




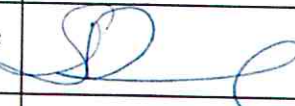


## Riviera Beach CRA Payment Authorization Checklist

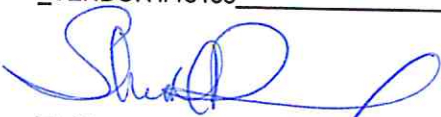
Vendor Name: GOVHR USA  
 Control No.: 2020-08 Invoice No.: 1-07-20-224  
 Invoice Date: 7/14/20 Payment Amount: \$ 5,334.00  
 Project Supervisor/Responsible Official: SHERLEY DESIR

	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.

\_VENDOR #13136\_\_\_\_\_

Date: 10/28/2020



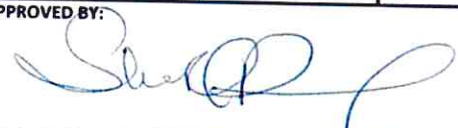
Payment approved by the Board of Commissioners by Motion No. 2020-08 or the Consent Agenda, at its meeting on 06/10/2020.  
 (If applicable)

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

TODAYS DATE: 10/28/2020  
 VENDOR NAME: GOVHR USA  
 VENDOR #: 13136  
 INVOICE #: 1-07-20-224  
 INVOICE DATE: 7/14/2020  
 PO #:  
 COMPLETED BY: SDESIR

	BCP
	C & S
	CDE
X	CRA
	MEC
	MV
	RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-534000	EXECUTIVE DIRECTOR RECRUITMENT FIRM 1 OF 3		\$ 5,334.00
<b>INVOICE TOTAL</b>			<b>\$5,334.00</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: JA 10/29/20  
 ENTERED IN TYLER: 10/29/20 133437 9/34/20  
 DATE MAILED:

**B3437**



DATE: July 14, 2020  
TO: Riviera Beach Community Development Agency  
FOR: Professional Fees Incurred By GovHR USA  
SUBJECT: INVOICE #1-07-20-224

**Professional Fee**

\$5,334.00

First one third of the full fee (\$16,000) for the recruitment and selection of an Executive Director.

**PAYMENT DUE: \$5,334.00**

PLEASE REMIT TO: *GovHR USA*  
*630 Dundee Road, Suite 130*  
*Northbrook, IL 60062*

Thank you for the opportunity to be of service to Riviera Beach Community Development Agency.

630 Dundee Road, Suite 130, Northbrook, IL 60062  
847.380.3240 Fax: 866.401.3100 GovHRUSA.com

**EXECUTIVE RECRUITMENT \* INTERIM STAFFING \* MANAGEMENT AND HUMAN RESOURCE CONSULTING**