

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: August 16, 2011	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
	<input type="checkbox"/> Workshop	<input type="checkbox"/> Public Hearing

Department

Submitted By: **Administration - Office of Small Business Assistance (OSBA)**

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

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: approve payment in an amount not to exceed \$6,000.00 for participation in the Palm Beach Partners Business Matchmaker Conference & Expo to be held on September 14, 2011 at the Hilton Palm Beach Airport.

Summary: The Office of Small Business Assistance, Department of Airports and Palm Tran are participating with the South Florida Water Management District, School District of Palm Beach County, the City of West Palm Beach, the City of Riviera Beach, the Center for Technology, Enterprise & Development, Inc. (TED Center) and the Paragon Foundation, Inc., to present the 2011 Business Matchmaker Conference & Expo (a statewide conference). This is the 5th annual Matchmaker Conference & Expo held in Palm Beach County. Each participating entity will contribute \$2,000 and the county's contribution will be broken down as follows: the Office of Small Business Assistance (\$2,000), Department of Airports (\$2,000) and Palm Tran (\$2,000). Payment will be made on or before September 2, 2011 to the Education Foundation of Palm Beach County. 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 offered by the above listed governmental partners. Countywide (TKF).

Background and Justification: On September 14, 2011 the Palm Beach Partners will present the 2011 Business Matchmaker Conference and Expo at the Hilton Palm Beach Airport. This event will feature workshops and seminars that will provide information to Small Business Enterprise (SBE) owners. Additionally, one-on-one business matchmaking appointments will be made available for conference participants to meet with key staff from Palm Beach County, the South Florida Water Management District, the School District of Palm Beach County, the City of West Palm Beach, and the Paragon Foundation, Inc.

Attachments:

1. Overview of Business Matchmaker Conference & Expo
2. Invoice

Recommended by:


Allen Gray, Interim Director, OSBA

Aug. 4, 2011
Date

Approved By:


Verdenia C. Baker, Deputy County Administrator

8/11/11
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2011	2012	2013	2014	2015
Capital Expenditures					
Operating Costs	\$6,000				
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$6,000				
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included In Current Budget? Yes ☒ No. ☐

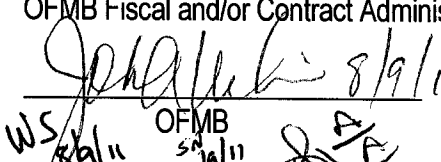
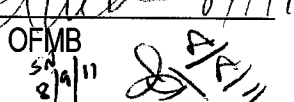

Budget Account No.:	Fund	Dept.	Unit	Object
Office of Small Business Assistance (OSBA)	0001	768	7658	4801
Department of Airports	4100	120	1110	4809
Palm Tran	1341	542	5526	4941

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

C. Department Fiscal Review:

III. REVIEW COMMENTS

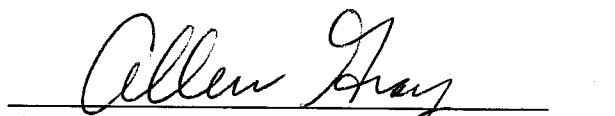
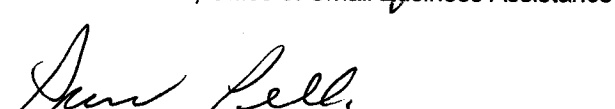

A. OFMB Fiscal and/or Contract Administration Comments:

 8/9/11
 8/9/11
 8/19/11
 Contract Dev. and Control

B. Approved as to form and Legal Sufficiency:

 8/11/11
 Assistant County Attorney

C. Approved as to terms and conditions:

 8/11/11
 Interim Director, Office of Small Business Assistance
 8/11/11
 Director, Department of Airports
 8/11/11
 Director, Palm Tran

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

2011 Palm Beach Partners Business Matchmaker Conference & Expo

On September 14, 2011 from 8:30 am - 6:00 pm the 2011 Business Matchmaker Conference and Expo will be held at the Hilton, Palm Beach Airport.

The Palm Beach Partners are the official presenters of the 2011 Business Matchmaker Conference & Expo. The Partners consist of the Palm Beach County Board of County Commissioners (Palm Beach International Airport, Palm Tran and the Office of Small Business Assistance), the School District of Palm Beach County (SDPBC), South Florida Water Management District (SFWMD), the City of West Palm Beach, the Center for Technology, Enterprise & Development, Inc. (TED Center) and the Paragon Foundation of Palm Beach County. 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. The Palm Beach Partners will have an opportunity to increase their certification databases, small business owners will meet with other businesses both large and small and major corporations will enhance their list of small business sub-contractors.

Conference attendees will receive access to the opening plenary session which will feature Marvin Dejean, CEO, Markcom Industries, Inc as he presents "The Five Keys to Mastering the New Economy", all workshops, one-on-one government/private agency consultations, a lunch *featuring keynote speaker T. Willard Fair*, 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 agreements.

Attachment 1

Invoice

Palm Beach Partners
Business Matchmaker and Expo

Mail Payment to:

The School District of Palm Beach County
Office of Diversity in Business Practices
3300 Forest Hill Blvd., Suite A-106
West Palm Beach, FL 33406-5813
Attn: Michelle Andrewin

Date: July 11, 2011

Invoice #: MM2011-002

Customer ID: PBC

Due Date: Upon Receipt

Bill to: Tonya Davis-Johnson
PBC Office of Small Business Assistance
50 South Military Trail
Suite 2N-172
West Palm Beach, FL 33415

Comments: Please Note in the Memo: "Matchmaker 2011 ". The Education Foundation of PBC acting fiscal agent for Palm Beach Partners Business Matchmaker and Expo.

Date	Description	Balance	Amount
7/11/11	Partner Commitment - PBC Office of Small Business Assistance	\$	2,000.00
7/11/11	Partner Commitment - PBC Department of Airports		2,000.00
7/11/11	Partner Commitment - Palm Tran		2,000.00

Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due
\$6,000.00					\$6,000.00

Remittance

Invoice # MM2011-002
Date
Amount Due \$6,000.00
Amount Enclosed

Make all checks payable to: The Education Foundation of PBC
Check Memo: Matchmaker 2011

C/O Paragon Foundation • 2101 Vista Parkway Ste 133, West Palm Beach FL 33411 • P:561-228-6146 F:561-228-6147 • www.paragonpbc.org

Attachment 2