Agenda Item #: 344

### **PALM BEACH COUNTY**

#### **BOARD OF COUNTY COMMISSIONERS**

#### AGENDA ITEM SUMMARY

Meeting Date:	September 9, 2014	[X] Consent [ ] Workshop	[]	Regular Public Hearing
Department				
Submitted By:	Administration - Office of Small Business Assistance (OSBA)			
Submitted For:		Business Assistance ( Airports and Palm Tra		

## 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 26, 2014 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 Florida, Inc., to present the 2014 Business Matchmaker Conference & Expo (a statewide conference). This is the 8th 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 September 20, 2014 to Paragon Florida, Inc., the fiscal agent for the Palm Beach Partners. 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 26, 2014, the Palm Beach Partners will present the 8<sup>th</sup> Annual 2014 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 Florida, Inc.

#### Attachments:

1. Overview of Business Matchmaker Conference & Expo

2. 2014 Partner Invoice

Recommended by:

Lange Mais Administrator	S/1/3014	
Tonya Davis Johnson, Director OSBA	Date	
Approved By:	Wordenia C. Baker, Deputy County Administrator	Date

## II. FISCAL IMPACT ANALYSIS

## A. Five Year Summary of Fiscal Impact:

Fiscal Years Capital Expenditures	2014	2015	2016	2017	2018
Operating Costs External Revenues	<u>\$3,000</u>				-
Program Income (County) In-Kind Match (County)		PART OF THE PART O			
NET FISCAL IMPACT	\$3,000				
# ADDITIONAL FTE	<u>φ<b>3</b>,000</u>				
POSITIONS (Cumulative)		***************************************			

Is Item Included In Current Budget?	Yes X No	)		
Budget Account No.:	Fund	Dept.	Unit	Object
Office of Small				

		-	•	_
Office of Small				
Business Assistance (OSBA)	0001	768	7658	4801
Department of Airports	4100	120	1110	4809
Palm Tran	1341	542	5532	4801

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

## III. REVIEW COMMENTS

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

SIN OFMB STAN TO

Contract Dev. and Control

B. Approved as to form and Legal Sufficiency:

Chief 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.

# 2014 Palm Beach Partners Business Matchmaker Conference & Expo

On September 26, 2014 from 8:30 am - 6:00 pm the 2014 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 2014 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 Florida, Inc. 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** 



c/o Paragon Florida, Inc. 2101 Vista Parkway Suite 133 West Palm Beach, FL 33411

## **Invoice**

Date	Invoice #
7/17/2014	l S041

Bill To

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

P.O. No.	Terms	Due Date	Account #	Project	
		7/17/2014			
Description		Qty	Rate	Amount	
Partner Commitment - 2014 PBP Matchmaker - PBC Office of Small Business Assistance Partner Commitment - 2014 PBP Matchmaker - PBC Department of Airports Partner Commitment - 2014 PBP Matchmaker - Palm Tran			1,000.00	1,000.00	
			1,000.00	1,000.00	
			1,000.00	1,000.00	
lote:Paragon Florida, Inc ⁄latchmaker Conference & I	2014 Fiscal agent for PB Part	ners Business	Total	\$3,000.00	
	,		Payments/Credits	\$0.00	
			Balance Due	\$3,000.00	

**ATTACHMENT 2**