

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

TODAYS DATE: 10/2/2020
 VENDOR NAME: MS FACTOR
 VENDOR #: 12374
 INVOICE #: 920
 INVOICE DATE: 9/29/2020
 PO #:
 COMPLETED BY: D BOURBEAU

X

BCP
C & S
CDE
CRA
MEC
MV
RBEC, LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-548000	MS FACTOR MONTHLY RETAINER - September 2020		\$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:

Professional Market Experience

SECTION B - OTHER

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: 10/6/20
 ENTERED IN TYLER: 10/6/20 B3345 10/9/20
 DATE MAILED:

B3345

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

Invoice RBCRA-
0920



THE MS FACTOR

BILL TO
Riviera Beach CRA

DATE
09/29/2020

PLEASE PAY
\$6,150.00

DUE DATE
10/29/2020

DESCRIPTION	QTY	RATE	AMOUNT
Monthly Retainer - September 2020	1	6,150.00	6,150.00

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

TOTAL DUE **\$6,150.00**

THANK YOU.

*Final
Agent
10/6/20*

Riviera Beach CRA - Public Relations			
Task No.	Task	Totals	% Completion
ONGOING MONTHLY TASKS			
1.00	Databases		
1.10	Media Database	24	100%
1.20	QAQC	12	100%
2.00	Press Releases		
2.10	Write Press Releases	96	100%
2.20	QAQC	12	100%
2.30	Press Release Distrib	12	100%
3.00	Social Media		
3.10	Social Media Content	120	127%
3.20	QAQC	24	100%
4.00	Website		
4.10	Website Updates	72	100%
4.20	QAQC	12	100%
5.00	Monthly Newsletter		
5.10	Draft Newsletter Articles	72	103%
5.20	QAQC	12	100%
5.30	Newsletter Distribution	12	100%
6.00	Flyers		
6.10	Create Flyers	84	100%
6.20	QAQC	24	100%
6.30	Flyer Distribution	24	100%
7.00	Meetings		
7.10	Meeting Attendance	48	110%
PROJECT WORK			
9.00	Annual Report - Due March 2019		
9.10	Research Past Report	2	100%
9.20	Create Annual Report	32	100%
9.30	QAQC	4	100%
10.00	Misc		
10.01	Project management, Event Marketing, Media/Crisis Management Training and Miscellaneous Tasks	135	54%









Riviera Beach CRA Payment Authorization Checklist

Vendor Name: MS FACTOR

Control No.: RES 2019-02 Invoice No.: 920

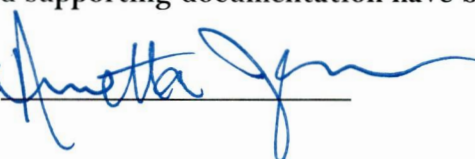
Invoice Date: 10/2/20 Payment Amount: \$ 6,150.00

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 checked="" 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 checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	 CJ

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

_VENDOR #12374



Date: 10-2-2020

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)