

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: September 15, 2026

☒ Consent ☐ Regular
☐ Ordinance ☐ Public Hearing

Department: Housing and Economic Development

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: the Fiscal Year (FY) 2026 Semi-Annual Small Business Enterprise (SBE) Performance Report (Report).

Summary: The Office of Small Business Development (OSBD), in collaboration with all Palm Beach County Departments, is responsible for monitoring and reporting on the implementation and performance of the County's SBE Program. The Small Business Development Ordinance, adopted by the Board of County Commissioners (BCC) on December 2, 2025, requires semi-annual and annual performance reports. The Report summarizes program activity during the first six (6) months of FY 2026 (October 2025 – March 2026), including SBE participation by industry, Commission District, and Affirmative Procurement Initiative (API); outreach and technical assistance efforts, certification activity, training, goal setting, and waivers. The Report demonstrates the County's continued commitment to expanding contracting opportunities for certified small businesses, strengthening local business participation, and supporting economic growth throughout Palm Beach County. Countywide (RS)

Background and Justification: It is the policy and directive of the BCC, that the County shall use its best efforts to ensure that all segments of its business population, including small businesses, have an equitable opportunity to participate in the County's procurement process, prime contract and subcontract opportunities, and that no business shall be excluded from participation, denied benefits of, or otherwise discriminated against in connection with the award and performance of any contracts with the County.

Attachment:

1. OSBD FY 2026 Semi-Annual Participation Report
-

Recommended by: _____

Department Director

8/25/26

Date

Approved by: _____

Deputy County Administrator

8/28/2026

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT					

# ADDITIONAL FTE POSITIONS (Cumulative)	-0-				
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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

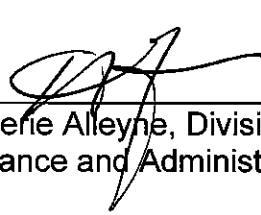
Budget Account No.:

Fund ____ Dept ____ Unit ____ Object ____ Program Code/Period ____

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

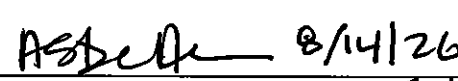
No fiscal impact.

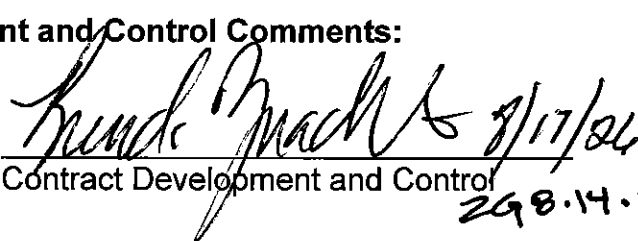
C. Departmental Fiscal Review:


Valerie Alleyne, Division Director III
Finance and Administrative Services, HED

III. REVIEW COMMENTS

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


OFMB 8/14/26
QA 8/14
VS 8/14


Contract Development and Control 8/17/26
26 8.17.26

B. Legal Sufficiency:


Assistant County Attorney I 8/26/26

C. Other Department Review:

Department Director

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



PALM BEACH COUNTY

Office of Small Business Development

FY 2026 SEMI-ANNUAL REPORT

1st Semester | October 1, 2025 – March 31, 2026

Performance Summary • Certification • Outreach • Goal Setting • SBE Participation

KEY METRICS AT-A-GLANCE



Total County
Payments

\$564.46M



Non-Exempt
Payments

\$273.97M



Total SBE
Participation

\$43.93M



Certification
Actions

148



Outreach
Activities

33



Goal Setting
Items Reviewed

35



First-semester results demonstrate strong OSBD performance in certification, community-based vendor development, interdepartmental procurement collaboration, and measurable SBE participation within a high-volume County procurement environment.



Housing and Economic Development Department | Palm Beach County, Florida

Axel Miranda

HED – Department Director

Layren Calvo

OSBD – Division Director

Table of Contents

<u>SECTION</u>	<u>PAGE #</u>
Executive Summary	3
First-semester Key Metrics	4
1. Purpose, Scope, and Methodology	4
2. Program Performance Overview	5
3. Outreach, Education, and Vendor Support	7
4. Certification, Recertification, and Vendor Pipeline	9
5. Goal Setting, Waivers, and Piggybacks	11
6. Payments Summary and SBE Participation	12
7. Ordinance-Aligned Program Objectives and Measures	14
8. Findings and Management Considerations	15
9. Strategic Recommendations	16
Closing Summary	19
List of Figures	20

Executive Summary

During the first-semester of FY 2026, the Palm Beach County Office of Small Business Development (OSBD) delivered measurable progress in expanding opportunities for certified Small Business Enterprises (SBEs). Through certification, community-based vendor assistance, procurement support, affirmative procurement initiatives, and compliance oversight, OSBD strengthened the County's certified vendor community and expanded access to County contracting opportunities.

Palm Beach County recorded \$564.46 million in total payments during the reporting period. Of that amount, \$273.97 million, or 48.5%, was classified as non-exempt spending, where SBE program requirements and affirmative procurement initiatives may be applied. Total SBE participation reached \$43.93 million, including \$30.46 million in payments to SBE prime contractors and \$13.47 million in payments to SBE subcontractors. SBE participation represented approximately 16.0% of non-exempt County spending, providing the most relevant context for assessing utilization within expenditures where SBE program tools may be applied.

Certification represented one of OSBD's strongest areas of first-semester performance. The office completed 148 certification and recertification actions, including 61 new certifications and 87 recertifications. Completed actions averaged 27 calendar days, demonstrating efficient application review and timely service to Palm Beach County's small business community. The 61 new certifications expanded the pool of businesses eligible for SBE opportunities, while the 87 recertifications preserved experienced and qualified vendor capacity within the program.

OSBD also strengthened its community-based vendor-development strategy by bringing County vendor registration, SBE certification guidance, and technical assistance directly to local businesses. Detailed event tracking identified 101 distinct businesses connected to certification-focused community engagements occurring during the first-semester, including activities conducted in collaboration with the offices of Commissioner Joel G. Flores and Commissioner Bobby Powell, Jr., as well as the Community Partners such as SpaceConnect and the Hispanic Entrepreneurship Initiative (HEI). Of those businesses, 87, or approximately 86%, now have a County vendor ID, demonstrating a strong level of connection to the County's vendor registration system and establishing a measurable pipeline for continued certification and procurement-readiness support.

Interdepartmental collaboration remained central to program implementation. Working in coordination with the Procurement Department and other County departments, OSBD reviewed 35 Goal Setting Committee items, processed 18 piggyback determinations, and tracked 10 waiver actions. This collaborative work helped departments evaluate certified vendor availability, identify viable opportunities for SBE participation, apply appropriate affirmative procurement strategies, and maintain compliance with the County's Small Business Development Ordinance.

Procurements utilizing affirmative procurement initiatives accounted for \$223.13 million, representing 81.4% of all non-exempt payments during the reporting period. This result confirms the importance of early procurement planning, interdepartmental coordination, and the strategic application of affirmative procurement tools in expanding opportunities for certified small businesses.

Overall, the first-semester of FY 2026 demonstrates strong and active OSBD performance within a high-volume County procurement environment. Through certification, Community Partnerships, vendor support, interdepartmental collaboration, procurement planning, affirmative procurement initiatives, and compliance oversight, OSBD expanded access to County contracting opportunities, strengthened the

certified vendor community, and supported measurable SBE participation. These results reflect a proactive operating model that connects community engagement, vendor registration, certification assistance, procurement readiness, and continued follow-up.

FISCAL YEAR 2026 – FIRST SEMESTER

Key Metrics

<u>Performance Metric</u>	<u>Value</u>	<u>Performance Metric</u>	<u>Value</u>
Total County Payments	\$564.46M	Non-Exempt Payments	\$273.97M
Exempt Payments	\$290.49M	Total SBE Participation	\$43.93M
SBE Prime Payments	\$30.46M	SBE Subcontractor Payments	\$13.47M
Certification Actions – New Certifications	61	Certification Actions – Recertifications	87
Expired Vendors	43	Goal Setting Committee Items Reviewed	35
Piggyback Determinations	18	Waivers Processed	10
Businesses in Certification-Event Pipeline	101	Businesses with County Vendor ID (out of the Events pipeline)	87

Certification-event pipeline measures represent distinct businesses connected to community-based certification engagements occurring during the first-semester reporting period. These measures include businesses at different stages of vendor registration, certification, and follow-up and should not be interpreted solely as event attendance counts.”

1. Purpose, Scope, and Methodology

This report provides a consolidated assessment of the Office of Small Business Development’s performance during the first half of Fiscal Year 2026 under Palm Beach County Ordinance No. 2025-030 (SBD Ordinance).

Prepared for the Board of County Commissioners and the County Administrator in accordance with the semi-annual reporting requirements of Section 2-80.26(d) of the SBD Ordinance, this report presents the progress and performance of the SBD Program and its various program elements. The report includes information regarding SBE certification and recertification activity, including certification data by Commission District; SBE availability; the application and utilization of Affirmative Procurement Initiatives (APIs); achievement of SBE participation goals by industry segment, location, and API; contract payments to prime contractors and subcontractors; and other available measures of program performance. The report is intended to support informed decision-making, program oversight, policy evaluation, and continued assessment of progress toward the purposes and objectives established by the SBD Ordinance.

The analysis is based on official County records and OSBD source data available for the reporting period, including certification and recertification activity, procurement and solicitation reviews, SBE participation data, vendor records, contract and payment information, and other relevant program performance measures. Where applicable, the report also considers indicators identified in the

Ordinance, including SBE participation reports, certification records, procurement review activity, vendor data, and other program performance measures maintained during the reporting period.

All financial amounts, activity counts, and performance measures are presented as reflected in the source records available at the time of preparation. Because County systems and program records may be subject to routine reconciliation, post-period adjustments, and subsequent data updates, the results should be understood as a professional management assessment based on the most current information available for the first half of FY 2026.

2. Program Performance Overview

During the first-semester of FY 2026, Palm Beach County recorded \$564.46 million in total payments. Of this amount, \$273.97 million (48.5%) was classified as non-exempt spending, for which Small Business Enterprise (SBE) program requirements and affirmative procurement initiatives may be applied, while \$290.49 million (51.5%) was classified as exempt spending.

Countywide SBE participation totaled \$43.93 million during the reporting period, consisting of \$30.46 million in SBE prime payments (69.3%) and \$13.47 million in SBE subcontractor payments (30.7%). In addition, graduated vendors received \$4.52 million in payments on contracts initiated prior to graduation from the program.

The County’s non-exempt spending activity represents the primary area in which OSBD and County departments can directly influence SBE participation through early procurement planning, goal setting, evaluation preferences, subcontracting requirements, and other affirmative procurement initiatives. The \$273.97 million in non-exempt spending recorded during the first-semester provides a substantial platform for expanding certified SBE participation and maximizing the impact of the County’s Small Business Development Program.

FY 2026 FIRST-SEMESTER TOTAL COUNTY PAYMENTS COMPOSITION

<u>Category</u>	<u>Amount</u>	<u>Percent of Total Payments</u>
SBE Payments (Prime + Subcontractor)	\$43.9 million	7.8%
Non-SBE Payments	\$520.5 million	92.2%
Total County Payments	\$564.5 million	100.0%

Figure 1. Total County Payments Composition



Figure 1. Total County Payments Composition.
Source: OSBD-2026 SEMI-ANNUAL REPORT 1ST SEM EXCEL LISTS.xlsx," worksheet "2026 1ST SEMES SBE PART SUMMARY.

SBE participation represents the combined total of payments made to certified Small Business Enterprises (SBEs) as both prime contractors and subcontractors during the first-semester of FY 2026. Dollar amounts are presented in rounded millions for executive reporting purposes.

Figure 1 illustrates the share of total County payments attributable to SBE participation during the first-semester of FY 2026. Of the County’s \$564.5 million in total payments, \$43.9 million (7.8%) were paid to certified SBEs through prime and subcontractor activity, while \$520.5 million (92.2%) were paid to non-SBE firms. Of the \$43.9 million in total SBE participation, approximately \$30.5 million was attributable to SBE prime contractors and \$13.5 million to SBE subcontractors. This distribution reflects the current level of SBE participation across County expenditures and underscores the importance of continued affirmative procurement efforts, strategic contract planning, and compliance monitoring to support small business engagement.

SBE participation of \$43.9 million represented approximately 16.0% of non-exempt County spending (\$273.97 million), providing additional context regarding SBE utilization within expenditures subject to affirmative procurement initiatives.

While Figure 1 illustrates SBE participation as a share of total County payments, Table 1 provides a breakdown of County expenditures by exempt and non-exempt spending categories, which determines the applicability of SBE program requirements and affirmative procurement initiatives.

FY 2026 First-Semester Total County Payments Composition

<u>Category</u>	<u>Amount</u>	<u>Percent of Total County Payments</u>
Non-Exempt Payments	\$273,970,000	48.5%
Exempt Payments	\$290,490,000	51.5%
Total County Payments	\$564,460,000	100.0%

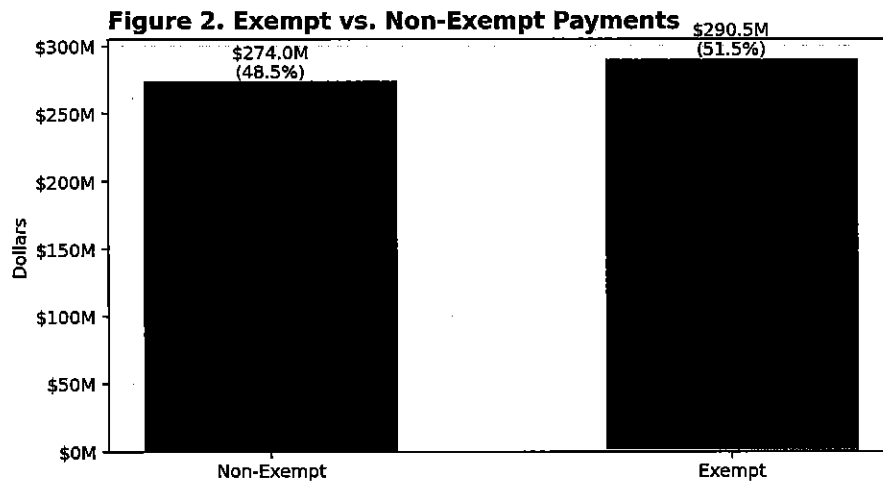


Figure 2. Exempt vs. Non-Exempt Payments.

Source: OSBD-2026 SEMI-ANNUAL REPORT 1ST SEM EXCEL LISTS.xlsx, worksheet 2026 1ST SEMESTER BY INDUSTRY. Dollar amounts are presented in rounded form for executive reporting purposes. Percentages may not total exactly 100.0% due to rounding

Figure 2 illustrates that Palm Beach County's first-semester FY 2026 payment activity was distributed nearly evenly between exempt and non-exempt spending. Exempt payments totaled \$290.5 million (51.5%), while non-exempt payments totaled \$274.0 million (48.5%).

This distribution is significant from both a governance and program-performance perspective. Nearly half of all County spending occurred within the non-exempt category, where Small Business Enterprise (SBE) program requirements and affirmative procurement initiatives may be applied. As a result, OSBD continues to have substantial opportunity to influence procurement outcomes, expand small business participation, and advance the County's economic inclusion objectives through targeted program implementation and compliance oversight.

3. Outreach, Education, and Vendor Support

During the first-semester of FY 2026, the Office of Small Business Development conducted or participated in 33 outreach activities throughout Palm Beach County, averaging 5.5 activities per month. These efforts included certification workshops, vendor-registration assistance, business meetings, networking events, presentations, technical-assistance sessions, and procurement-focused engagements designed to increase awareness of County contracting opportunities, strengthen vendor readiness, and support participation in the Small Business Development Program.

A key component of OSBD's strategy was taking vendor registration and certification assistance directly into the communities where businesses operate. Through collaboration with Commissioners' Offices and Community Partners, OSBD created more accessible entry points for businesses seeking to register with the County, pursue SBE certification, and understand how to participate in the County's procurement environment.

Detailed first-semester event tracking identified 101 distinct businesses connected to certification-focused community engagements, including activities conducted in collaboration with the offices of Commissioner Joel G. Flores and Commissioner Bobby Powell, Jr., and the Community Partners. Of the 101 businesses, 87 have now a County vendor ID, representing approximately 86% of the first-semester

event pipeline. This strong level of vendor-system connectivity demonstrates that these engagements produced more than general awareness; they established a measurable pool of registered and prospective vendors for continued certification assistance, technical support, and procurement-readiness follow-up.

Community Partners service is important and valuable. They support our efforts by helping connections with businesses seeking access to County vendor registration, certification information, and contracting resources. The partnerships illustrate the value of working with trusted community organizations to extend OSBD’s reach and reduce practical barriers to participation.

OSBD’s community outreach was also reinforced through interdepartmental collaboration with the Procurement Department. This coordination helped connect certification education with practical procurement information so that businesses could better understand not only how to become registered and certified, but also how to identify County opportunities, navigate procurement processes, and position themselves to compete.

Outreach activity accelerated during the second quarter of the reporting period. Of the 33 total activities, 13 occurred between October and December 2025, while 20 occurred between January and March 2026, representing a 53.8% increase from the first quarter to the second quarter. This growth reflects expanding community engagement, strengthened partnerships, and a deliberate effort to build a broader and better-prepared vendor pipeline.

FY 2026 First-Semester Outreach Summary

<u>Outreach Metric</u>	<u>Result</u>
Total Outreach Activities	33
Outreach Activities – October to December 2025	13
Outreach Activities – January to March 2026	20
Highest-Activity Months	October 2025 and January 2026 (8 each)
Average Outreach Activities per Month	5.5
Geographic Scope	Across Palm Beach County

Figure 3. FY 2026 First-Semester Outreach Activity by Month

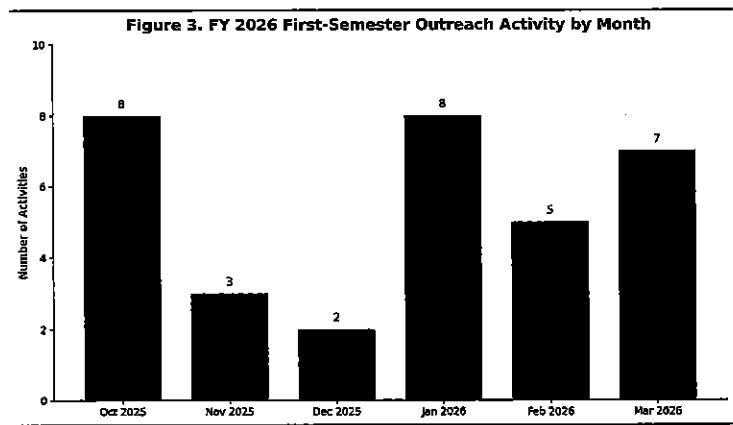


Figure 3. FY 2026 First-semester Outreach Activity by month
Source: OSBD-OUTREACH EVENTS REPORT 2026 1ST SEMESTER.

Figure 3 illustrates the monthly distribution of OSBD outreach activity during the first-semester of FY 2026. Outreach efforts remained active throughout the reporting period, with increased activity occurring in October 2025 and January 2026, when eight outreach events were conducted each month. Increased activity during January through March 2026 reflects a particularly active second-quarter outreach cycle and continued momentum in OSBD’s engagement efforts across the County. The increase in outreach activity during the second quarter contributed to continued growth in vendor engagement, certification inquiries, and awareness of County contracting opportunities.

4. Certification, Recertification, and Vendor Pipeline

Certification represented one of OSBD’s strongest areas of first-semester performance. During the reporting period, OSBD completed 148 certification actions, including 61 new certifications and 87 recertifications. Completed actions averaged 27 calendar days, demonstrating efficient application review and timely service to Palm Beach County’s small business community.

The 61 new certifications expanded the County’s pool of firms eligible for SBE opportunities, while the 87 recertifications preserved experienced and compliant vendor capacity within the program. Although the certifications of 43 vendors expired during the semester, the identification of this population provides a defined opportunity for advance recertification outreach, vendor retention, and targeted reengagement.

Certification activity was supported by a broader vendor-development strategy that included direct technical assistance, community-based certification workshops, collaboration with Commissioners’ offices and Community Partners, and coordination with the Procurement Department. Detailed event tracking allows OSBD to monitor businesses across multiple stages, including vendor registration, certification application, assigned specialist, application status, certification outcome, and follow-up needs. This provides the office with a stronger operational foundation for moving businesses from initial community engagement toward certification and procurement readiness.

Construction firms accounted for the largest share of certification and recertification activity during the reporting period, followed by Other Services and Professional Services (Non-CCNA). This distribution

demonstrates continued expansion and maintenance of certified vendor capacity in sectors that represent significant areas of County procurement activity.

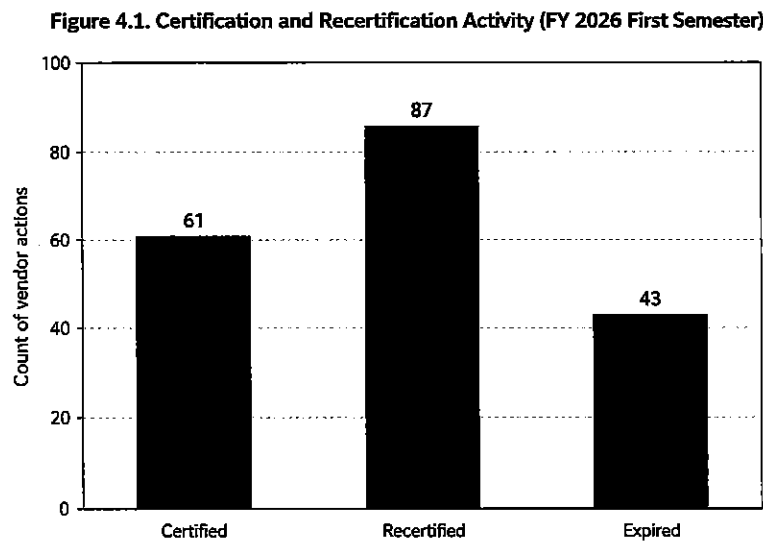


Figure 4.1. Certification and Recertification Activity (FY 2026 First-semester)
Source: OSBD - 2026 1ST SEMESTER CERTIFIED VENDORS REPORT.xlsx, worksheet Sheet1, filtered to status dates 10/01/2025–03/31/2026, and OSBD - Expired Vendors Report OCT25-MAR26.xlsx, worksheet Sheet1.

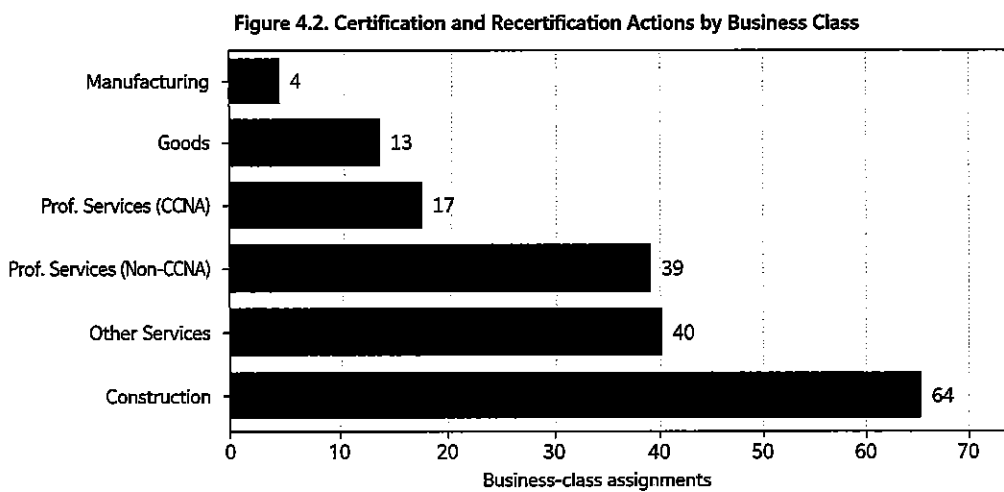


Figure 4.2. Certification and Recertification Actions by Business Class
Source: Prepared from "OSBD - 2026 1ST SEMESTER CERTIFIED VENDORS REPORT.xlsx," worksheet "Sheet1," filtered to status dates 10/01/2025–03/31/2026. Counts represent business-class assignments rather than unique firms where a vendor holds more than one class.

Certification Activity by Commission District

Commission District distribution provides an additional geographic view of certification activity during the first semester. All seven Commission Districts recorded new certifications and/or recertifications during the reporting period. District 7 accounted for the highest volume with 46 actions (31.1% of the 148 total), followed by District 2 with 23 actions (15.5%) and District 1 with 22 actions (14.9%). Districts 3 and 6 each recorded 17 actions, District 4 recorded 15, and District 5 recorded 8.

Across the County, the 148 completed actions consisted of 61 new certifications and 87 recertifications. This district-level distribution confirms certification activity across the County while also establishing a useful baseline for targeted outreach, recertification support, and vendor-development efforts in areas with comparatively lower activity.

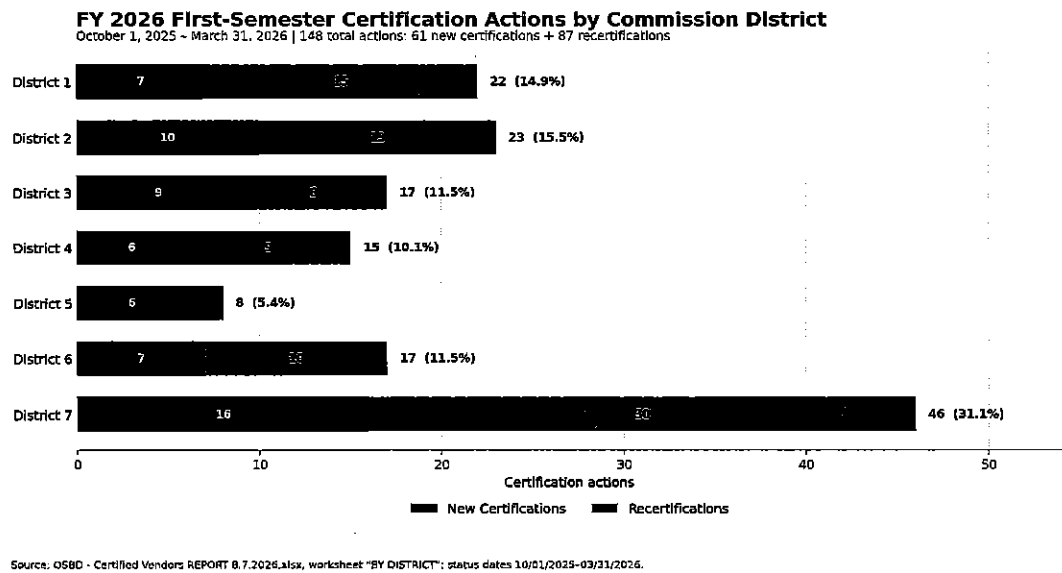


Figure 4.3. Certification and Recertification Actions by Commission District (FY 2026 First Semester)
Source: OSBD - Certified Vendors REPORT worksheet "BY DISTRICT," filtered to status dates 10/01/2025–03/31/2026. Counts represent completed certification and recertification actions by Commission District.

5. Goal Setting, Waivers, and Piggybacks

The Goal Setting Committee (GSC) remained a critical component of OSBD’s affirmative procurement process during the first-semester of FY 2026. Working collaboratively with the Procurement Department, originating departments, and other GSC participants, OSBD reviewed 35 items during the reporting period. Water Utilities generated the highest number of items reviewed, followed by Engineering & Public Works and Facilities Development & Operations, consistent with the concentration of major capital and operational procurements within those departments.

The GSC process demonstrates the value of interdepartmental collaboration in translating the County’s Small Business Development Ordinance into project-level procurement strategies. Through the coordinated review of scopes, certified vendor availability, market conditions, and procurement requirements, OSBD and its departmental partners supported the strategic application of SBE subcontracting requirements, evaluation preferences, price preferences, and other solicitation-specific measures designed to expand meaningful participation opportunities for certified SBEs.

In addition to goal-setting activities, OSBD completed 18 piggyback determinations and tracked 10 waiver actions during the reporting period. Piggyback activity was concentrated among departments with recurring equipment, commodity, and operational-service needs. Waiver activity remained comparatively limited, indicating that waivers continued to be used as targeted exceptions rather than

routine procurement practices. Based on the waiver tracking report, Water Utilities recorded the highest number of waiver actions during the semester.

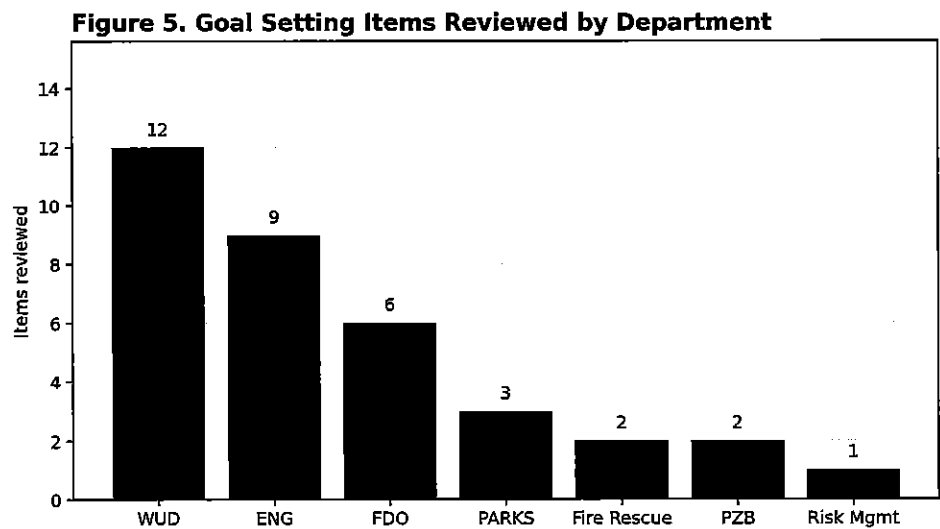


Figure 5. Goal Setting Items Reviewed by Department
Source: OSBD - 2026 1ST SEMESTER GOAL SETTING GSC items.pdf.

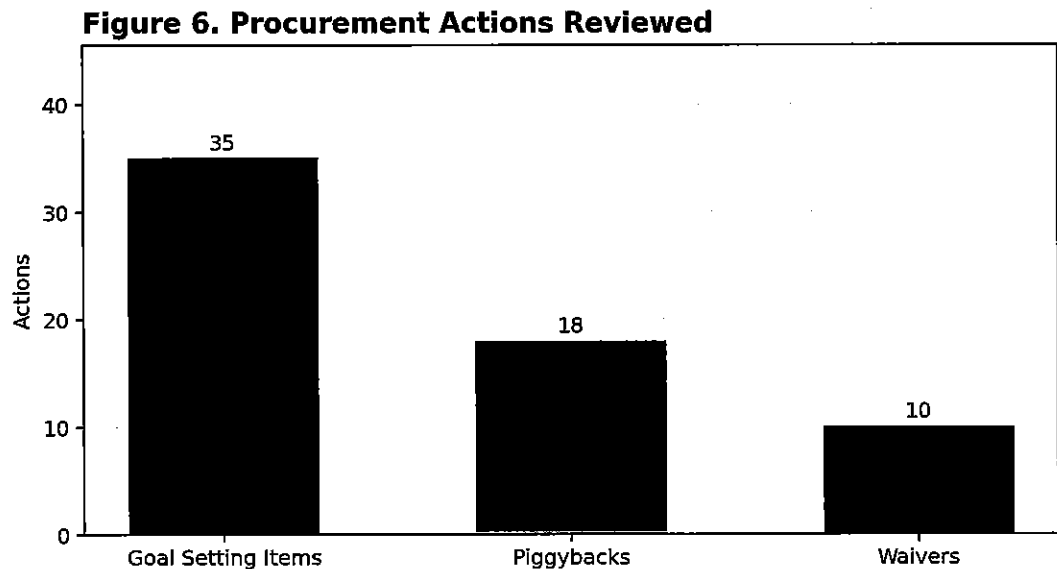


Figure 6. Procurement Actions Reviewed
Source: OSBD - 2026 1ST SEMESTER GOAL SETTING GSC items.pdf, OSBD - 2026 1ST SEMESTER PIGGYBACKS TRACKING.pdf, and OSBD - 2026 1ST SEMESTER WAIVERS TRACKING.pdf.

6. Payments Summary and SBE Participation

Payment activity during the first-semester demonstrates the significant scale of County procurement and the importance of OSBD's role in promoting SBE participation within non-exempt spending categories. Total County payments for the reporting period reached \$564.46 million. Of that amount, \$273.97 million (48.5%) was classified as non-exempt spending, where affirmative procurement initiatives and SBE program requirements may be applied, while \$290.49 million (51.5%) was classified as exempt

spending. Because the Ordinance's affirmative procurement tools are applied primarily to non-exempt expenditures, this segment remains the most meaningful indicator of program activity and participation outcomes.

Within non-exempt spending, procurements utilizing affirmative procurement initiatives (API-Y) accounted for \$223.13 million, representing 81.4% of all non-exempt expenditures. Procurements without an affirmative procurement initiative (API-N) represented 13.4%, while API-O accounted for 5.0%, and API-U remained negligible at 0.1%. This distribution demonstrates that the majority of measurable County spending occurred within procurements where SBE participation opportunities were actively incorporated.

By industry, the County's largest payment category during the semester was Goods/Services/Other, totaling \$283.57 million, or 50.2% of all County payments. Construction followed at \$159.98 million, while Professional Services accounted for \$120.92 million. Looking specifically at SBE participation, Construction generated the highest level of SBE payments, totaling \$22.5 million, followed by Goods/Services/Other at \$11.9 million and Professional Services at \$9.6 million. These results highlight the continued importance of construction-related procurements as a driver of SBE utilization during the reporting period.

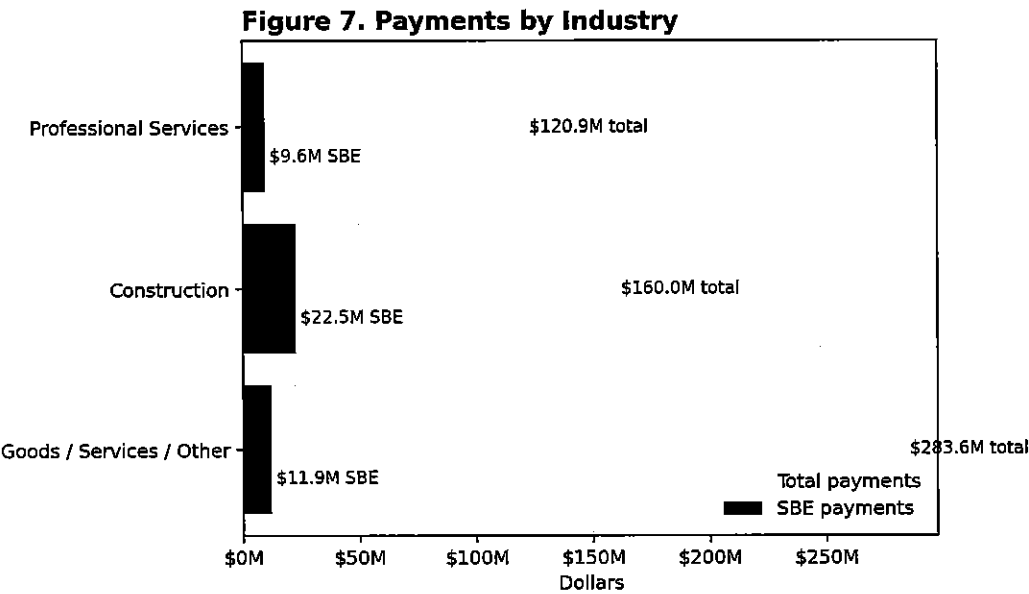


Figure 7. Total Payments and SBE Payments by Industry
Source: OSBD-2026 SEMI-ANNUAL REPORT 1ST SEM EXCEL LISTS.xlsx, worksheet 2026 1ST SEMESTER BY INDUSTRY.
Total-payment bars reflect all payments; SBE overlays reflect SBE prime plus SBE subcontractor payments.

Figure 8. Non-Exempt Payments by API Status

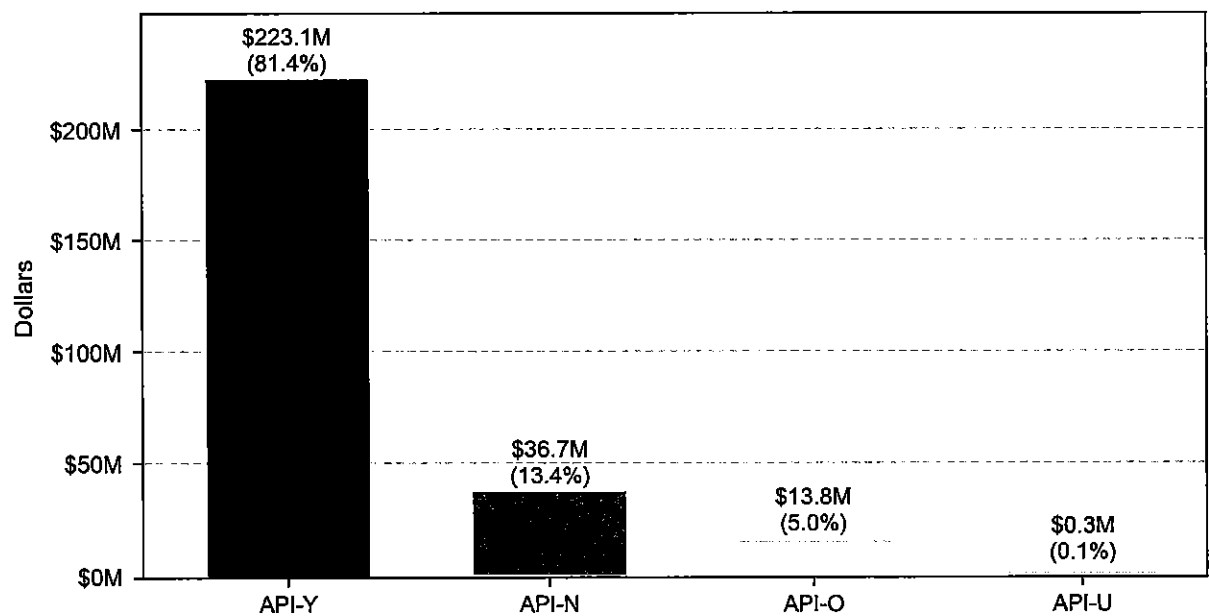


Figure 8. Non-Exempt Payments by API Status.
Source: OSBD-2026 SEMI-ANNUAL REPORT 1ST SEM EXCEL LISTS.xlsx, worksheet 2026 1ST SEMESTER BY INDUSTRY.

7. Ordinance-Aligned Program Objectives and Measures

The SBD Ordinance, Sec. 2-80.26(d), requires the semi-annual report to address the following:

- 1) Achievement of contract participation goals for SBEs by industry segment, location, and API.
- 2) Summary of contract payments to contractors and all subcontractors for each of these categories.
- 3) Address state program objectives including, but not limited to:
 - a. Enhancement of competition as reflected in solicitation response activity by prime contractors;
 - b. Growth in availability of SBEs;
 - c. Contract payments to SBE firms in County contracts.
- 4) Other specific performance measures by which the success of the SBE Ordinance might be evaluated (depending upon the availability of data) include:
 - a. Growth in SBEs winning their first contract awards from the County; and
 - b. Growth in the County’s overall SBE prime contracting dollar volume.

This report aligns the currently available source package to those requirements.

7.1 Goals Achieved and Payments Summary

This report documents \$43.93 million in total SBE participation, including \$30.46 million in SBE prime payments and \$13.47 million in SBE subcontractor payments. SBE participation represented approximately 16.0% of non-exempt County spending. Future reporting cycles will further strengthen this assessment through standardized contract-level goal-attainment measures.

7.2 Objective 1 – Enhancement of Competition in Prime Solicitation Response Activity

The Ordinance identifies SBE prime responses and solicitation-response trends as indicators of competition. The County does not currently maintain a standardized reporting mechanism that allows these outcomes to be reported consistently across all solicitations. Establishing a coordinated data-collection process among OSBD, the Procurement Department, and originating departments would strengthen future measurement of competition, bidder participation, and solicitation outcomes.

7.3 Objective 2 – Growth in Availability for SBEs

The certification and recertification results demonstrate measurable growth and renewal within the County's certified SBE community. During the first-semester, OSBD completed 61 new certifications and 87 recertifications, while the certifications of 43 vendors expired. In addition, community-based certification-event tracking identified 101 businesses within the first-semester vendor-development pipeline, including 87 businesses with a County vendor ID. Together, these measures demonstrate both current certification performance and a broader pool of businesses positioned for continued registration, certification, and procurement-readiness assistance.

7.4 Objective 3 – Removal of Barriers to SBE Contract Participation

OSBD reduced practical barriers to participation by taking vendor registration, certification education, and technical assistance directly into the community through collaborations with Commissioners' offices and Community Partners. The first-semester event pipeline included 101 businesses, approximately 86% of which were already connected to the County's vendor registration system. Coordination with the Procurement Department further helped connect certification assistance with procurement education and practical readiness for County contracting opportunities.

7.5 Objective 4 – Contract Payments to SBE Firms in County Contracts

API-Y procurements accounted for \$223.13 million, or 81.4%, of all non-exempt payments and generated the majority of measurable SBE participation outcomes. This result reinforces the importance of early procurement planning, collaboration among OSBD, the Procurement Department, and originating departments, and the strategic application of affirmative procurement initiatives.

7.6 Other Performance Measures

The ordinance identifies two specific additional measures: growth in SBEs winning their first County contract awards, and growth in the County's overall SBE prime contracting dollar volume. The actual reporting capacity does not provide a direct first-time-awardee dataset, so that measure should be identified as pending additional award-history support. However, reporting supports the second measure directionally because it clearly identifies total SBE prime dollars for the period, which can serve as the baseline for comparative semiannual and annual trend reporting going forward.

8. Findings and Management Considerations

The first-semester of FY 2026 demonstrates strong program activity and substantial OSBD engagement within a high-volume County procurement environment. County payments exceeded \$564 million

during the six-month reporting period, including \$273.97 million in non-exempt payments where OSBD’s procurement strategies, affirmative procurement initiatives, certification efforts, and compliance oversight can directly influence SBE access and participation.

Non-exempt procurement activity remains the primary area in which measurable program impact can be assessed. Nearly half of all County payments were associated with non-exempt activity, and more than four-fifths of that amount flowed through procurements designated as API-Y. These results confirm that structured procurement tools, early planning, and interdepartmental coordination are central to advancing SBE participation.

Certification results reflect both vendor growth and program sustainability. The completion of 61 new certifications expanded the County’s pool of eligible businesses, while 87 recertifications preserved experienced vendor capacity. The average processing time also demonstrates responsive and efficient certification service.

OSBD’s community-based certification model represents an important program advancement. By bringing vendor registration, certification education, and technical assistance directly into the community, OSBD reduced practical access barriers and expanded the reach of County resources. The first-semester certification-event pipeline included 101 businesses, of which 87 had a County vendor ID. This provides a measurable base for continued certification assistance, post-event follow-up, and procurement-readiness support.

Partnerships with Commissioners’ offices and Community Partners strengthened community access and helped connect OSBD with businesses that may not otherwise have directly engaged with the County. Collaboration with the Procurement Department further strengthened the connection between vendor registration, certification, and practical procurement participation.

The current reporting framework provides a strong account of payments, certification activity, procurement review, outreach, and program reach. Future reports would be further strengthened through standardized collection of solicitation-response activity, first-time awardees, contract-level goal attainment, and conversion of outreach participants into certified vendors and County contractors.

Overall, the reporting period demonstrates strong program performance, expanding community reach, substantial procurement exposure, and a measurable foundation for continued vendor development and SBE participation.

9. Strategic Recommendations

Based on first-semester FY 2026 results, OSBD recommends the following strategic actions to strengthen Small Business Enterprise participation, improve procurement outcomes, and enhance the County’s practical implementation of Ordinance No. 2025-030. During the reporting period, the County recorded \$564.46 million in total payments, including \$273.97 million in non-exempt spending and \$43.93 million in total SBE participation. The data also show that API-Y procurements accounted for 81.4% of non-exempt payments, confirming that the County’s strongest measurable opportunity to influence outcomes remains in the planning, structuring, and administration of non-exempt procurements.

1. Expand the County's use of proactive, front-end procurement planning to maximize SBE opportunity before solicitations are released.

OSBD recommends that originating departments engage OSBD, the Procurement Department, and the Goal Setting Committee earlier in the procurement-development process so that SBE subcontracting opportunities, evaluation preferences, and other ordinance-authorized tools can be considered while scopes are still being shaped. Earlier intervention will allow the County to structure more procurements for meaningful participation rather than attempting to address opportunity after key decisions have already been made. This is the single most important operational step the County can take to improve measurable SBE results.

2. Focus County action on the departments and spending categories with the greatest capacity to move the numbers.

OSBD recommends targeted management attention to the departments and sectors driving the largest visible volume of first-semester activity, particularly Water Utilities, Engineering & Public Works, Facilities Development & Operations, Construction, and Goods / Services / Other. Concentrating strategic effort where County dollars are most heavily deployed will give the County the greatest opportunity to increase participation, strengthen competition, and improve SBE utilization in absolute terms.

3. Establish a stronger County expectation for inclusion of SBEs in exempt purchasing whenever feasible.

The ordinance provides that departments shall include SBE participation in exempt purchases to the extent feasible. OSBD therefore recommends a more formal County practice of evaluating SBE availability in recurring exempt purchasing categories and documenting efforts to include local certified firms where legally and operationally possible. While exempt spending is outside the formal reach of many SBD tools, it remains one of the County's largest practical opportunities to broaden local vendor participation and increase access to County business.

4. Protect and grow the County's certified vendor base through stronger retention, recertification, and first-time award strategies.

During the first-semester, OSBD completed 61 new certifications and 87 recertifications and identified 43 expired certifications. OSBD also documented a community-based vendor pipeline of 101 businesses connected to certification-focused engagements, including 87 businesses with County vendor IDs. OSBD recommends a coordinated strategy that combines advance recertification reminders, reactivation support, community-based certification assistance, post-event follow-up, and procurement-readiness education. This approach will help preserve existing vendor capacity, convert prospective vendors into certified firms, and better position newly certified businesses to pursue their first County contracting opportunities.

5. Strengthen accountability for converting award-stage SBE commitments into actual payment-stage participation.

OSBD recommends tighter Countywide contract-administration practices to ensure that committed SBE participation is tracked, supported, and enforced throughout contract performance. The County's program impact is ultimately measured not only by the APIs assigned at solicitation, but by whether those commitments translate into actual prime and subcontractor payments. A stronger emphasis on utilization monitoring, early intervention, and performance accountability will improve credibility, increase ordinance effectiveness, and help the County produce stronger participation outcomes over time.

6. Expand and formally measure the community-based certification and vendor-development model.

OSBD recommends continuing to bring vendor registration, certification workshops, and technical assistance directly into Palm Beach County communities through partnerships with Commissioners' offices, and other trusted community organizations. Future reporting should track businesses from initial engagement through vendor registration, certification application, certification approval, procurement education, solicitation response, and first County award. This coordinated measurement will enable the County to demonstrate not only the number of activities conducted, but also how community outreach converts into sustained vendor participation and contracting opportunity.

Closing Summary

This FY 2026 Semi-Annual Report demonstrates that the Office of Small Business Development plays a vital and measurable role in advancing Palm Beach County's procurement, economic development, and small business participation objectives. During the first-semester, OSBD completed 148 certification actions, conducted or participated in 33 outreach activities, reviewed 35 Goal Setting Committee items, completed 18 piggyback determinations, and tracked 10 waiver actions. Certified SBEs received \$43.93 million in prime and subcontractor payments, including \$30.46 million paid directly to SBE prime contractors.

The reporting period also reflects a more proactive and community-centered approach to vendor development. Through collaboration with Commissioners' offices and Community Partners, OSBD brought vendor registration, certification education, and technical assistance directly to local businesses. These results provide OSBD with a measurable pipeline for continued certification assistance, vendor follow-up, and procurement-readiness support.

Interdepartmental collaboration was equally important to first-semester performance. OSBD's coordination with the Procurement Department, originating departments, and other County stakeholders strengthened front-end procurement planning, supported the appropriate implementation of affirmative procurement initiatives, and helped align certified vendor availability with County contracting needs. This collaborative approach recognizes that successful SBE participation depends on connecting certification, informed procurement planning, prepared vendors, contracting opportunities, and sustained performance oversight.

The first-semester results demonstrate an expanding certified vendor community, efficient certification processing, accelerated outreach, substantial SBE participation, and strong OSBD engagement in procurement planning and oversight. They also establish a strong foundation for the remainder of FY 2026, including continued community-based workshops with Commissioners' offices and Community Partners, deeper vendor-pipeline tracking, targeted recertification support, and stronger measurement of how businesses advance from outreach and certification into actual County contracting opportunities.

Ultimately, this report confirms that OSBD is producing meaningful results within one of the County's most consequential operational areas. By combining certification, Community Partnerships, interdepartmental collaboration, procurement strategy, and performance oversight, OSBD is expanding access to County opportunities and strengthening the long-term economic impact of Palm Beach County's Small Business Development Program.

List of Figures

FIGURE	TITLE	PAGE	SOURCE
Figure 1	Total County Payments Composition	6	OSBD-2026 SEMI-ANNUAL REPORT 1ST SEM EXCEL LISTS.xlsx, worksheet “2026 1ST SEMES SBE PART SUMMARY.”
Figure 2	Exempt vs. Non-Exempt Payments	7	OSBD-2026 SEMI-ANNUAL REPORT 1ST SEM EXCEL LISTS.xlsx, worksheet “2026 1ST SEMESTER BY INDUSTRY.”
Figure 3	FY 2026 First-Semester Outreach Activity by Month	9	OSBD-OUTREACH EVENTS REPORT 2026 1ST SEMESTER, reporting period FY 2026 Q1–Q2.
Figure 4.1	Certification and Recertification Activity (FY 2026 First Semester)	10	OSBD - 2026 1ST SEMESTER CERTIFIED VENDORS REPORT.xlsx, worksheet “Sheet1,” filtered to status dates October 1, 2025–March 31, 2026; and OSBD - Expired Vendors Report OCT25-MAR26.xlsx, worksheet “Sheet1.”
Figure 4.2	Certification and Recertification Actions by Business Class	10	OSBD - 2026 1ST SEMESTER CERTIFIED VENDORS REPORT.xlsx, worksheet “Sheet1,” filtered to status dates October 1, 2025–March 31, 2026. Counts represent business-class assignments rather than unique firms when a vendor holds more than one business class.
Figure 4.3	Certification and Recertification Actions by Commission District (FY 2026 First Semester)	11	OSBD - Certified Vendors REPORT 2026.xlsx, worksheet “BY DISTRICT,” filtered to status dates October 1, 2025–March 31, 2026. Counts represent completed certification and recertification actions by Commission District.
Figure 5	Goal Setting Items Reviewed by Department	12	OSBD - 2026 1ST SEMESTER GOAL SETTING GSC items.pdf.
Figure 6	Procurement Actions Reviewed	12	OSBD - 2026 1ST SEMESTER GOAL SETTING GSC items.pdf; OSBD - 2026 1ST SEMESTER PIGGYBACKS TRACKING.pdf; and OSBD - 2026 1ST SEMESTER WAIVERS TRACKING.pdf.
Figure 7	Total Payments and SBE Payments by Industry	13	OSBD-2026 SEMI-ANNUAL REPORT 1ST SEM EXCEL LISTS.xlsx, worksheet “2026 1ST SEMESTER BY INDUSTRY.” Total-payment bars reflect all payments; SBE overlays reflect SBE prime and subcontractor payments.
Figure 8	Non-Exempt Payments by API Status	14	OSBD-2026 SEMI-ANNUAL REPORT 1ST SEM EXCEL LISTS.xlsx, worksheet “2026 1ST SEMESTER BY INDUSTRY.”