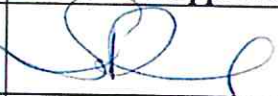


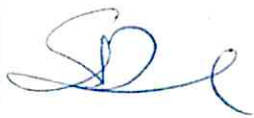
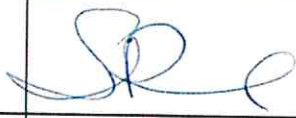
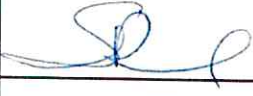



Riviera Beach CRA Payment Authorization Checklist

Vendor Name: GOVHR USA
 Control No.: 2020-08 Invoice No.: 02-09-20-291
 Invoice Date: 9/22/20 Payment Amount: \$ 8,350.95
 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 #: 2-09-20-291
 INVOICE DATE: 9/22/2020
 PO #:
 COMPLETED BY: SDESIR

X

BCP
C & S
CDE
CRA
MEC
MV
RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-534000	EXECUTIVE DIRECTOR RECRUITMENT FIRM 2 OF 3		\$ 8,350.95
INVOICE TOTAL			\$8,350.95

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: 10/29/20
 ENTERED IN TYLER: 10/29/20 B3437 9/30/20
 DATE MAILED:

B3437



DATE: September 22, 2020
TO: Riviera Beach Community Development Agency
FOR: Professional Fees Incurred By GovHR USA
SUBJECT: INVOICE #2-09-20-291

Professional Fee \$5333.00

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

Expenses (incidental to the recruitment activities) \$ 300.00

Printing/Photocopy	\$100.00
Technology Overhead/Telephone/Internet	\$200.00

Advertising Charges \$2,717.95

Advertising Charges	\$2,717.95
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PAYMENT DUE: \$8,350.95

PLEASE REMIT TO:

*GovHR USA
630 Dundee Road, Suite 130
Northbrook, IL 60062*

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