94621
(510)568-7944
contact@performancefact.com
www.performancefact.com

INVOICE

BILL TO

Federal Way Public Schools

INVOICE # 1214**DATE** 11/17/2016**DUE DATE** 12/02/2016**TERMS** Net 15**ACTIVITY****AMOUNT**

Implementation - Strategic Plan

8,022.92

October (Invoice 2 of 12)

BALANCE DUE**\$8,022.92**

received
11/17/16
17701034



Performance Fact, Inc.
333 HEGENBERGER RD
SUITE 204
OAKLAND, CA 94621
(510)568-7944
contact@performancefact.com
www.performancefact.com

INVOICE

BILL TO

Federal Way Public Schools

INVOICE # 1215**DATE 11/17/2016****DUE DATE 12/02/2016****TERMS Net 15****ACTIVITY****AMOUNT****Implementation - Strategic Plan****8,022.92**

November (Invoice 3 of 12)

BALANCE DUE**\$8,022.92**

received
11/24/16
17701034