

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

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Meeting Date: August 22, 2023       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, 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 in the amount of \$9,000 for participation in the 17<sup>th</sup> Annual Palm Beach Partners Business Matchmaker Conference & Expo, which will be held on September 22, 2023.

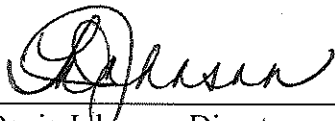
**Summary:** The Palm Beach County Office of Equal Business Opportunity, Department of Airports, Department of Housing and Economic Development, and Palm Tran are partnering with the South Florida Water Management District (SFWMD), the School District of Palm Beach County, the City of West Palm Beach, the Center for Technology, Enterprise & Development, Inc. (TED Center), and the Solid Waste Authority (SWA) to present the 2023 Business Matchmaker Conference & Expo. This is the 17th Annual Matchmaker Conference & Expo held in Palm Beach County. 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 – \$2,250, Department of Airports – \$2,250, Department of Housing and Economic Development – \$2,250, and Palm Tran – \$2,250. Payment will be made on or before August 28, 2023, 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** (RS).

**Background and Justification:** On September 22, 2023, the Palm Beach Partners will present the 17th Annual 2023 Business Matchmaker Conference & Expo at the Palm Beach 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 SFWMD, School District of Palm Beach County, the City of West Palm Beach, the TED Center, the SWA, and Event Sponsors.

**Attachments:**

1. Overview of Business Matchmaker Conference & Expo
2. 2023 Partner Invoice
3. The Center for Technology, Enterprise & Development, Inc. W9

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Recommended By:       7/13/2023  
 Tonya Davis Johnson, Director      Date

Approved By:       7/26/2023  
 Dorritt Miller, Assistant County Administrator      Date

**II. FISCAL IMPACT ANALYSIS**

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

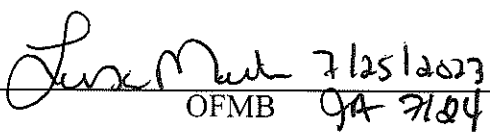
Fiscal Years	2023	2023	2024	2025	2026
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>\$9,000</u>	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>\$9,000</u>	=====	=====	=====	=====
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	_____	_____	_____	_____	_____

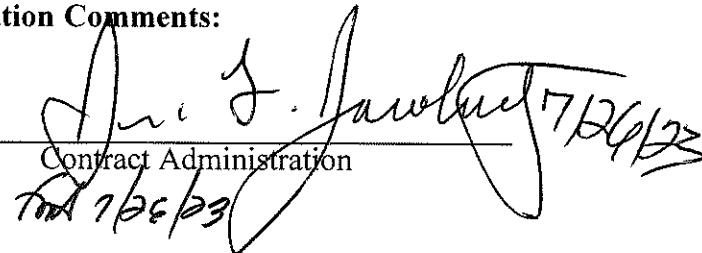
Is Item Included in Current Budget?	Yes <u>X</u>	No _____		
Budget Account No.:	Fund	Dept.	Unit	Object
Office of Equal Business Opportunity	0001	768	7658	4801
Department of Airports	4100	120	1110	4809
Housing and Economic Development	1539	143	2102	4941
Palm Tran	1340	540	5160	4809

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

**III. REVIEW COMMENTS**

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


  
 OFMB 7/25/23  
 GA 7/24  
 CB 7/24  
 EDW 7/24  
 RRF 7/24

  
 Contract Administration  
 Tom 7/26/23

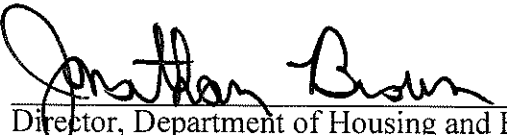
**B. Legal Sufficiency:**

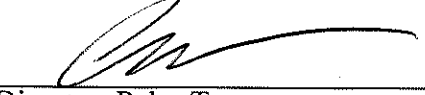
  
 Richard Sena, County Attorney 7/26/23

**C. Approved as to Terms and Conditions:**

  
 Director, Office of Equal Business Opportunity

  
 Director, Department of Airports

  
 Director, Department of Housing and Economic Development

  
 Director, Palm Tran

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

## **2023 Palm Beach Partners Business Matchmaker Conference & Expo**

On September 22, 2023, from 8:30 a.m. to 6:00 p.m., the 2023 Business Matchmaker Conference & Expo will be held.

The Palm Beach Partners are the official presenters of the 2023 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, 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 #
7/3/2023	S186

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	7/3/2023		
Description		Qty	Rate	Amount
Partner Commitment for 2023 Palm Beach Partners Business Matchmaker Conference and Expo-PBC Office of Equal Business Opportunity			2,250.00	2,250.00
Partner Commitment for 2023 Palm Beach Partners Business Matchmaker Conference and Expo-PBC Department of Airports			2,250.00	2,250.00
Partner Commitment for 2023 Palm Beach Partners Business Matchmaker Conference and Expo- Palm Tran			2,250.00	2,250.00
Partner Commitment for 2023 Palm Beach Partners Business Matchmaker Conference and Expo-Department of Housing & Economic Development			2,250.00	2,250.00
Note: The TED Center, Inc.-2023 Fiscal Agent for PBP Business Matchmaker Conference & Expo			<b>Total</b>	\$9,000.00
			<b>Payments/Credits</b>	\$0.00
			<b>Balance Due</b>	\$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](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><b>The Center for Technology, Enterprise &amp; Development, Inc.</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>The TED Center</b></p> <p><b>3</b> 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.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input checked="" type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><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></p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> <p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p> <p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <p><b>401 W. Atlantic Ave. Suite 09</b></p> <p><b>6</b> City, state, and ZIP code</p> <p><b>Delray Beach, FL 33444</b></p> <p><b>7</b> List account number(s) here (optional)</p> <p>Requester's name and address (optional)</p>
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**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										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> <td style="width: 25%; border: 1px solid black;"> </td> </tr> </table>										
Or										
Employer identification number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border: 1px solid black;">6</td> <td style="width: 12.5%; border: 1px solid black;">5</td> <td style="width: 12.5%; border: 1px solid black;">-</td> <td style="width: 12.5%; border: 1px solid black;">0</td> <td style="width: 12.5%; border: 1px solid black;">3</td> <td style="width: 12.5%; border: 1px solid black;">6</td> <td style="width: 12.5%; border: 1px solid black;">2</td> <td style="width: 12.5%; border: 1px solid black;">7</td> <td style="width: 12.5%; border: 1px solid black;">1</td> <td style="width: 12.5%; border: 1px solid black;">0</td> </tr> </table>	6	5	-	0	3	6	2	7	1	0
6	5	-	0	3	6	2	7	1	0	

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶ Seahon C. Smith

Date ▶ 3/28/2023

**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](http://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.*