







## Riviera Beach CRA Payment Authorization Checklist

Vendor Name: MS FACTOR

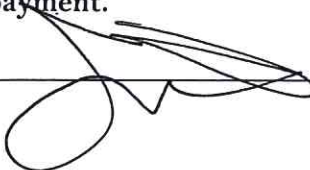
Control No.: 201,902 Invoice No.: 0420

Invoice Date: 3/30/20 Payment Amount: \$ 9,125.00

Project Supervisor/Responsible Official: ANNETTA JENKINS

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	
<input type="checkbox"/> If final payment, have all deliverables been received?	
<input checked="" type="checkbox"/> 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?	
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input type="checkbox"/> 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.



Date: 03/31/2020


Payment approved by the Board of Commissioners by Motion No. 2019-02 or the Consent Agenda, at its meeting on 02/13/2019.  
(If applicable)

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

TODAYS DATE: 3/31/2020  
 VENDOR NAME: MS FACTOR  
 VENDOR #: 12374  
 INVOICE #: 420  
 INVOICE DATE: 3/30/2020  
 PO #: \_\_\_\_\_  
 COMPLETED BY: SDESIR

	BCP
	C & S
	CDE
<b>X</b>	CRA
	MEC
	MV
	RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150105-534000	MARKETING AND ADS		\$ 9,125.00
<b>INVOICE TOTAL</b>			<b>\$9,125.00</b>

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: 3-31-2020  
 DATE MAILED: \_\_\_\_\_

#B2847---4-2-2020

The MS Factor, LLC  
1804 N. Dixie Highway, Suite B  
West Palm Beach, FL 33407  
+1 5615886336

Invoice RBCRA-  
0420



THE MS FACTOR

**BILL TO**  
Riviera Beach CRA

DATE  
03/30/2020

PLEASE PAY  
**\$9,125.00**

DUE DATE  
04/29/2020

DESCRIPTION	QTY	RATE	AMOUNT
April Retainer	1	6,150.00	6,150.00
RBC 17253 Annual Report - quoting, design, client revisions, add letter and signature, add financials section, change photos,	14	150.00	2,100.00
RBC-17253 Annual Report - phone conference with client on edits/revisions, proof final, reconcepting new design, proof reading document	4.50	150.00	675.00
RBC-17253 Annual Report - 4 stock photos	4	50.00	200.00

Ryan Williams Agency and The Merchant Strategy have merged  
to form The MS Factor

TOTAL DUE

**\$9,125.00**

THANK YOU.

**Riviera Beach CRA - Public Relations**

Task No.	Task	% Completion
<b>ONGOING MONTHLY TASKS</b>		
1.00	<b>Databases</b>	
1.10	Media Database	57%
1.20	QAQC	71%
2.00	<b>Press Releases</b>	
2.10	Write Press Releases	73%
2.20	QAQC	17%
2.30	Press Release Distribu	100%
2.40	Follow Up and Status U	0%
3.00	<b>Social Media</b>	
3.10	Social Media Content	100%
3.20	QAQC	49%
4.00	<b>Website</b>	
4.10	Website Updates	76%
4.20	QAQC	58%
5.00	<b>Monthly Newsletter</b>	
5.10	Draft Newsletter Articles	100%
5.20	QAQC	13%
5.30	Newsletter Distribution	100%
6.00	<b>Flyers</b>	
6.10	Create Flyers	91%
6.20	QAQC	40%
6.30	Flyer Distribution	68%
7.00	<b>Meetings</b>	
7.10	Meeting Attendance	100%
<b>PROJECT WORK</b>		
9.00	<b>Annual Report - Due March 2019</b>	
9.10	Research Past Reports	100%
9.20	Create Annual Report	100%
9.30	QAQC	100%
10.00	<b>Misc</b>	
10.01	Project management, Event Marketing, Media/Crisis Management Training and Miscellaneous Tasks	53%