

**PALM BEACH COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

Meeting Date: July 10, 2007     Consent     Regular  
    Ordinance     Public Hearing

**Department**

Submitted By: Office of Small Business Assistance (OSBA)  
Submitted For: Office of Small Business Assistance, Department of  
Airports and Palm Tram

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to: approve participation in an amount not to exceed \$6,000.00 by the Office of Small Business Assistance (\$2,000), Department of Airports (\$2,000) and Palm Tran (\$2,000) in the Palm Beach Partners 2007 Matchmaker Conference & Expo to be held on September 18, 2007 in the Palm Beach County Convention Center.

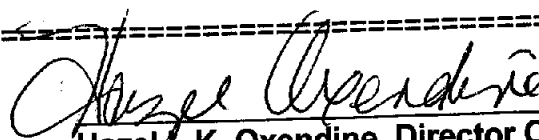
**SUMMARY:** The Office of Small Business Assistance, Department of Airports and Palm Tran are participating with the School District, South Florida Water Management, the City of West Palm Beach and the Center for Technology, Enterprise & Development, Inc., (TED Center) to present the 2007 Matchmaker Conference & Expo (a statewide conference). The conference and expo will provide Small Business Enterprise owners an opportunity to collaborate with larger businesses in an effort to increase business opportunities and knowledge of programs afforded by the above listed governmental partners. Countywide (TKF)

**Background and Justification:** On September 18, 2007, the Palm Beach Partners will present the 2007 Matchmaker Conference and Expo at the Palm Beach County Convention Center. This event will feature workshops and seminars that will provide information to Small Business Enterprise (SBE) owners. Additionally, one-on-one matchmaking appointments will be made available for conference participants to meet with key staff from Palm Beach County, the School District of Palm Beach County, the City of West Palm Beach, South Florida Water Management District and members of the Small Business Enterprise Banking Consortium.

**Attachments:**

- 1. Overview of Matchmaker Conference & Expo
- 2. Registration Form

Submitted By:

  
Hazel L.K. Oxendine, Director OSBA

7/2/07

Date

Approved By:

  
Verdenia C. Baker, Deputy County Administrator

7/10/07

Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2007	2008	2009	2010	2011
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>6,000</u>	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	-----	-----	-----	-----	-----
In-Kind Match (County)	-----	-----	-----	-----	-----
<b>NET FISCAL IMPACT</b>	<u><u>6,000</u></u>	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	- 0-	0---	0---	0---	0-----
Is Item Included In Current Budget?	Yes <input checked="" type="checkbox"/>	No. <input type="checkbox"/>			

OSBA Budget Account No.: Fund 0001 Dept 768 Unit 7658 Object 4801  
 Airports Budget Account No.: Fund 4100 Dept 120 Unit 1110 Object 4809  
 Palm Tran Budget Account No.: Fund 1340 Dept 540 Unit 5160 Object 4941

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

**C. Department Fiscal Review:**

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**

7/3/07 7/5/07  
 OFMB 7/12/07  
 Contract Dev. and Control 7/5/07

**B. Approved as to form and Legal Sufficiency:**

7/5/07  
 Assistant County Attorney

**C. Approved as to Terms and Conditions:**

Director, Department of Airports

Director, Palm Tran

**This summary is not to be used as a basis for payment.**



# 2007 Palm Beach Partners Matchmaker Conference & Expo



Office of Small Business Assistance

Palm Beach International Airport

Palm Tran



the TED Center  
The Entrepreneurial Development Center  
Palm Beach County Convention Center

The Palm Beach County Convention Center is a 200+ Corporation. If under the American with Disabilities Act, you require special access services please contact, please call 561-833-8080 prior to the registration deadline.

On September 18, 2007 from 8:00 a.m. – 8:00 p.m., the 2007 MATCHMAKER Conference and Expo will be held at the Palm Beach County Convention Center bringing over 400 small businesses together with certifying agencies and large businesses all to conduct future business.

Palm Beach Partners is the official presenter of the 2007 Matchmaker Conference & Expo. Palm Beach Partners consists of the School District of Palm Beach County (SDPBC), South Florida Water Management District (SFWMD), Palm Beach County Government (Palm Beach International Airport, Palm Tran and the Office of Small Business Assistance), The City of West Palm Beach and the TED Center. Palm Beach Partners requests your presence at the Matchmaker Conference.

Palm Beach Partners exists to enhance opportunities, strengthen and grow Small Businesses. Palm Beach Partners operates under an Inter-local Agreement that provides a streamlined unified certification process. Each entity offers technical assistance, consolidated resources and serves as small business advocates.

The goal of this conference is to bring State, County, and Local Government Agencies, major corporations and small businesses together to match the multitude of disciplines needed to participate on major contracts. Palm Beach Partners will have an opportunity to increase their certification databases, and small businesses owners will meet with other businesses both large and small. As a result, major corporations will enhance their list of small business sub-contractors.

## MATCHMAKER CONFERENCE & EXPO Overview

The 2007 MATCHMAKER Conference & Expo is the premier business conference on the Treasure Coast of Florida. Please see <http://pbmatchmaker.com/> for highlights, registration and sponsor information on the Conference.

Participation by your company can be accomplished in a variety of ways. The greatest exposure is through sponsorship. Sponsorships range from \$500 up to \$12,500. In addition, you can opt to be a presenter at a workshop or participate in one of several roundtable discussions. As an attendee to the conference you will receive access to the opening plenary session, all workshops, banker's row, one-on-one Government / Private Agency consultation, on-site agency certification, a lunch featuring keynote speaker Tony Brown, the closing afternoon session where success stories will be shared, and an evening reception.

Large companies will benefit by meeting face-to-face with small business owners who can provide goods and services that are needed to win agency bids. This benefit also extends to private sector bids and other third-party contracts.

Sponsors of the Conference will be recognized in many ways. To gain additional recognition a sponsors could strike a *matchmaker partnership* with a small business. All matchmaker success stories will be highlighted during the closing afternoon session.

## ATTACHMENT 1



# REGISTRATION FORM - P

## 2007 Palm Beach Partners Matchmaker Conference & Expo

September 18, 2007  
Palm Beach County Convention Center



Name \_\_\_\_\_  
Last First Middle  
Title/Position \_\_\_\_\_



Agency/Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Email \_\_\_\_\_

Business Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

**Registration Fees** - Registration includes: All Sessions, Continental Breakfast, a Luncheon with Keynote Speaker Tony Brown, Refreshments at Breaks and a Closing Reception.

Early/Early Fee by July 6 - \$75.00      Early Fee by August 3rd - \$100.00

Fee after September 4<sup>th</sup> - \$150.00

Forms received without payment will not be processed.

Number of Participants \_\_\_\_\_ Total Amount Due \$ \_\_\_\_\_

**Matchmaker One-on-One Appointments**

One-on-One appointments with Governmental / Private Agency's can be scheduled online between August 28th and September 14th. To make an appointment, go to <http://pbmatchmaker.com/> and clic Matchmaker One-on-One Appointment. (Included in Registration Fee)

**Registration and Payment**

You can register by faxing this completed form to (561) 434-7405 or by going online : <http://pbmatchmaker.com/>, click Registration and download Registration Form P. Mail the complete registration form along with full payment to School District of Palm Beach County, 3300 Forest Hill Blvd Ste.A106, West Palm Beach, FL 33406. Make check or money order payable to School District of Palm Beach County and in the footnote write MATCHMAKER. No registrations will be accepted over the phone

**Cancellation**

Cancellation requests must be submitted in writing or by email and received by **September 4, 2007**. Telephone cancellations will not be accepted. Cancellations are subject to a \$25.00 cancellation fee. Registration fees will be forfeited for any person who does not cancel by the September 4th deadline. No partial refund will be given for functions not attended.

**Program Changes**

Conference organizers reserve the right to make changes to the conference agenda or with presenters. I the unlikely event this conference is cancelled, the School District of Palm Beach County's liability is limited to refund of registration fees only.

**Contact:** the Event Producers, L. B.Limited & Associates, Inc. (561) 833-8080 or by email; [blewislb@bellsouth.net](mailto:blewislb@bellsouth.net)



The Palm Beach County Convention Center is ADA Compliant. If under the Americans with Disabilities Act, you require specific access services during your visit, please call (561) 833-8080 prior to the registration deadline.

## ATTACHMENT 2