

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: August 17, 2021 Consent Regular
 Ordinance Public Hearing

Department: Administration

Submitted By: Administration – Office of Equal Business Opportunity (OEBO)

Submitted For: Office of Equal Business Opportunity (OEBO)
Department of Airports and Palm Tran

I. EXECUTIVE BRIEF

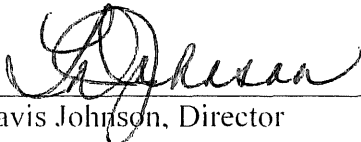
Motion and Title: Staff recommends motion to approve: payment in an amount not to exceed \$9,000 for participation in the 15th Annual Palm Beach Partners Business Matchmaker Conference & Expo, which will be held on September 17, 2021.

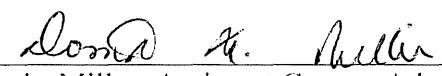
Summary: The Palm Beach County Office of Equal Business Opportunity, Department of Airports, and Palm Tran are participating with the South Florida Water Management District (SFWMD), the School District of Palm Beach County, the City of West Palm Beach, the Center for Technology, Enterprise & Development, Inc. (TED Center), and the Solid Waste Authority (SWA) to present the 2021 Business Matchmaker Conference & Expo (a statewide conference). This is the 15th 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 Equal Business Opportunity – \$3,000, Department of Airports – \$3,000, and Palm Tran – \$3,000. Payment will be made on or before August 31, 2021, to the TED Center, 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 (DB) (OEBO).

Background and Justification: On September 17, 2021, the Palm Beach Partners will present the 15th Annual 2021 Business Matchmaker Conference & Expo virtually. 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 SFWMD, School District of Palm Beach County, the City of West Palm Beach, the TED Center, and the SWA.

Attachments:

1. Overview of Business Matchmaker Conference & Expo
2. 2021 Partner Invoice
3. The Center for Technology, Enterprise & Development, Inc. W9

Recommended By:  7/16/21
Tonya Davis Johnson, Director Date

Approved By:  7/26/2021
Dorritt Miller, Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
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 <u>X</u>	No _____		
Budget Account No.:	Fund	Dept.	Unit	Object
Office of Equal Business Opportunity	0001	768	7658	4801
Department of Airports	4100	120	1110	4809
Palm Tran	1340	540	5160	4809

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

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

Joseana
7/19/21
Luca Motta 7/20/21
 OFMB-CA 7-19-21
7/19/21
Jacoby for Kevin Garrett
 Contract Administration
 7-23-21 *rw*

B. Legal Sufficiency:

[Signature] 7/23/21
 David Behar, County Attorney

C. Approved as to Terms and Conditions:

[Signature]
 Director, Office of Equal Business Opportunity

[Signature]
 Director, Department of Airports

[Signature]
 Director, Palm Tran

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT)

2021 Palm Beach Partners Business Matchmaker Conference & Expo

On September 17, 2021, from 8:30 a.m. to 6:30 p.m., the 2021 Business Matchmaker Conference & Expo will be held virtually.

The Palm Beach Partners are the official presenters of the 2021 Business Matchmaker Conference & Expo. The Partners consist of the Palm Beach County Board of County Commissioners (Office of Equal Business Opportunity, Department of Airports, and Palm Tran), the School District of Palm Beach County, City of West Palm Beach, South Florida Water Management District (SFWMD), 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. 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 speaker and awards presentation.

Palm Beach Partners Business Matchmaker
Conference & Expo

Invoice

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

Date	Invoice #
8/31/2021	S151

Bill To

PBC Office of Equal Business Opportunity
c/o Tonya Davis Johnson
50 South Military Trail
Suite 2N-172
West Palm Beach, FL 33415

P.O. No.	Terms	Due Date	Account #	Project
		3/6/2020		
Description		Qty	Rate	Amount
Partner Commitment for 2020Palm Beach Partners Business Matchmaker Conference and Expo-PBC Office of Equal Business Opportunity			3,000.00	3,000.00
Partner Commitment for 2020 Palm Beach Partners Business Matchmaker Conference and Expo-PBC Department of Airports			3,000.00	3,000.00
Partner Commitment for 2020 Palm Beach Partners Business Matchmaker Conference and Expo- Palm Tran			3,000.00	3,000.00
Note:The TED Center, Inc. - 2020 Fiscal agent for PBP Business Matchmaker Conference & Expo			Total	\$9,000.00
			Payments/Credits	\$0.00
			Balance Due	\$9,000.00

Phone #
561-265-3790

Web Site
www.pbmatchmaker.com

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. The Center for Technology, Enterprise & Development, Inc.	
2 Business name/disregarded entity name, if different from above The TED Center	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 401 W. Atlantic Ave. Suite O9	Requester's name and address (optional)
6 City, state, and ZIP code Delray Beach, FL 33444	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
6	5	-	0	3	6	2	7	1	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ _____
------------------	----------------------------	--------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.