

**PALM BEACH COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
**AGENDA ITEM SUMMARY**

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**Meeting Date:** April 10, 2018                       **Consent**                       **Regular**  
    **Ordinance**                       **Public Hearing**

**Department:** Administration

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

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

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**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve payment in an amount not to exceed \$9,000 for participation in the 12<sup>th</sup> Annual Palm Beach Partners Business Matchmaker Conference & Expo to be held on September 21, 2018, in the Kravis Center Cohen Pavilion.

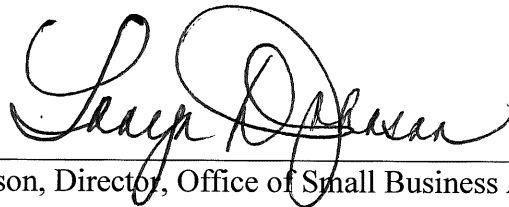
**Summary:** The Palm Beach County Office of Small Business Assistance, Department of Airports, and Palm Tran are participating with the City of Riviera Beach, the School District of Palm Beach County, the City of West Palm Beach, the Center for Technology, Enterprise & Development, Inc. (TED Center), Paragon Florida, Inc., and the Solid Waste Authority (SWA) to present the 2018 Business Matchmaker Conference & Expo (a statewide conference). This is the 12<sup>th</sup> Annual Matchmaker Conference & Expo held in Palm Beach County, and 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 May 4, 2018, to the Center for Technology Enterprise and Development, 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 and non-profit partners. **Countywide** (HH).

**Background and Policy Issues:** On September 21, 2018, the Palm Beach Partners will present the 12<sup>th</sup> Annual 2018 Business Matchmaker Conference & Expo in the Kravis Center Cohen Pavilion. 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 City of Riviera Beach, School District of Palm Beach County, the City of West Palm Beach, the Center for Technology Enterprise & Development, Inc. (TED Center), Paragon Florida, Inc., and the Solid Waste Authority (SWA).

**Attachments:**

1. Overview of Business Matchmaker Conference & Expo
  2. 2018 Partner Invoice
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Recommended By:



\_\_\_\_\_  
Tonya Davis Johnson, Director, Office of Small Business Assistance

3/30/18  
\_\_\_\_\_  
Date

Approved By:



\_\_\_\_\_  
Verdenia C. Baker, County Administrator

4/2/18  
\_\_\_\_\_  
Date

**II. FISCAL IMPACT ANALYSIS**

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


Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	\$9,000	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	\$9,000	=====	=====	=====	=====
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	_____	_____	_____	_____	_____


Is Item Included in Current Budget?	Yes <u>X</u>	No _____		
Budget Account No.:	Fund	Dept.	Unit	Object
Office of Small Business Assistance	0001	768	7658	4801
Department of Airports	4100	120	1110	4809
Palm Tran	1340	540	5460	4801

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

**III. REVIEW COMMENTS**

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


 3/22/18  
 OFMB 3/21/18

 3/22/18  
 Contract Administration 3/22/18

**B. Legal Sufficiency:**

  
 Senior 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)**

## **2018 Palm Beach Partners Business Matchmaker Conference & Expo**

On September 21, 2018, from 8:30 a.m. to 6:30 p.m., the 2018 Business Matchmaker Conference & Expo will be held at the Kravis Center Cohen Pavilion in West Palm Beach, FL.

The Palm Beach Partners are the official presenters of the 2018 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, City of West Palm Beach, City of Riviera Beach, Center for Technology, Enterprise & Development, Inc. (TED Center), and Solid Waste Authority (SWA). 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 awards reception.

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

c/o The TED Center  
401 W. Atlantic Ave.  
Suite O9  
Delray Beach, FL 33444

**Bill To**

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

**Invoice**

Date	Invoice #
3/7/2018	S121

P.O. No.	Terms	Due Date	Account #	Project
		3/7/2018		
Description		Qty	Rate	Amount
Partner Commitment - 2018 PB Matchmaker Conference & Expo - PBC Office of Small Business Assistance		1	3,000.00	3,000.00
Partner Commitment - 2018 PB Matchmaker Conference & Expo - PBC Department of Airports		1	3,000.00	3,000.00
Partner Commitment - 2018 PB Matchmaker Conference & Expo - Palm Tran		1	3,000.00	3,000.00

<b>Note: The TED Center, Inc. - 2018 Fiscal agent for PBP Business Matchmaker Conference &amp; Expo</b>	<b>Total</b>	\$9,000.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$9,000.00

<b>Phone #</b>
561-265-3790

<b>Web Site</b>
www.pbmatchmaker.com

ATTACHMENT 2