


**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM**

TODAYS DATE: 11/11/2019
 VENDOR NAME: THE MS FACTOR LLC
 VENDOR #: 12374
 INVOICE #: 1119
 INVOICE DATE: 11/1/2019
 PO #:
 COMPLETED BY: SDESIR

X

BCP
C & S
CDE
CRA
MEC
MV
RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-548000	MARKETING SERVICES- OCTOBER SERVICES		\$ 6,150.00
INVOICE TOTAL			\$6,150.00

COMMENTS: APPROVED BY: 

CRA POLICY ON PURCHASES LESS THAN \$2,500 REQUIRES THAT THE PURCHASE PRICE IS "FAIR AND REASONABLE." IF COMPETITIVE QUOTES ARE REQUIRED, PLEASE COMPLETE SECTION C AND SUBMIT QUOTES WITH INVOICE. IF UNDER \$2500 PLEASE COMPLETE SECTION A OR B BELOW.

SECTION A - CERTIFICATION

PLEASE ANNOTATE BELOW HOW YOU DETERMINED THAT THE PRICE IS FAIR AND REASONABLE; EXAMPLES INCLUDE: PROFESSIONAL MARKET EXPERIENCE, MARKET TREND, PREVIOUS PURCHASE, CATALOG PRICE, ADVERTISING PUBLICATIONS, ETC.
 I HAVE DETERMINED THAT THE PRICE IS FAIR AND REASONABLE. MY REASONS INCLUDE:

SECTION B - OTHER

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE:
 ENTERED IN TYLER:
 DATE MAILED:

The MS Factor, LLC
1804 N Dixie Hwy
West Palm Beach, FL 33407
(561) 588-6336

Invoice RBCRA-
1119



THE MS FACTOR

BILL TO
Riviera Beach CRA

DATE
11/01/2019

PLEASE PAY
\$6,150.00

DUE DATE
11/01/2019

DESCRIPTION	QTY	RATE	AMOUNT
Per Agreement	1	6,150.00	6,150.00

TOTAL DUE **\$6,150.00**

THANK YOU.

Riviera Beach CRA - Public Relations			
Task No.	Task	Hours Left	% Completion
ONGOING MONTHLY TASKS			
1.00	Databases		
1.10	Media Database	22	8%
1.20	QAQC	12	0%
2.00	Press Releases		
2.10	Write Press Releases	38	61%
2.20	QAQC	10	17%
2.30	Press Release Distribu	3	75%
2.40	Follow Up and Status U	12	0%
3.00	Social Media		
3.10	Social Media Content	4	97%
3.20	QAQC	14	43%
4.00	Website		
4.10	Website Updates	40	44%
4.20	QAQC	8	33%
5.00	Monthly Newsletter		
5.10	Draft Newsletter Articles	2	98%
5.20	QAQC	12	4%
5.30	Newsletter Distribution	9	27%
6.00	Flyers		
6.10	Create Flyers	8	84%
6.20	QAQC	16	33%
6.30	Flyer Distribution	11	55%
7.00	Meetings		
7.10	Meeting Attendance	0	100%
PROJECT WORK			
9.00	Annual Report - Due March 2019		
9.10	Research Past Reports	1	50%
9.20	Create Annual Report	8	76%
9.30	QAQC	1	88%
10.00	Misc		
10.01	Project management, Event Marketing, Media/Crisis Management Training and Miscellaneous	88	26%