Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: Constant Computing

Control No.: Res. No. 2016-10 Invoice No.: 101121

Invoice Date: 3/31/17 Payment Amount: $ 3665.00

Project Supervisor/Responsible Official: Darlene Hatcher

		Reviewed/Approved by
☑	Project "scope of work and deliverables" reviewed ?	
☑	Payment support documentation appropriate based on work scope ?	
☑	Deliverables due with this invoice have been received ?	
☐	If final payment, have all deliverables been received ?	N/A
☑	Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis ?	
☐	Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	N/A
☐	The nature of work being performed is within the scope of the CRA plan.	N/A
☐	Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	

The invoice and supporting documentation have been reviewed and it is approved for payment.

Approving Authority

Date: April 7, 2017

PROCESSED
APR 11 2017

☐ Payment approved by the Board of Commissioners by Motion No. _____ or the Consent Agenda, at its meeting on _____. (If applicable)

Entered 4-7-17

Constant Computing
1007 N Federal Hwy #2
Fort Lauderdale, FL 33304
(954)683-9711
invoices@constantcomputing.com
www.constantcomputing.com

INVOICE

BILL TO
Riviera Beach Community
Redevelopment Agency
2001 Broadway
Suite 300
Riviera Beach, FL 33404

INVOICE # 101121
DATE 03/31/2017
DUE DATE 04/15/2017
TERMS Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/31/2017	**Business Rate** Monitoring & Patch Management - Advanced network monitoring & inventory, patch management of physical and virtual servers, patch management of workstations - 3 sites, 9 Servers, 22 Workstations	1	1,250.00	1,250.00
03/31/2017	**Business Rate** User Support – Troubleshoot/resolve user issues, troubleshoot/resolve application issues, install software, manage printers, instruct on usage, troubleshoot/resolve PC/hardware issues, troubleshoot/resolve PC backup issues, consultation on user requests, manage user workstations.	4.75	115.00	546.25
03/31/2017	**Business Rate** Servers & Network – Troubleshoot/resolve server issues, troubleshoot/resolve server application issues, troubleshoot/resolve backup issues, configure services, manage server & network appliances, maintenance, evaluate & resolve errors/performance/health issues, configure server applications & network appliances.	12.75	115.00	1,466.25
03/31/2017	**Business Rate** Virtual CIO - Planning, evaluation, assist in vendor management, consultation, network documentation, product research, audit support.	0.75	115.00	86.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/31/2017	**Business Rate** Projects & Setup – Work on projects, setup applications & hardware, install workstations, change/add severs/network appliances, migrations, manage data, modify backup/disaster recovery solutions.	2.75	115.00	316.25

BALANCE DUE **$3,665.00**