Agenda Item #: 3HH-1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: August 19, 2025 | **[X] Consent** | **[ ] Regular** | **[ ] Ordinance** | **[ ] Public Hearing**

Department: Administration

Submitted By: Administration/Office of Equal Business Opportunity

Submitted For: Office of Equal Business Opportunity (OEBO), Department of Airports, Department of Housing and Economic Development (DHED) and Palm Tran

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I. EXECUTIVE BRIEF

Motion and Title: **Staff recommends motion to approve:** payment of $5,000 for participation in the 19th Annual Palm Beach Partners Business Matchmaker Conference & Expo, which will be held on September 19, 2025.

Summary: The Palm Beach County Office of Equal Business Opportunity, Department of Airports, Department of Housing and Economic Development, and Palm Tran are partnering with the School District of Palm Beach County, the Cities of West Palm Beach, Greenacres, Riviera Beach, the Center for Technology, Enterprise & Development, Inc. (TED Center), the Solid Waste Authority (SWA) and InclusiFI to present the 2025 Business Matchmaker Conference & Expo. This is the 19th Annual Matchmaker Conference & Expo held in Palm Beach County. Palm Beach County will contribute a total of $5,000 with the County's contribution broken down as follows: the Office of Equal Business Opportunity –$1,250, Department of Airports – $1,250, Department of Housing and Economic Development – $1,250, and Palm Tran – $1,250. Payment will be made on or before September 5, 2025, 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 to increase business opportunities and knowledge of programs offered by the above-listed governmental and non-profit partners. **Countywide** (RS).

Background and Justification: On September 19, 2025, the Palm Beach Partners will present the 19th Annual 2025 Business Matchmaker Conference & Expo at the Hilton Palm Beach Airport. This event will feature workshops and seminars that will provide information to Small Business Enterprise (SBE) 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 School District of Palm Beach County, the Cities of West Palm Beach, Greenacres, Riviera Beach, the TED Center, the SWA, InclusiFi, and event sponsors.

Attachments:
1. Overview of Business Matchmaker Conference & Expo
2. 2025 Partner Invoice
3. The Center for Technology, Enterprise and Development, Inc. W9

Recommended by: _____ 7/22/2025
Department Director **Date**

Approved By: _____ 8/7/25
County/Deputy/Assistant County Administrator **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures					
Operating Costs	$5,000				
External Revenues					
Program Income(County)					
In-Kind Match(County					
NET FISCAL IMPACT	$5,000				
#ADDITIONAL FTE					
POSITIONS (CUMULATIVE					

Is Item Included in Current Budget? Yes X No
Does this item include the use of federal funds? Yes No X
Does this item include the use of state funds? Yes No X

Budget Account No.:	Fund	Dept.	Unit	Object
Office of Equal Business Opportunity	0001	768	7658	4809
Department of Airports	4100	120	1110	4809
Department of Housing & Economic Dev.	1539	143	2102	4809
Palm Tran	1340	540	5160	4809

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

C. Departmental Fiscal Review:

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

7/30/2025
DA 7/29 OFMB OB 7/30 KK 7/30 AAF 7/30

8/4/25
Contract Dev. & Control
7.31.25

B. Legal Sufficiency

8/6/25
Assistant County Attorney

C. Other Department Review

Tonya Johnson D. — Digitally signed by Tonya Johnson D. Date: 2025.07.29 12:36:35 -04'00'
Director, Office of Equal Business Opportunity

Gary Sypek — Digitally signed by Gary Sypek DN: DC=org, DC=pbia, DC=doa, OU=Users - Block Macros, CN=Gary Sypek Reason: I am the author of this document Location: Date: 2025.07.29 14:51:12-04'00' Foxit PDF Editor Version: 12.1.0
Director, Department of Airports

Jonathan Brown — Digitally signed by Jonathan Brown DN: DC=org, DC=pbcgov, OU=Enterprise, OU=PALM, OU=Users, CN=Jonathan Brown, E=JBrown6@pbc.gov Reason: I am the author of this document Location: Date: 2025.07.29 12:41:15-04'00' Foxit PDF Editor Version: 12.1.0
Director, Housing and Economic Development

Ivan Maldonado — Digitally signed by Ivan Maldonado DN: DC=org, DC=pbcgov, OU=Enterprise, OU=PALM, OU=Users, CN=Ivan Maldonado, E=IMaldonado@pbc.gov Reason: I am the author of this document Location: Date: 2025.07.29 16:33:52-04'00' Foxit PDF Editor Version: 12.1.0
Director, Palm Tran

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

2025 Palm Beach Partners
Business Matchmaker Conference & Expo

On September 19, 2025, from 8:00 a.m. to 5:00 p.m., the 2025 Business Matchmaker Conference & Expo will be held at the Hilton Palm Beach Airport.

The Palm Beach Partners are the official presenters of the 2025 Business Matchmaker Conference & Expo. The Partners consist of the Palm Beach County Board of County Commissioners (Office of Equal Business Opportunity, Department of Airports, Department of Housing and Economic Development and Palm Tran), the School District of Palm Beach County, Cities of West Palm Beach, Greenacres, Riviera Beach, Center for Technology, Enterprise & Development, Inc. (TED Center), Solid Waste Authority (SWA), and InclusiFI. 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 in 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, and an awards presentation.

ATTACHMENT 1

Palm Beach Partners Business Matchmaker
Conference & Expo

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

Invoice

Date	Invoice #
7/7/2025	S230

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
	Due on receipt	7/7/2025		

Description	Qty	Rate	Amount
Partner Commitment for 2025 Palm Beach Partners Business Matchmaker Conference and Expo-PBC Office of Equal Business Opportunity		1,250.00	1,250.00
Partner Commitment for 2025 Palm Beach Partners Business Matchmaker Conference and Expo-PBC Department of Airports		1,250.00	1,250.00
Partner Commitment for 2025 Palm Beach Partners Business Matchmaker Conference and Expo- Palm Tran		1,250.00	1,250.00
Partner Commitment for 2024 Palm Beach Partners Business Matchmaker Conference and Expo-Department of Housing & Economic Development		1,250.00	1,250.00

Note:The TED Center, Inc.-2025 Fiscal Agent for PBP Business

Total	$5,000.00
Payments/Credits	$0.00
Balance Due	$5,000.00

Phone #
561-265-3790

ATTACHMENT 2

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Center for Technology, Enterprise and Development, Inc.

2 Business name/disregarded entity name, if different from above.

TED CENTER

Print or type. See Specific Instructions on page 3.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ 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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

401 W. Atlantic Avenue, Suite O9

Requester's name and address (optional)

6 City, state, and ZIP code

Delray Beach, Florida 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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

or

Employer identification number

6 2 – 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 Graham A. Smith Date JANUARY 13, 2025

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*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W- to another flow-through entity in which it has an ownership interest. Thi change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

ATTACHMENT 3