

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **MS FACTOR**

Invoice No.: **RBCRA 0820**

Control No.: **RES # 2019-02**

Payment Amount: **\$6,150**

Invoice Date: **August 31, 2020**

Project Supervisor/Responsible Official: **ANNETTA JENKINS**

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

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

_____ Date: _____
Approving Authority

Payment approved by the Board of Commissioners by:

Motion No. **#2019-02** or the Consent Agenda, at its meeting on **FEBRUARY 13, 2019**. (If applicable)

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


TODAYS DATE: 9/9/2020
 VENDOR NAME: MS FACTOR12374
 VENDOR #: 12374
 INVOICE #: #0820
 INVOICE DATE: 8/31/2020
 PO #:
 COMPLETED BY: SDESIR

X

BCP
 C & S
 CDE
 CRA
 MEC
 MV
 RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-548000	MS FACTOR MONTHLY RETAINER August 2020	MSF	\$ 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 Highway, Suite B
West Palm Beach, FL 33407
+1 5615886336

Invoice RBCRA-
0820



BILL TO
Riviera Beach CRA

DATE
08/31/2020

PLEASE PAY
\$8,970.91

DUE DATE
09/30/2020

DESCRIPTION	QTY	RATE	AMOUNT
Monthly Retainer August	1	6,150.00	6,150.00
Community Business Spotlight August	1	2,000.00	2,000.00
Community Business Spotlight Digital - August	1	800.00	800.00
Digital Boosts on Facebook - August	1	20.91	20.91

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

TOTAL DUE

\$8,970.91

THANK YOU.

Riviera Beach CRA - Public Relations		
Task No.	Task	% Completion
ONGOING MONTHLY TASKS		
1.00	Databases	
1.10	Media Database	100%
1.20	QAQC	100%
2.00	Press Releases	
2.10	Write Press Releases	100%
2.20	QAQC	75%
2.30	Press Release Distribu	100%
3.00	Social Media	
3.10	Social Media Content	127%
3.20	QAQC	100%
4.00	Website	
4.10	Website Updates	100%
4.20	QAQC	53%
5.00	Monthly Newsletter	
5.10	Draft Newsletter Articles	103%
5.20	QAQC	100%
5.30	Newsletter Distribution	100%
6.00	Flyers	
6.10	Create Flyers	93%
6.20	QAQC	73%
6.30	Flyer Distribution	100%
7.00	Meetings	
7.10	Meeting Attendance	110%
PROJECT WORK		
9.00	Annual Report - Due March 2019	
9.10	Research Past Reports	100%
9.20	Create Annual Report	100%
9.30	QAQC	100%
10.00	Misc	
10.01	Project management, Event Marketing, Media/Crisis Management Training and Miscellaneous Tasks	54%

INVOICE



Hubbard Radio West Palm Beach LLC
 701 Northpoint Parkway
 Suite 500
 West Palm Beach, FL 33407
 Main: (561) 616-4777
 Billing:

<https://simplepay.basyspro.net/star>

Billing Address:

The MS Factor
 Attention: AP MS Factor
 1804 N Dixie Hwy
 Suite B
 West Palm Beach, FL 33407

Send Payment To:

Hubbard Radio West Palm Beach LLC
 PO BOX 645703
 Cincinnati, OH 45264-5703
 Spots 100% simulcast on stream

Property	WMBX-FM		
Invoice #	392774-3	Order #	392774
Invoice Date	08/30/20	Alt Order #	
Invoice Month	August 2020	Deal #	
Invoice Period	07/27/20 - 08/28/20	Flight Dates	06/01/20 - 08/30/20
Advertiser	Riviera Beach CRA (A)		
Product	Community Spot Light		
Estimate #			
Account Executive	Robyn Beriro		
Sales Office	Local-West Palm Beach		
Sales Region	Local		
Agency Code			
Advertiser Code			
Billing Calendar	Broadcast		
Billing Type	Cash		
Special Handling			
Agency Ref			
Advertiser Ref			
Product 1			
Product 2			

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/Week	Rate	Type																																																																																																																																																																																																																																																																																																																																																																														
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95	WMBX	F	08/07/20	8:55 AM	Mo-Fr 6a-10a	6a-10a	:30	cra pura vida	\$60.00	NM																																																																																																																																																																																																																																																																																																																																																																													
<table border="0" style="width:100%"> <tr> <td>Weeks:</td> <td><u>Start Date</u></td> <td><u>End Date</u></td> <td><u>MTWTFSS</u></td> <td><u>Spots/Week</u></td> <td><u>Rate</u></td> <td colspan="4"></td> </tr> <tr> <td></td> <td>08/10/20</td> <td>08/16/20</td> <td>MTWTF--</td> <td>10</td> <td>\$60.00</td> <td colspan="4"></td> </tr> <tr> <td>Spots: #</td> <td>Ch</td> <td>Day</td> <td>Air Date</td> <td>Air Time</td> <td>Description</td> <td>Start/End Time</td> <td>Length</td> <td>Ad-ID</td> <td>Rate</td> <td>Type</td> </tr> <tr> <td>102</td> <td>WMBX</td> <td>M</td> <td>08/10/20</td> <td>8:43 AM</td> <td>Mo-Fr 6a-10a</td> <td>6a-10a</td> <td>:30</td> <td>CRA - Das Craft Beer & Pi</td> <td>\$60.00</td> <td>NM</td> </tr> <tr> <td>107</td> <td>WMBX</td> <td>M</td> <td>08/10/20</td> <td>9:57 AM</td> <td>Mo-Fr 6a-10a</td> <td>6a-10a</td> <td>:30</td> <td>CRA - Das Craft Beer & Pi</td> <td>\$60.00</td> <td>NM</td> </tr> <tr> <td>106</td> <td>WMBX</td> <td>Tu</td> <td>08/11/20</td> <td>6:29 AM</td> <td>Mo-Fr 6a-10a</td> <td>6a-10a</td> <td>:30</td> <td>CRA - Das Craft Beer & Pi</td> <td>\$60.00</td> <td>NM</td> </tr> </table>										Weeks:	<u>Start Date</u>	<u>End Date</u>	<u>MTWTFSS</u>	<u>Spots/Week</u>	<u>Rate</u>						08/10/20	08/16/20	MTWTF--	10	\$60.00					Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type	102	WMBX	M	08/10/20	8:43 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM	107	WMBX	M	08/10/20	9:57 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM	106	WMBX	Tu	08/11/20	6:29 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM																																																																																																																																																																																																																																																																																																														
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 Times are approximate within ten minutes.

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INVOICE

Send Payment To:

Hubbard Radio West Palm Beach LLC
PO BOX 645703
Cincinnati, OH 45264-5703
Spots 100% simulcast on stream



Invoice #	392774-3	Invoice Month	August 2020
Invoice Date	08/30/20	Invoice Period	07/27/20 - 08/28/20
Advertiser	Riviera Beach CRA (A)		
Product	Community Spot Light		
Estimate #			

<https://simplepay.basyspro.net/star>

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/Week	Rate	Type	
1	06/01/20	08/30/20	Mo-Fr 6a-10a	6a-10a	MTWTF--	:30	10	\$60.00	NM	
Spots: # Ch Day Air Date Air Time Description Start/End Time Length Ad-ID Rate Type										
104	WMBX	Tu	08/11/20	7:55 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
110	WMBX	W	08/12/20	7:54 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
101	WMBX	W	08/12/20	9:43 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
105	WMBX	Th	08/13/20	6:27 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
109	WMBX	Th	08/13/20	8:55 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
108	WMBX	F	08/14/20	7:26 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
103	WMBX	F	08/14/20	8:15 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
Weeks: Start Date 08/17/20 End Date 08/23/20 MTWTFSS MTWTF-- Spots/Week 10 Rate \$60.00										
Spots: # Ch Day Air Date Air Time Description Start/End Time Length Ad-ID Rate Type										
113	WMBX	M	08/17/20	7:57 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
116	WMBX	M	08/17/20	9:58 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
118	WMBX	Tu	08/18/20	6:56 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
112	WMBX	Tu	08/18/20	9:42 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
120	WMBX	W	08/19/20	8:54 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
111	WMBX	W	08/19/20	9:58 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
119	WMBX	Th	08/20/20	6:14 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
115	WMBX	Th	08/20/20	8:15 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
117	WMBX	F	08/21/20	7:27 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
114	WMBX	F	08/21/20	9:17 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
Weeks: Start Date 08/24/20 End Date 08/30/20 MTWTFSS MTWTF-- Spots/Week 10 Rate \$60.00										
Spots: # Ch Day Air Date Air Time Description Start/End Time Length Ad-ID Rate Type										
126	WMBX	M	08/24/20	6:56 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
123	WMBX	M	08/24/20	9:40 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
129	WMBX	Tu	08/25/20	7:57 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
122	WMBX	Tu	08/25/20	8:44 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
125	WMBX	W	08/26/20	7:56 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
128	WMBX	W	08/26/20	9:41 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
124	WMBX	Th	08/27/20	6:15 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
130	WMBX	Th	08/27/20	8:43 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
127	WMBX	F	08/28/20	7:10 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM
121	WMBX	F	08/28/20	9:17 AM	Mo-Fr 6a-10a	6a-10a	:30	CRA - Das Craft Beer & Pi	\$60.00	NM

Total Spots 50

Payment Terms 30 Days

<u>Gross Total</u>	\$3,000.00
<u>Agency Commission</u>	\$450.00
<u>Net Amount Due</u>	\$2,550.00
<u>Invoice Balance as of 08/31/20 10:37:04 AM ET</u>	\$2,550.00

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Ad Set Name	Delivery	Bid Strategy	Last Significant Edit	Results	Reach	Impressions	Cost per Result	Amount Spent	Ends	Schedule	Frequer	Unique Link Clicks
Post: "Backyard Sow & Grow Gar..."	Completed	Lowest ... Post En...	Using ...	51 Post E...	1,613	2,547	\$0.41 Per Po...	\$20.91	Aug 2, 2020	Jul 28, 2020 – Aug 2, 2020 5 days	1.58	10
> Results from 1 ad set 0				51 Post E...	1,613 People	2,547 Total	\$0.41 Per Po...	\$20.91 Total Spent			1.58 Per P...	10 Total

INVOICE



Hubbard Radio West Palm Beach LLC
 701 Northpoint Parkway
 Suite 500
 West Palm Beach, FL 33407
 Main: (561) 616-4777
 Billing:

<https://simplepay.basyspro.net/star>

Billing Address:

The MS Factor
 Attention: AP MS Factor
 1804 N Dixie Hwy
 Suite B
 West Palm Beach, FL 33407

Send Payment To:

Hubbard Radio West Palm Beach LLC
 PO BOX 645703
 Cincinnati, OH 45264-5703
 Spots 100% simulcast on stream

Property	WMBX-FM		
Invoice #	392775-3	Order #	392775
Invoice Date	08/30/20	Alt Order #	
Invoice Month	August 2020	Deal #	
Invoice Period	07/27/20 - 08/28/20	Flight Dates	06/01/20 - 08/30/20
Advertiser	Riviera Beach CRA (A)		
Product	Digital Community Spot Light		
Estimate #			
Account Executive	Robyn Beriro		
Sales Office	Local-West Palm Beach		
Sales Region	Local		
Agency Code			
Advertiser Code			
Billing Calendar	Broadcast		
Billing Type	Cash		
Special Handling			
Agency Ref			
Advertiser Ref			
Product 1			
Product 2			

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/Week	Rate	Type	
1	06/01/20	08/30/20	ROS Banners	ROS Banners	MTWTFSS	:00	1	\$100.00	NS	
Weeks: Start Date 07/27/20 End Date 08/02/20 MTWTFSS MTWTF-- Spots/Week 1 Rate \$100.00										
Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate Type	
89	WMBX	W	07/29/20		ROS Banners	ROS Banners	:00		\$100.00 NS	
Weeks: Start Date 08/03/20 End Date 08/09/20 MTWTFSS MTWTF-- Spots/Week 1 Rate \$100.00										
Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate Type	
97	WMBX	F	08/07/20		ROS Banners	ROS Banners	:00		\$100.00 NS	
Weeks: Start Date 08/10/20 End Date 08/16/20 MTWTFSS MTWTF-- Spots/Week 1 Rate \$100.00										
Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate Type	
108	WMBX	F	08/14/20		ROS Banners	ROS Banners	:00		\$100.00 NS	
Weeks: Start Date 08/17/20 End Date 08/23/20 MTWTFSS MTWTF-- Spots/Week 1 Rate \$100.00										
Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate Type	
119	WMBX	Th	08/20/20		ROS Banners	ROS Banners	:00		\$100.00 NS	
Weeks: Start Date 08/24/20 End Date 08/30/20 MTWTFSS MTWTF-- Spots/Week 1 Rate \$100.00										
Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate Type	
129	WMBX	Tu	08/25/20		ROS Banners	ROS Banners	:00		\$100.00 NS	
Total Spots							5			

Payment Terms 30 Days

<u>Gross Total</u>	\$500.00
<u>Agency Commission</u>	\$75.00
<u>Net Amount Due</u>	\$425.00
<u>Invoice Balance as of 08/31/20 10:37:05 AM ET</u>	\$425.00

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