

PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: June 7, 2016 [X] Consent [] Regular
[] Workshop [] 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 \$9,000 for participation in the 10th Annual Palm Beach Partners Business Matchmaker Conference & Expo to be held on September 23, 2016 in the Palm Beach County Convention Center.

Summary: The Palm Beach County 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 Paragon Florida, Inc., to present the 2016 Business Matchmaker Conference & Expo (a statewide conference). This is the 10th Annual Matchmaker Conference & Expo held in Palm Beach County and as the chairing entity for this year's event. Palm Beach County will contribute a total of \$9,000 with the county's contribution broken down as follows: the Office of Small Business Assistance (\$3,000), Department of Airports (\$3,000) and Palm Tran (\$3,000). Payment will be made on or before June 30, 2016 to Paragon Florida, Inc., the fiscal agent for the 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 offered by the above listed governmental partners. **Countywide** (HH).

Background and Justification: On September 23, 2016, the Palm Beach Partners will present the 10th Annual Business Matchmaker Conference and Expo at Palm Beach County Convention Center. 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. Finally, we are pleased to announce the offering of a National Institute of Government Purchasing (NIGP) course for local procurement agencies in Palm Beach County and throughout the State of Florida entitled Protests: Managing Options for Positive Results. NIGP will offer CEUs to attendees upon completion of the one day training.

Attachments:

1. Overview of Business Matchmaker Conference & Expo
2. 2016 Partner Invoice

Recommended by:	<i>Tonya Davis Johnson</i> Tonya Davis Johnson, Director OSBA	5/4/16 Date
Approved By:	<i>Verdenia C. Baker</i> Verdenia C. Baker, County Administrator	5/25/16 Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2016	2017	2018	2019	2020
Capital Expenditures					
Operating Costs	\$9,000	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	\$9,000	=====	=====	=====	=====
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes No.

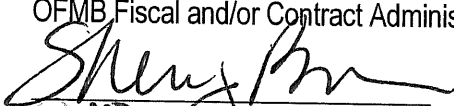
Budget Account No.:	Fund	Dept.	Unit	Object
Office of Small Business Assistance (OSBA)	0001	768	7658	4801
Department of Airports	4100	120	1110	4809
Palm Tran	1341	542	5532	4801

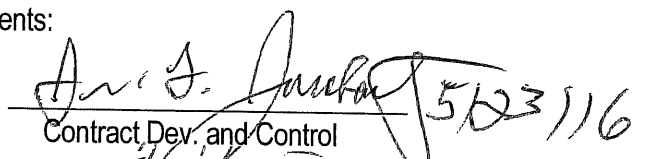
B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:


 PSB OFMB 5/16 2016


 Contract Dev. and Control 5/23/16

B. Approved as to form and Legal Sufficiency:


 Senior Assistant County Attorney 5/23/16

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.

2016 Palm Beach Partners Business Matchmaker Conference & Expo

On September 23, 2016 from 8:30 am - 6:00 pm the 2016 Business Matchmaker Conference and Expo will be held at the Palm Beach County Convention Center in West Palm Beach, FL.

The Palm Beach Partners are the official presenters of the 2016 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 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 sub-contractors.

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. An added opportunity for local procurement officials and their staff has been added to the 10th Anniversary event. The National Institute of Government Purchasing (NIGP) will offer a one day training course for local procurement agencies in Palm Beach County and throughout the State of Florida entitled Protests: Managing Options for Positive Results. NIGP will offer CEUs to attendees upon completion of the training.

**Palm Beach Partners Business
Matchmaker Conference & Expo**

Invoice

c/o Paragon Florida, Inc.
400 Hibiscus Street
Suite 200
West Palm Beach, FL 33401



E-MAILED
5/17/16

Date	Invoice #
5/17/2016	S074

Bill To

PBC Office of Small Business Assistance
Tonya Davis Johnson
50 S. Military Trail, Ste. 202
West Palm Beach, FL 33415

P.O. No.	Terms	Due Date	Account #	Project
		4/25/2016	17468	
Description		Qty	Rate	Amount
Partner Commitment - Office of Small Business Assistance 2016 PBP Matchmaker Conference & Expo		1	3,000.00	3,000.00
Partner Commitment - Dept. of Airports 2016 PBP Matchmaker Conference & Expo		1	3,000.00	3,000.00
Partner Commitment - Palm Tran 2016 PBP Matchmaker Conference & Expo		1	3,000.00	3,000.00
			Total	\$9,000.00
			Payments/Credits	\$0.00
			Balance Due	\$9,000.00

Phone #
561-282-1888

Web Site
www.pbmatchmaker.com