

PO DATE

11/15/2018

COPIES:

Green Accountant
White Vendor
PRINTED 02/24/2025



North Kitsap School District

A Great Place to Live & Learn

18360 Caldart Avenue NE, Poulsbo, WA 98370 360-396-3009

PURCHASE ORDER NUMBER

1111819006

VENDOR KEY : PERFORMA000
SHIP DATE : 11/13/2018
FISCAL YEAR : 2018-2019
ENTERED BY : HENRYKOR001
ORIGINAL REQ # : 0000112224

VENDOR:
PERFORMANCE FACT, INC.
333 HEGENBERGER RD STE 204
OAKLAND, CA 94621

SHIP TO:
NORTH KITSAP SCHOOL DIST.400
18360 CALDART AVE NE
POULSBO, WA 98370

PHONE: (510) 568-7944

ATTN: KORINNE HENRY

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	NTE	Contract for Service with Performance Fact for strategic planning.	86555.00000	86,555.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
ACCOUNT NUMBER		ACCOUNT AMOUNT		
10 E 530 9701 11 7320 7080 0000 0000 0		86,555.00		
*****PO TOTAL RECAP*****				
Subtotal of PAGE TOTALS				86,555.00
Other Charges				0.00
Tax				0.00
			PAGE TOTAL	86,555.00
			TOTAL	86,555.00

Please direct any questions to Laura Ramsey - lramsey@nkschools.org

Please direct any questions to Laura Ramsey - lramsey@nkschools.org

Suspension and Debarment from Federal Programs:
By acceptance of this Purchase Order, the Seller certifies that neither Seller nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions by any federal department or agency.

PURCHASE APPROVED BY:

Vendor Information

Business Name:	W-9 provided within the last year? Yes No
Address:	If no provide W-9 with signed contract
	UBI No:
Phone/Fax:	Does your business gross more than \$12,000 per year? Yes No
Email:	Are you incorporated? Yes No

--

Start Date	End Date	Contract Amount \$
------------	----------	--------------------

Account Code:	Purchase Order #:
Is this person working with or around children in an unsupervised capacity? Yes/No	<i>If yes, they are required to be fingerprinted and undergo an FBI criminal history check</i>
1.	2.
<div>ASB Student Signature</div> <div>Date</div>	<div>School/Department Administrator Signature</div> <div>Date</div>
<div>Print Name</div>	<div>Print Name</div>

<p>3.</p> <p>_____ Vendor Signature Date</p> <p>_____ Print name</p>		<p>4.</p> <p>_____ Director of Business & Operations Signature Date</p> <p>_____ Print name</p>	
------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------------------------------	--



General Terms and Conditions

1. Vendor agrees by signature of contract that services are not to begin until approved purchase order has been issued. As part of this agreement between North Kitsap School District and the vendor, it is agreed that payment for services satisfactorily rendered, shall be mailed to the vendor within thirty days of receipt of an invoice. All invoices must reference the purchase order number.
2. All vendors certify that they are an independent contractor/consultant and not an employee of the district. The school district is not responsible for any liability regarding worker compensation statutes.
3. The contractor/consultant ensures the North Kitsap School District that its agency/labor union will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities will be considered and will not be discriminated against on the basis of race, creed, color, national origin, age, gender, sexual orientation, religion, marital status, or disabilities (for qualified individuals). This is in accordance with Title VII of the 1964 Civil Rights Act, 1973, as amended; and Title IX/RCW 28A.640 of the Education Amendments of 1972, as amended.
4. North Kitsap School District has a no smoking policy, RCW 28A.210.310.
5. Contractor/consultant will prohibit any employee from working at a public school who has been convicted of or pled guilty to any felony crime under RCW 28A.400.322. Failure to comply will be grounds for immediate contract termination.

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:

- ☐ Individual/sole proprietor or single-member LLC
☐ 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.
☐ Other (see instructions) ▶
- ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

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) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

333 HEGENBERGER RD STE 204

6 City, state, and ZIP code

OAKLAND, CALIFORNIA 94621

Requester's name and address (optional)

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 ▶

11/13/18

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.



Exhibit A

Moving Forward as One!™

Strategic Planning Process

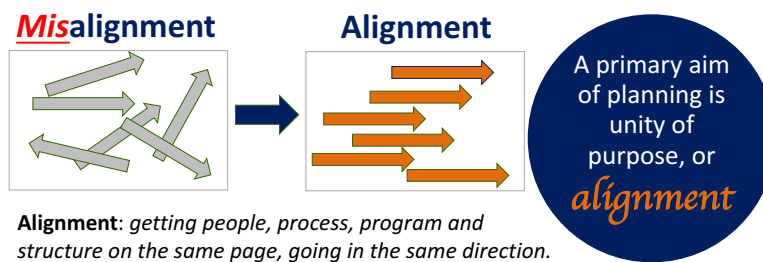
NORTH KITSAP SCHOOL DISTRICT 400

A primary purpose 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.

To be effective, the alignment process must proactively seek out and embrace the diverse voices of the organization's diverse stakeholders. If we want all stakeholders to be committed to and be meaningfully engaged in the *implementation* of the plan, it is wise to involve each stakeholder in the *development* of the plan itself.

Strategic School Improvement Planning

Why Plan?



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THINK. BELIEVE. MOVE MOUNTAINS.

Strategic School Improvement Planning

Phases of the Strategic Planning Process

- 1 • "Is everyone **ready** to go?" [Community mobilization]
- 2 • "Where are we **now**?" [Assessment of current state]
- 3 • "Where are we going **next**?" [Core purpose, goals, measures]
- 4 • "Is everyone **still** with us?" [Stakeholder "reality check"]
- 5 • "How are we going to get **there**?" [Building blocks: practices, strategies, structures]
- 6 • "Have we aligned **resources** with the Plan?" [Allocation of people, time, \$]
- 7 • "Do we have the **support** of our leaders and policymakers?" [Formal approval]

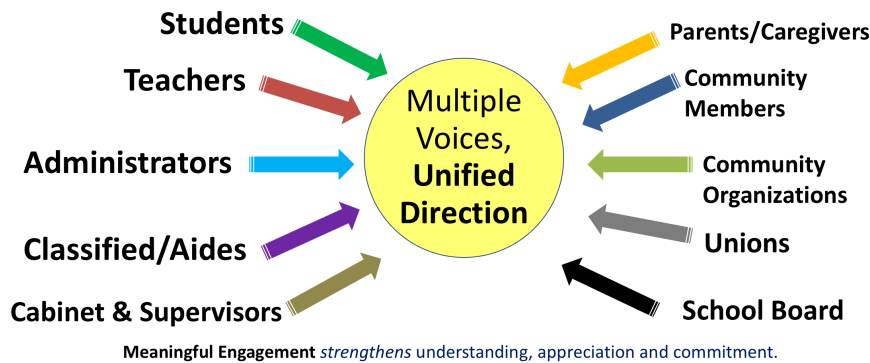
© Performance fact, Inc.

THINK. BELIEVE. MOVE MOUNTAINS.

EMBRACING VOICES OF DIVERSE STAKEHOLDERS

MOVING FORWARD AS ONE! – Performance Fact's strategic planning process – utilizes a series of stakeholder-teams to guide clients through the development of a strategic alignment plan that embraces each community's diverse voices.

Embracing Diverse Voices & Perspectives



Each school system defines its relevant stakeholders with an appreciation of the paramount importance of broad-based, equitable representation within and across groups. While the configuration of the diverse groups may vary from one system to another, four teams are required in order to ensure equitable, diverse, and informed voice and a well-developed strategic plan:

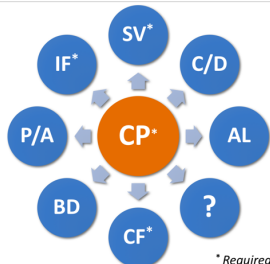
1. Student Voice Team
2. Core Planning Team
3. Instructional Focus Team
4. Community Forum

The *Core Planning Team* cuts across all stakeholder groups. The other teams offer opportunities for "reality check" or focused listening sessions with subsets of the stakeholders, as appropriate. The number and types of "reality check" sessions are customized to the unique context of each community.

Embracing Diverse Voices & Perspectives

Core Planning Team (CPT) ...

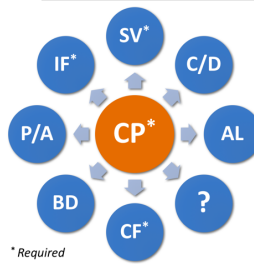
- ☐ Diverse team; includes all stakeholders
- ☐ Stewardship of the process and products
- ☐ "Integrator" of input from all perspectives
- ☐ Co-facilitator of "reality check" sessions
- ☐ 20-150 people



Embracing Diverse Voices & Perspectives

"Reality Check" Teams & Listening Sessions ...

- ☐ SV = Student Voice Team
- ☐ IF = Instructional Focus Team
- ☐ C/D = Campus/Department Team
- ☐ P/A = Principals/Administrators Team
- ☐ AL = Alignment Team
- ☐ BD = Board Review Team
- ☐ CF = Community Forums



Each Team is described more fully in the next section.

MOBILIZING DIVERSE PERSPECTIVES AROUND A UNIFIED DIRECTION: Stakeholder Planning Teams

Core Planning Team (CP) consists of a cross-section of all stakeholders, including students whenever possible. Because the team includes internal and external stakeholders, it takes the lead in setting the broad direction for the plan, including the Goals, Measures and Benchmarks of Student Success as well as the "Four Pillars" (or building blocks) of educational practices, programs and structures. This team can have 20-150 members, as appropriate.

Student Voice Team (SV) consists of 30-100+ students who represent the diversity among all students (e.g., demographic, academic, attitudinal, dropouts, graduates, etc.). The team serves as the direct voice of the entire student body. Some of the students on this team may also serve on the Core Planning Team. *(Optional:* For more in-depth understanding, a client may choose to administer customized written surveys of Students and other Stakeholders. Those surveys are priced separately, based on the number of stakeholders, the number of questions, and the level of survey analysis).

Instructional Focus Team (IF) takes the lead in identifying the professional practices that will enhance instructional effectiveness. The team consists of at least one teacher from each school, all (or representative sampling) of principals and other school administrators, and district-level teaching-&-learning coaches, facilitators, support staff, etc.

Principals/Administrators Team (P/A) provides school and district-level administrators an avenue for staying abreast of and guiding the work of the other groups, particularly since these school and district leaders will be directly responsible for overseeing the implementation of the plan.

Alignment Team (AL) consists of key decision-makers or opinion shapers from the key institutions within the community (e.g., school system, parent & community leaders, union, business/higher education, community-based organizations or CBOs, governmental entities, faith-based groups, etc.). The team size, membership, scope of involvement, or formal vs. informal structure depends on the local context and need.

Community Forum (CF) provides every resident an opportunity to participate in and influence the direction of the strategic plan *prior to its completion and formal adoption* by the Board. Community Forums are "reality check" sessions that are held at multiple times and in multiple locations throughout the community. The insights from the Community Forums are shared with the Core Planning Team for integration into the strategic plan, as appropriate.

Campus/Department "Reality Check" (C/D) offers all district employees – at the school site or in district support position – an opportunity to provide input and feedback prior to the formal adoption of the plan. The structure of the "reality check" is flexible, as long as all staff (or groups broadly representative of all staff) have a chance to voice their perspective. Those perspectives are presented to the Core Planning Team for integration into the formal plan, as appropriate.

Board Review Team (BD) ensures that the school Board is continually kept abreast of the progress of the strategic planning process. The updating process could be via formal presentations at periodic intervals, or through ongoing reporting by the Superintendent or Board-designated strategic planning point-person(s). The Board is encouraged to share its views regarding the ongoing planning process and emerging outputs; however, the Board is urged to defer formal action on the strategic plan until it is presented by the Superintendent for formal adoption *at the end of the planning process*.

Scope of Professional Services
STRATEGIC PLANNING & ALIGNMENT

Components	Level	1	2	3
0. GETTING READY				
Design meetings, formation of Planning Teams, planning calendar				⊙
Compilation of multi-year student data (academic, social-emotional, resiliency)				⊙
Assessment of professional practices and instructional effectiveness				⊙
Assessment of educational programs, supports, and services				⊙
WE HEAR YOU! – Student voice*				⊙
WE HEAR YOU! – Stakeholder's Voice (non-student) +				
1. STUDENT LEARNING				
Trust: From the A-Frame to a Bridge™				⊙
Analysis of student achievement data (using 4-Lens® protocol)				⊙
Goals, Measures & Benchmarks of Student Success				⊙
2. INSTRUCTIONAL EFFECTIVENESS				
Root-cause analysis of current state of student achievement				⊙
Clarification of the "Four Pillars" of professional practices and programs				⊙
Articulation of the professional practices for instructional effectiveness				⊙
3. EMPOWERING INFRASTRUCTURE				
Identification of educational programs				⊙
Ensuring empowering supports for schools				⊙
Ensuring excellence in system-level operations and services				⊙
4. STAKEHOLDER PARTICIPATION & "REALITY CHECK"				
Facilitation of Planning Teams				⊙
Preparation of Briefing Packets for stakeholder "reality check"				⊙
Facilitation of Community Forums and stakeholder "reality check" sessions				⊙
5. REPORT-PREPARATION AND ROLL-OUT				
Preparation of custom Strategic Plan report for Leadership and Planning Teams				⊙
Facilitation of strategic plan roll-out to selected audiences (# groups)				⊙
Customized transition-to-implementation framework				⊙
6. FACILITATION, CONSULTATION & RESOURCES				
24/7 access to Eye on the Goal™ online tools and resources (# of login ID's)				⊙20
Total number of on-site visitation-days (for facilitation, consultation, etc.)				7-10
Total number of hours of "virtual" interactions (e.g., conference calls)				~45

* Focus group with selected groups of students. Customized survey for all students in Grades 3-12 optional; additional fees may apply.

+ Customized survey with other stakeholders (e.g., teachers, staff, admin, community) optional; additional professional fees apply.

Strategic Planning Calendar

(Dates for illustrative purposes only; tentative pending discussion with client)

Date	Team/Focus	
Jan. 2019	Student Voice (Focus Groups)	<ul style="list-style-type: none"> Conversations with diverse cross-section of students; one group per level – elementary, middle, high school; approx. 75-120-minute sessions.
Jan. 2019	Student Voice (Survey)	<ul style="list-style-type: none"> (Optional) Customized <u>online</u> survey of students in Grades 3-12
Jan. 2019	Teachers', Leaders', & Staff Survey	<ul style="list-style-type: none"> (Optional) Customized <u>online</u> survey of teachers, leaders and staff
Jan. 2019	Family & Community Survey	<ul style="list-style-type: none"> (Optional) Customized <u>online</u> survey of families and community
Jan.-Feb. 2019	C&I / Educational Services	<ul style="list-style-type: none"> Assessment of current state of standards-aligned instruction and educational programs
Jan.-Feb. 2019 (2 days) Jan 30-31 <u>or</u> Jan 31-Feb 1	Core Planning Team/IF Team – Session #1	<ul style="list-style-type: none"> Representatives of <u>all</u> community stakeholder groups (2-day session)
Feb. 2019 Jan 30-31 <u>or</u> Jan 31-Feb 1	Alignment Team – Session #1	<ul style="list-style-type: none"> Community leaders and opinion-shapers (from multiple sectors)
Feb. 2019 (2 days) Feb 19-20 <u>or</u> Feb 21-22	Core Planning Team/IF Team – Session #2	<ul style="list-style-type: none"> Representatives of <u>all</u> community stakeholder groups (2-day session)
Feb. 2019 Feb 19-20 <u>or</u> Feb 21-22	Board & Leadership Teams – Session #1	<ul style="list-style-type: none"> Board status update <u>and</u> District-wide leadership team (school-level and district/central office level)
Feb. 2019 Feb 19-20 <u>or</u> Feb 21-22	Alignment Team – Session #2	<ul style="list-style-type: none"> Community leaders and opinion-shapers (from multiple sectors)
Feb. 2019 Feb 19-20 <u>or</u> Feb 21-22	Community Forum	<ul style="list-style-type: none"> “Reality check” session with community stakeholders; open to <u>all</u>
Mar. 2019 Mar 14-15 <u>or</u> Mar 28-29	Alignment Team – Session #3	<ul style="list-style-type: none"> Community leaders and opinion-shapers (from multiple sectors)
Mar. 2019 (1-2 days) Mar 14-15 <u>or</u> Mar 28-29	Core Planning Team/IF Team – Session #3	<ul style="list-style-type: none"> Representatives of <u>all</u> community stakeholder groups (1 day)
Mar. 2019 Mar 14-15 <u>or</u> Mar 28-29	Board & Leadership Teams – Session #2	<ul style="list-style-type: none"> Board status update <u>and</u> District-wide leadership team (school-level and district/central office level)
Mar. - Apr. 2019	Each School/ Department and Community Groups	<ul style="list-style-type: none"> “Reality check” of draft strategic plan by staff of <u>each</u> school & <u>each</u> Department; co-facilitated by planning team members; also to Community Groups
Apr. 2019 (1 day) April 29	Core Planning Team/IF Team – Session #4	<ul style="list-style-type: none"> Review of draft strategic plan; recognition of Core Planning Team for their service; preparation for final report and formal Board approval (half-day)
May/Jun 2019	Final Report / Board Approval	<ul style="list-style-type: none"> Submission of Final Report <u>or</u> Formal Board presentation (Note: Periodic check-in and status updates to Board and Cabinet throughout the process)

Professional Fees

Core Strategic Planning (Level 3 Services)	\$96,600.00
<i>Less Professional Discount on Core Services (20%)</i>	<i>(\$19,320)</i>
<i>(Optional) Online Stakeholders' Surveys*</i> <i>(Students = \$3,275 Teachers = \$2,950 Administrators = \$1,700; Parents = \$1,350)</i>	\$3,275 - \$9,275
Total Professional Fees	\$80,555 - \$86,555

* Elementary School survey maximum 40 questions long;
 Secondary survey maximum 80 questions;
 Teachers and Principals survey each maximum 120 questions long;
 Parents survey maximum 50 questions long

NORTH KITSAP SCHOOL DISTRICT #400

PERFORMA000
PERFORMANCE FACT, INC.

Check No. **117717**
Check Date 04/15/2019
Check Type Computer

333 HEGENBERGER ROAD STE 204
OAKLAND, CA 94621

Invoice #	P.O. #	Inv Description	Inv Date	Gross	Net
	Adjustment Desc	Adj Amount	Discount Desc Account Number		Disc Amount Account Amount
1358	1111819006	April 2019 - Professional Services "Moving Forward as One" Strategic Planning Process	04/01/2019	28,852.00	28,852.00
			10 E 530 9701 11 7320 708 0000 0000 0		28,852.00
		CHECK TOTAL		28,852.00	

Certification

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against NORTH KITSAP S. D. #400, and that I am authorized to authenticate and certify to said claim.

Signature of Auditing Officer

Date

APPROVAL FORM

PLEASE STAPLE ALL
BACKUP BEHIND THIS
FORM

VENDOR NAME

Performance Fact

PURCHASE ORDER #

1111819006

FUND: ASB CP ☒ GF

INVOICE NUMBER	C TAX	INVOICE DATE	INVOICE AMOUNT	ACCOUNT CODE ONLY WHEN TWO OR MORE OR DIFFERENT THAN PO	AMOUNT
1358		4/1/19	28,852.00	9701-11-7320-708-0000-0000	86,555.00

CHECK OR HIGHLIGHT CORRECT STATEMENTS	AUTHORIZED SIGNATURE & DATE SIGNED
<input checked="" type="checkbox"/> INVOICE AND/OR PACKING SLIP ATTACHED	<u>[Signature]</u> 4/2/19
<input type="checkbox"/> OPEN PURCHASE ORDER	STUDENT SIGNATURE IF ASB
<input type="checkbox"/> PARTIAL SHIPMENT - KEEP OPEN	ADMINISTRATOR'S SIGNATURE IF P.O. AMOUNT IS
<input type="checkbox"/> HOLD FOR INVOICE THEN CLOSE P.O.	EXCEEDED BY OVER 10%
<input type="checkbox"/> CLOSE P.O.- ORDER IS COMPLETE	
<input type="checkbox"/> CANCEL P.O.- ORDER CANCELLED	

SPECIAL INSTRUCTIONS:

PAID APR 15 2019

Rev 08/10



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

Invoice

BILL TO

North Kitsap School District
Attn: Accounts Payable
18360 Caldart Avenue NE
Poulsbo, WA 98370 USA

INVOICE # 1358
DATE 04/01/2019
DUE DATE 05/01/2019
TERMS Net 30

ACTIVITY

AMOUNT

Professional Services

28,852.00

PO # 1111819006

"Moving Forward as One" - Strategic Planning Process.

Please see attached purchase order and scope of work for additional details.

[Invoice 1 of 3]
April 2019

BALANCE DUE

\$28,852.00

PO #1111819006

NORTH KITSAP SCHOOL DISTRICT #400

PERFORMA000
PERFORMANCE FACT, INC.

333 HEGENBERGER ROAD STE 204
OAKLAND, CA 94621

Check No. **117828**
Check Date 05/15/2019
Check Type Computer

Invoice #	P.O. #	Inv Description	Inv Date	Gross	Net
	Adjustment Desc	Adj Amount	Discount Desc Account Number		Disc Amount Account Amount
1359	1111819006	Professional Services for strategic planning.	05/01/2019	28,852.00	28,852.00
			10 E 530 9701 11 7320 708 0000 0000 0		28,852.00
		CHECK TOTAL		28,852.00	

Certification

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against NORTH KITSAP S. D. #400, and that I am authorized to authenticate and certify to said claim.

Signature of Auditing Officer

Date

APPROVAL FORM

PLEASE STAPLE ALL
BACKUP BEHIND THIS
FORM

VENDOR NAME

Performance Faet

PURCHASE ORDER #

1111819006

FUND: ASB CP GF

INVOICE NUMBER	c TAX	INVOICE DATE	INVOICE AMOUNT	ACCOUNT CODE ONLY WHEN TWO OR MORE OR DIFFERENT THAN PO	AMOUNT
1359		5/1/19	28,852.00	9701-11-7320-708-0000-0000-0	28,852.00

CHECK OR HIGHLIGHT CORRECT STATEMENTS	AUTHORIZED SIGNATURE & DATE SIGNED
<input checked="" type="checkbox"/> INVOICE AND/OR PACKING SLIP ATTACHED	<u>[Signature]</u> 5/2/2019
<input type="checkbox"/> OPEN PURCHASE ORDER	STUDENT SIGNATURE IF ASB
<input type="checkbox"/> PARTIAL SHIPMENT - KEEP OPEN	ADMINISTRATOR'S SIGNATURE IF P.O. AMOUNT IS EXCEEDED BY OVER 10%
<input type="checkbox"/> HOLD FOR INVOICE THEN CLOSE P.O.	2019 MAY 2 PM 1:34:38
<input type="checkbox"/> CLOSE P.O.- ORDER IS COMPLETE	
<input type="checkbox"/> CANCEL P.O.- ORDER CANCELLED	

SPECIAL INSTRUCTIONS:

PAID MAY 15 2019

Rev 08/10



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

Invoice

BILL TO

North Kitsap School District
Attn: Accounts Payable
18360 Caldart Avenue NE
Poulsbo, WA 98370 USA

INVOICE # 1359

DATE 05/01/2019

DUE DATE 05/31/2019

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Professional Services PO # 1111819006 "Moving Forward as One" - Strategic Planning Process. Please see attached purchase order and scope of work for additional details.			28,852.00

[Invoice 2 of 3]
May 2019

BALANCE DUE

\$28,852.00

PO #1111819006

NORTH KITSAP SCHOOL DISTRICT #400

PERFORMA000
PERFORMANCE FACT, INC.

333 HEGENBERGER ROAD STE 204
OAKLAND, CA 94621

Check No. **117998**
Check Date 06/28/2019
Check Type Computer

Invoice #	P.O. #	Inv Description	Inv Date	Gross	Net
	Adjustment Desc	Adj Amount	Discount Desc		Disc Amount
			Account Number		Account Amount
1360	1111819006	Professional Services: "Moving Forward as One" - Strategic Planning Process	06/10/2019	28,852.00	28,852.00
			10 E 530 9701 11 7320 708 0000 0000 0		28,852.00
		CHECK TOTAL		28,852.00	

Certification

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against NORTH KITSAP S. D. #400, and that I am authorized to authenticate and certify to said claim.

Signature of Auditing Officer

Date

PLEASE STAPLE ALL
BACKUP BEHIND THIS
FORM



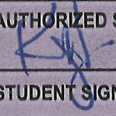
FUND: ASB CP GF

VENDOR NAME

Performance Fact

PURCHASE ORDER #

111819.006

INVOICE NUMBER	C TAX	INVOICE DATE	INVOICE AMOUNT	ACCOUNT CODE ONLY WHEN TWO OR MORE OR DIFFERENT THAN PO	AMOUNT
1360		6/10/19	28,852.00	9701-11-7320-708-0000-0000-0	28,852.00
CHECK OR HIGHLIGHT CORRECT STATEMENTS				AUTHORIZED SIGNATURE & DATE SIGNED	
<input type="checkbox"/> INVOICE AND/OR PACKING SLIP ATTACHED				 6/13/19	
<input checked="" type="checkbox"/> OPEN PURCHASE ORDER					
<input type="checkbox"/> PARTIAL SHIPMENT - KEEP OPEN					
<input type="checkbox"/> HOLD FOR INVOICE THEN CLOSE P.O.				ADMINISTRATOR'S SIGNATURE IF P.O. AMOUNT IS	
<input type="checkbox"/> CLOSE P.O.- ORDER IS COMPLETE				EXCEEDED BY OVER 10%	
<input type="checkbox"/> CANCEL P.O.- ORDER CANCELLED					
SPECIAL INSTRUCTIONS:					
Rev 0810					

2019 JUN 18 AM 9:55:36



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

Invoice

BILL TO

North Kitsap School District
Attn: Accounts Payable
18360 Caldart Avenue NE
Poulsbo, WA 98370 USA

INVOICE # 1360

DATE 06/10/2019

DUE DATE 07/10/2019

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Professional Services PO # 1111819006 "Moving Forward as One" - Strategic Planning Process. Please see attached purchase order and scope of work for additional details.			28,852.00

[Invoice 3 of 3]

June 2019

FINAL INVOICE

BALANCE DUE

\$28,852.00

PO #1111819006

PAID JUN 28 2019