Agenda Item #:

3A-2

PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:	May 7, 2013	[X] Consent [] Workshop	[]	Regular Public Hearing
Department				
Submitted By:	Administra	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 \$3,000.00 for participation in the Palm Beach Partners Business Matchmaker Conference & Expo to be held on September 20, 2013 at the Kravis Center, West Palm Beach, FL.

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 2013 Business Matchmaker Conference & Expo (a statewide conference). This is the 7th Annual Matchmaker Conference & Expo held in Palm Beach County. Each participating entity will contribute \$3,000 and the county's contribution will be broken down as follows: the Office of Small Business Assistance (\$1,000), Department of Airports (\$1,000) and Palm Tran (\$1,000). Payment will be made on or before June 3, 2013 to the Paragon 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 opportunitities and knowledge of programs offered by the above listed governmental partners. **Countywide** (TKF).

Background and Justification: On September 20, 2013, the Palm Beach Partners will present the 7th Annual 2013 Business Matchmaker Conference and Expo at the Kravis Center, West Palm Beach, FL. This event will feature workshops and seminars that will provide information to Small/Minority/Women Business Enterprise (S/M/WBE) 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, the City of Riviera Beach, the Center for Technology, Enterprise & Development, Inc. (TED Center) and the Paragon Foundation, Inc.

Attachments:

Overview of Business Matchmaker Conference & Expo

2. 2013 Partner Invoice

Recommended by:

| Second | Se

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures Operating Costs	<u>\$3,000</u>				
External Revenues Program Income (County)			<u></u>		
In-Kind Match (County)					
NET FISCAL IMPACT	<u>\$3,000</u>		: 	Activities of the second secon	
# ADDITIONAL FTE POSITIONS (Cumulative)					
Is Item Included In Current Bu	udget? Y	es <u>X</u> No			
Budget Account No.:	F	und	Dept.	Unit	Object
Office of Small					

0001

4100

1341

- B. Recommended Sources of Funds/Summary of Fiscal Impact:
- C. Department Fiscal Review:

Business Assistance (OSBA)

Department of Airports

Palm Tran

III. REVIEW COMMENTS

768

120

542

4801

4809

4801

7658

1110

5532

A. OFMB Fiscal and/or Contract Administration Comments:

OFMB Ak

Assistant County Attorney

C. Approved as to terms and conditions:

Director Office of Small Business Assistance

Director, Department of Airports

Director, Palm Tran

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

2013 Palm Beach Partners Business Matchmaker Conference & Expo

On September 20, 2013 from 8:30 am - 6:00 pm the 2011 Business Matchmaker Conference and Expo will be held at the Kravis Center, West Palm Beach, FL.

The Palm Beach Partners are the official presenters of the 2013 Business Matchmaker Conference & Expo. The Partners consist of the Palm Beach County Board of County Commissioners (Office of Small Business Assistance, Department of Airports and Palm Tran), the School District of Palm Beach County (SDPBC), South Florida Water Management District (SFWMD), City of West Palm Beach, City of Riviera Beach, 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. During this conference, 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 subcontractors.

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.

Conference attendees will receive access to an opening plenary session, all workshops, one-on-one government/private agency consultations, a keynote luncheon and evening reception.

Attachment 1

Invoice

2013 Palm Beach Partners **Business Matchmaker and Expo**

Mail Payment to:

Paragon Foundation of Palm Beach County

2101 Vista Parkway

Suite 133

West Palm Beach, FL 33411

Date:

June 1, 2013

Invoice #:

MM2013-003

Customer ID:

PBC

Due Date:

Upon Receipt

Bill to:

Tonya Davis-Johnson, Director

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 2013". The Paragon Foundation of PBC acting fiscal agent for

2013 Palm Beach Partners Business Matchmaker and

Expo.

Date: Description Balance Amount				
3/7/13	PBC Office of Small Business Assistance	\$	1,000.00	
3/7/13	Palm Beach County Department of Airports	\$	1,000.00	
3/7/13	Palm Tran	\$	1,000.00	

1-30.Days 31-60.Days 61-90.Days Over 90.Day Current Past Due Past Due Past Due	e Amoun	t/Due
\$3,000,00		\$3,000.00

Remittance		
Invoice #	MM2013-003	
Date	!	
Amount Due	\$3,000.00	
: Amount		
Enclosed		

Make all checks payable to: The Paragon Foundation of PBC

Check Memo: Matchmaker 2013

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