



PALM BEACH COUNTY OFFICE OF SMALL BUSINESS DEVELOPMENT

FY 2025 ANNUAL REPORT



Jonathan Brown, Department Director
Axel Miranda, Division Director

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EXECUTIVE SUMMARY

Fiscal Year 2025 (FY 2025) for the Office of Small Business Development (OSBD), formerly the Office of Equal Business Opportunity (OEBO) represented a period of significant transition and foundation-building for Palm Beach County's small business development function. During this fiscal year, the County initiated legal, organizational, and policy changes that began reshaping the former Office of Equal Business Opportunity (OEBO) into what would become the Office of Small Business Development (OSBD), a division within the Department of Housing and Economic Development (HED). While program activity throughout much of FY 2025 reflects work performed under the OEBO structure, the latter portion of the year focused on realignment, planning, and preparation for a modernized small business development framework.

A key milestone during FY 2025 was the adoption of Emergency Ordinance 2025-014, approved by the Board of County Commissioners in June 2025, which initiated the County's transition from a race- and gender-conscious small business program to a race- and gender-neutral policy framework. This action required immediate operational assessment and coordination across departments, procurement processes, and vendor engagement practices during the remainder of the fiscal year.

As part of a broader County organizational realignment during FY 2025, OEBO was integrated into the Department of Housing and Economic Development, beginning the transition to operating as the Office of Small Business Development. This change positioned the division within a broader economic development framework, supporting stronger coordination with housing, workforce, and economic development initiatives and reinforcing the County's commitment to inclusive small business growth.

FY 2025 also marked a leadership transition with the appointment of Axel Miranda as Division Director in September 2025. Under new leadership, the office began an organizational reset focused on evaluating existing programs, strengthening internal alignment, and preparing for future operational changes consistent with the County's evolving policy direction.

During the latter months of FY 2025, the office engaged in ordinance development, policy review, and stakeholder coordination in response to the emergency order and organizational changes. These efforts were conducted in collaboration with County Administration, the County Attorney's Office, procurement partners, and community stakeholders and were focused on assessing program structure, compliance requirements, and implementation considerations. While these activities did not result in ordinance adoption during FY 2025, they represent critical groundwork completed within the fiscal year.

Given the timing of the emergency order, departmental integration, and leadership transition, FY 2025 is best understood as a bridge year. Quantitative program activity largely reflects operations under the former OEBO framework, while the latter portion of the fiscal year focused on transition planning, alignment, and readiness for future implementation.

Despite these changes, the office's core mission remained consistent throughout FY 2025: to promote fair competition, expand access to County contracting opportunities, and support the participation of local small business enterprises. The work completed during FY 2025 established the foundation necessary for subsequent implementation activities and program evolution beyond the fiscal year.

FISCAL YEAR 2025

This report covers Fiscal Year 2025 (FY 2025) and presents a comprehensive summary of the activities, performance outcomes, and strategic efforts undertaken by the Office of Small Business Development (OSBD) in collaboration with Palm Beach County departments to increase the utilization and growth of local certified Small Business Enterprises (SBEs) within County procurement.

The report provides detailed information on:

- **Outreach, engagement, and capacity-building activities** conducted Countywide to support small business participation;
- **Certification and recertification activity**, including vendor data by Commission District and certification type;
- **Projects reviewed by the Goal Setting Committee (GSC)** and the small business participation recommendations associated with each;
- **Waivers** reviewed and processed during the fiscal year;
- **Construction Manager at Risk (CM@R) projects**, including identification of SBE CM partners and levels of participation; and
- **All reporting requirements** as outlined in **Section 2-80.28(b)(4)** of the applicable Small Business Development / EBO Ordinance.

Data presented in this report reflects the most accurate and up-to-date information available during FY 2025, as information became available. Collectively, the activities and outcomes documented herein reflect continued progress in the County's commitment to expanding access to procurement opportunities, strengthening supplier participation, and supporting the long-term economic sustainability of Palm Beach County's small business community.

Outreach

During FY 2025, the Office of Small Business Development (OSBD – *former OEBO*) delivered a highly active and strategically focused outreach program, reinforcing its commitment to expanding access, strengthening vendor readiness, and supporting the growth of small businesses across Palm Beach County.

Throughout the reporting period, **69 outreach events** were conducted in collaboration with **28 partner agencies and resource organizations**. These efforts included a combination of **general outreach workshops** and **targeted, trade-specific and mandatory trainings**, such as onboarding sessions for newly certified firms and industry-focused workshops designed to prepare vendors to successfully respond to County solicitations. Together, these outreach activities enhanced awareness of OSBD programs and services, improved compliance readiness, and fostered stronger connections between small businesses and County contracting opportunities. The scope and consistency of FY 2025 outreach efforts underscore OSBD's continued focus on **equitable participation, capacity-building, and long-term sustainability of certified firms**.

These events and/or campaigns listed below, among others, were held during this reporting period, FY 2025; and photos are attached under (Annex 1).

1. **Zeus Consulting Services Corporation**, in partnership with the **Palm Beach County Office of Small Business Development –OSBD- (formerly Office of Equal Business Opportunity OEBO)**, delivered a **four-part Technical Assistance Workshop Series** focused on business optimization as part of OEBO’s annual Four Points outreach initiative. This coordinated effort provided participating small businesses with practical, data-driven guidance to improve operational efficiency, strengthen resource management, and implement continuous improvement practices. Delivered through a combination of virtual and in-person sessions, the workshop series enhanced vendor readiness and capacity while also supporting interdepartmental collaboration and community engagement in alignment with OSBD outreach objectives.
2. **Annual Holiday with OSBD** fosters collaboration across the Four Points departments while encouraging generosity through toy donations and holiday cheer.
3. As part of **Small Business Week 2025**, OSBD hosted **“Doing Business with Palm Beach County Special Taxing Districts” at the Riviera Beach Marina**, highlighting contracting opportunities available through the County’s Special Taxing Districts. The event provided local entrepreneurs with information on how to engage with these districts, insight into upcoming projects, and guidance on positioning certified small businesses for contracting success.
4. The **Small Business Week Networking Mixer** brought together entrepreneurs, community partners, and local leaders for an evening of connection and collaboration. The event offered small businesses a relaxed space to build relationships, share resources, and learn more about opportunities to work with Palm Beach County.
5. The **6th Annual Mind Your Business Youth Entrepreneurship Forum** engaged students and young entrepreneurs in hands-on learning focused on foundational business concepts, local resources, and pathways to entrepreneurship. The event supported youth leadership development while strengthening the long-term vitality of Palm Beach County’s small business ecosystem.
6. **The OSBD Advisory Committee Retreat** is a strategic retreat that convened Advisory Committee members for collaborative planning, policy review, and vision-setting to advance inclusive procurement and small business development initiatives and strengthen equity-driven economic opportunity across Palm Beach County.
7. **Hardhats and Suits Conference** is the signature premier and culminating event during Small Business Week. This conference places Engineering and Construction firms, along with PBC Construction & Design departments, in the same room with local small businesses.

8. In partnership with **Prospera USA**, the **Small Business Workshop Series** was a four-part workshop series that provided hands-on training for entrepreneurs focused on access to capital, marketing strategies, and County certification. Sessions were held across three Palm Beach County library branches and emphasized practical skills to support business growth and readiness.

9. In collaboration with **Palm Beach County Commissioner Joel Flores, District 3**, the Office of Small Business Development conducted a targeted outreach initiative that provided local businesses with direct guidance on County registration and certification. The event expanded access to procurement opportunities, supported increased economic participation, and equipped entrepreneurs with the information needed to navigate the certification process with confidence, strengthening community impact across District 3.

10. **OSBD staff**, in partnership with departments across the organization, including the Purchasing Department, **deliver internal and external training throughout the year**. Newly certified small businesses receive comprehensive guidance on bidding expectations and requirements, while stakeholders directly engaged with OSBD, such as the Advisory Committee, participate in robust annual training on program requirements and key initiatives.

The subsequent summary table and graph deepen the analysis of OSBD’s FY 2025 outreach scope and strategic alignment. Additional details and photos can be found in Annex 1.

2025 Outreach Events Summary Table & Graph

QUARTER	HOSTED BY	Total
FY 2025 -- Quarter 1	OSBD	9
	Resource Partners	8
FY 2025 -- Quarter 2	OSBD	7
	Resource Partners	17
FY 2025 -- Quarter 3	OSBD	8
	Resource Partners	10
FY 2025 -- Quarter 4	OSBD	3
	Resource Partners	7
Grand Total		69

Fig.1- FY 2025 Outreach Events Summary Table

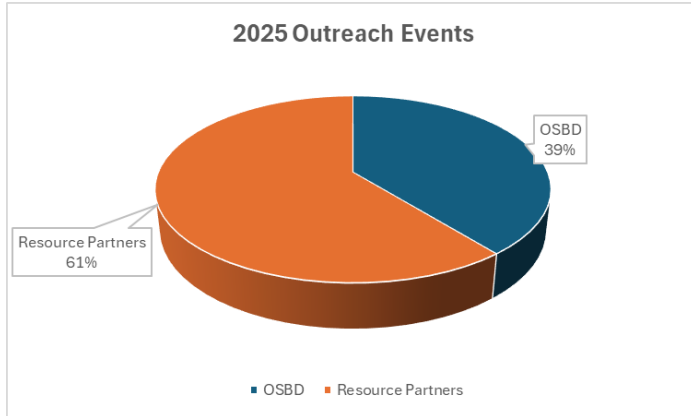


Fig.2- FY 2025 Outreach Events graph

Certification

OSBD employs certification to verify the validity of a small local business enterprise. Businesses must meet the certification eligibility criteria every three (3) years to maintain their SBE certification status. Throughout the fiscal year, OSBD processed certification applications, conducted eligibility and compliance reviews, and provided technical assistance to vendors seeking to do business with the County. These efforts supported local business growth, strengthened vendor readiness, and promoted equitable participation in County contracts.

The overall total of certified vendors by certification type during this reporting period, **FY 2025**, is **819**, an increase of **93** compared to the **FY 2024** total of **726**.

A Small Business Enterprise (SBE) is a business that is independently owned and operated, has a significant presence in Palm Beach County, and meets the county’s size standards for small businesses based on the gross receipts averaged over a period of three years.

Since March 2024 these are the size standards for certification and recertification by industry:

- Construction – \$13 million
- Professional Services – Consultants Competitive Negotiations Act (CCNA) – \$7 million
- Professional Services – Non-CCNA – \$5.7 million
- Goods – \$7 million
- Other Services – \$5.7 million

2025 CERTIFIED VENDORS REPORT – Summary table by Business Class

<u>Business Class</u>	<u>Vendors</u>
2+ business classes	128
Construction	273
Goods	39
Manufacturing	0
Other Services	126
Prof. Services (CCNA)	106
Prof. Services (Non-CCNA)	147
Unspecified	0
	819

Fig.3- FY 2025 Certified vendors report – summary table by Business Class

CERTIFIED VENDORS BY BUSINESS CLASS GRAPH



Fig.4- FY 2025 Certified vendors report by Business Class graph

Palm Beach County’s FY 2025 certification activity reflects a strong and diversified SBE vendor pool across multiple business classes. Construction firms constitute the largest segment, with 273 certified vendors, followed by Professional Services, which includes 147 non-CCNA firms and 106 CCNA certified firms—demonstrating substantial technical and professional capacity. The Other Services category comprises 126 vendors, while firms in the Goods category account for 39 vendors. Additionally, 128 vendors operate across two or more business classes, indicating a significant level of multidisciplinary capability within the certified vendor base. Collectively, this distribution illustrates that the County’s SBE program supports a broad, versatile, and technically proficient pool of vendors positioned to compete across a wide range of County procurement opportunities.

CERTIFIED VENDORS BY DISTRICT GRAPH

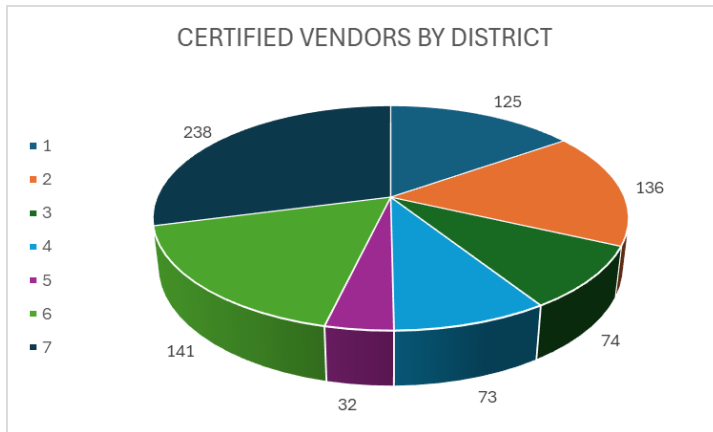


Fig.5- FY 2025 Certified vendors report by District graph

Graduated SBEs

When a firm exceeds the size standard for its industry, it is deemed to have graduated from the Small Business Development (SBD) program. Graduated firms may reapply for certification once they meet all eligibility requirements and have completed the mandatory two-year waiting period.

Although these firms may continue performing on existing contracts through completion, they are no longer eligible for small business preferences or program benefits when pursuing new solicitations or additional County contract awards.

There were no reported graduations during FY 2025.

Goal Setting Committee

Established in 2019, the Goal Setting Committee (GSC) is composed of the County Administrator and the Directors of the Office of Small Business Development, Purchasing, Contract Development and Control, Facilities Development & Operations, and Public Safety, or their respective designees. In addition, the Director or designee of the originating department whose contract(s) are under consideration participates in the committee's deliberations. During FY 2025, nineteen (19) Goal Setting Committee meetings were held between October 2024 and September 2025, and one hundred eleven (111) proposed projects were reviewed. For each project, the GSC established Affirmative Procurement Initiatives based on the availability of Small Business Enterprises (SBEs) certified to perform the scope of services requested by the presenting departments.

FY 2025 GOAL SETTING MEETINGS - PROJECTS BY DEPARTMENT

DEPARMENT	GSC - # Projects
AIRPORTS	5
ENG	33
ERM	1
FDO	42
HR	1
PALM TRAN	1
PARKS	7
PUBLIC AFFAIRS	3
PZB	3
WUD	14
RISK MANAGEMENT	1
Grand Total	111

Fig.6- FY 2025 GSC-Projects by Department table

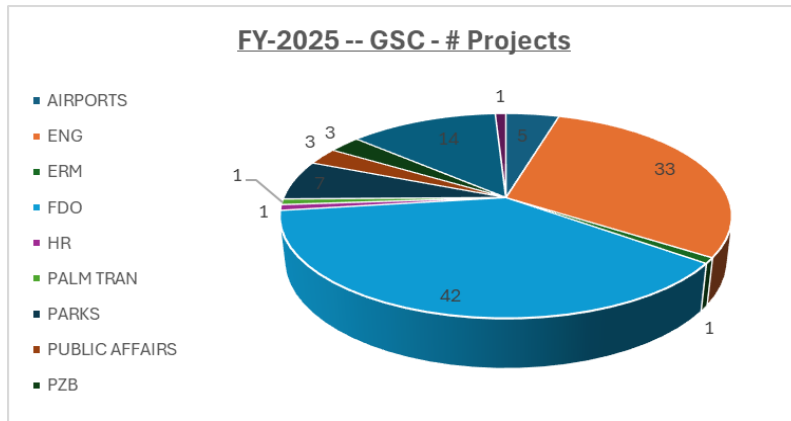


Fig.7- FY 2025 GSC-Projects by Department graph

Waivers

There are three (3) types of waivers issued by OSBD (formerly OEBO). A Departmental Waiver is given when the originating department requests a waiver of an API due to the lack of SBE firms certified to perform the service. The second type of waiver is a Good Faith Effort Waiver, which is granted when a Prime contractor makes a sincere effort to secure participation but is unsuccessful and provides supporting documentation to demonstrate their attempts. The final waiver is a Post-Bid Waiver, which is granted when a contract awardee is unable to meet the participation requirements for a specified SBE at response submittal, through no fault of their own.

During FY 2025, a total of thirty-five (35) waivers were granted, including twenty-five (25) Departmental waivers, ten (10) Post-Bid waivers, and two (2) Good Faith Effort waivers.

FY 2025 Waivers by type table and graph

WAIVER TYPE	#
Departmental	25
Post-Bid	9
Good Faith Effort	1
Grand Total	35

Fig.8- FY 2025 Waivers by type table

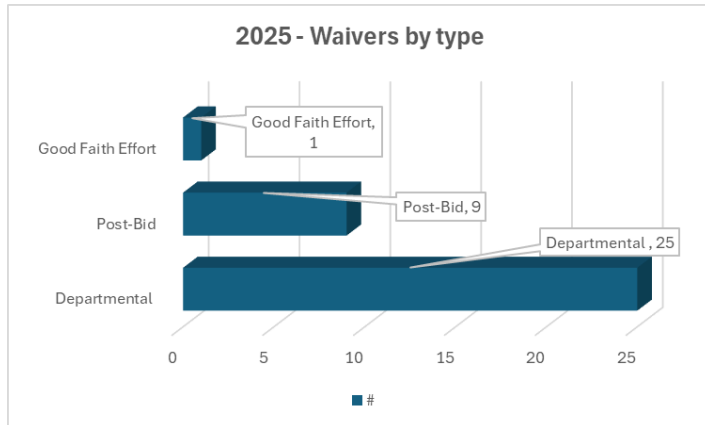


Fig.9- FY 2025 Waivers by type graph

Additional Reporting Requirements

The EBO Ordinance requires tracking of the growth in the number of firms securing their first contract with the County and the increase in the County’s overall SBE Prime contracting dollar value.

Prime SBEs received \$20,941,720.15 in payments in FY 2024. In FY 2025, the amount increased to \$53,811,306.45, indicating a substantial increase.

Construction Manager at Risk (CM@R) Mentor Protégé Program

This highly successful program has provided SBEs the ability to work alongside major construction companies to learn about all aspects of the CM@R form of construction. The SBEs receive management guidance and training to support growth, development and sustainability. In the first quarter of 2026, one project selected a CM@R firm with two SBEs on their team. In addition, three CM@R firms were selected to provide continuing services for projects less than \$7.5 million in construction cost. Of the three firms, two were SBEs and the third is a former SBE.

During FY 2025, the Construction Manager at Risk (CM@R) Mentor-Protégé Program continued to expand meaningful opportunities for Small Business Enterprises (SBEs) by pairing them with experienced CM@R firms on active County capital projects and continuing contracts. As reflected

in the table below, four (4) CM@R project awards included certified SBEs serving as CM partners across a range of construction values—from \$8.0 million to \$150.0 million—supporting both skill-building and increased participation in complex delivery environments. In addition, the County selected three (3) CM@R firms for the CM Continuing Contract program for projects with construction costs of \$7.5 million or less, which includes a mandatory minimum 20% participation requirement; of these three firms, two (2) are SBEs. Collectively, these FY 2025 outcomes demonstrate sustained program demand and continued progress in building SBE capacity through direct project experience, mentorship, and structured participation in construction management delivery.

FY 2025 CM@R table

Estimated Construction Value at Bid	FDO Project Description	Contractor	SBE CM Partner	CM Fees: Pre-Construction, Construction & Overhead/Profit
\$ 17,000,000.00	Medical Examiners Expansion	Wharton-Smith, Inc.	Asset Management dba Messam Construction	18%
\$ 13,000,000.00	Four Points/EOC Connector	Hedrick Brothers	Anatom Construction	20%
\$ 8,000,000.00	FS #25	Core Construction	Randolph Construction Group	25%
\$ 150,000,000.00	South County Administrative Complex	Moss Construction	Total Solutions Contractors	15%
Mandatory Minimum 20%	CM Continuing Contract (Projects \$7.5 million or less)	D. Stephenson Construction	Total Solutions Contractors	20%
		Lebolo Construction	Total Solutions Contractors	20%
		Randolph Construction (SBE)		100%

Fig.10- FY 2025 CM@R table

A. Small Business Enterprise Participation Summary

The following table reflects SBE participation, and the overall payments made to both prime contractors and subcontractors across all industries during the FY 2025 reporting period:

PALM BEACH COUNTY (PBC) OFFICE OF SMALL BUSINESS DEVELOPMENT (OSBD) TOTAL SBE PARTICIPATION		
FY 2025		
Total FY 2025 Payments (Prime + Subcontractors)		
Category	Amount	% of Prime Total
Total Payments (All Vendors)	\$1,121,505,440.49	100%
Non-SBE	\$993,484,850.86	88.58%
SBE (Prime + Subs)	\$128,020,589.63	11.42%
— SBE Prime	\$53,811,306.45	5.32%
— SBE Subcontractors	\$40,175,720.61	3.97%
— Other SBE Categories	\$34,033,562.57	3.13%
Graduated Vendors	\$11,940,712.40	1.06%
FY 2025 Prime Contractor Payments		
Total Prime Payments	\$1,010,991,290.36	100%
Non-SBE Prime	\$934,447,422.99	92.43%
SBE Prime	\$76,543,867.37	7.57%
— SBE Core	\$53,811,306.45	5.32%
— Other SBE Categories	\$22,732,560.92	2.25%
Graduated Prime Vendors	\$11,565,690.97	1.14%
FY 2025 Subcontractor Payments		
Total Subcontractor Payments	\$110,514,150.13	100%
Non-SBE Subcontractors	\$59,037,427.87	53.42%
SBE Subcontractors	\$51,476,722.26	46.58%
— SBE Core	\$40,175,720.61	36.37%
— Other SBE Categories	\$11,301,001.65	10.21%
Graduated Sub Vendors	\$375,021.43	0.34%

Fig.11- FY 2025 Total SBE Participation table

2025 SUMMARY GRAPHS:

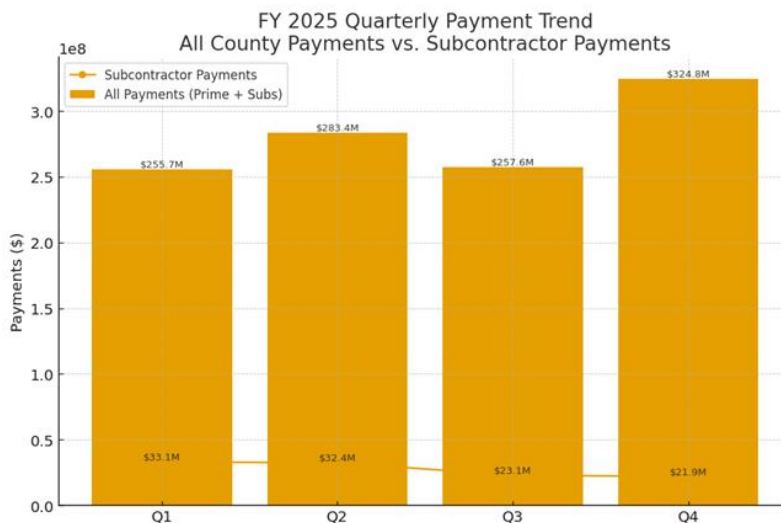


Fig.12- FY 2025 All County Payments vs. Subcontract Payments graph

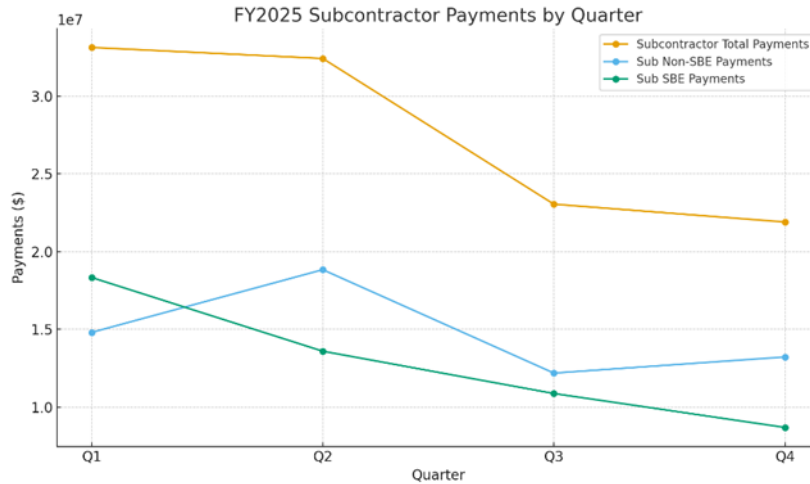


Fig.13- FY 2025 Subcontractor Payments by Quarter graph

Fiscal Year 2025 shows a clear and healthy contracting pattern for Palm Beach County. Prime payments grew steadily throughout the year, from \$222.6M in Q1 to \$302.9M in Q4, driven by major project execution and year-end closeout activity. Subcontractor payments followed the expected seasonal cycle, starting strong in Q1–Q2 and tapering in Q3–Q4 as work shifted toward Prime-level deliverables. This combined trend demonstrates a stable, fully functioning procurement environment, with consistent pacing, accurate classifications, and strong participation across both Primes and Subs. The FY 2025 data confirms that County projects progressed as planned and that vendor engagement remained robust throughout all quarters.

B. Exempt & Non-Exempt Contract Payments

This section provides a comprehensive view of Palm Beach County’s purchasing activity for FY 2025 and reflects expenditures across all contract types, including exempt, non-exempt, formal, informal, and legacy SBE agreements still active under the previous program structure. The data represents all payments processed between October 1, 2024 and September 30, 2025, inclusive of both prime and subcontractor disbursements.

During FY 2025, the County issued a total of \$1,121,505,440.49 in payments across all procurement categories. Of this amount:

- \$471,261,354.39 (42%) occurred under non-exempt contracts, where SBE rules apply, including goal setting, SBE tool application, Good-Faith Effort requirements, and OSBD compliance monitoring.
- \$650,244,086.10 (58%) occurred under exempt contracts, where SBE requirements do not apply due to statutory restrictions, emergency purchasing conditions, limited SBE availability, or waiver approval.

The FY 2025 distribution demonstrates consistent alignment with procurement demand, the nature of capital and infrastructure project cycles, and the availability of certified SBE vendors in the marketplace. OSBD continues to advance proactive goal setting, enhance early API classification, and monitor exempt activity to ensure that every feasible opportunity for SBE participation is captured under the requirements of the Ordinance.

FY 2025 Exempt & Non-Exempt Contract Payments

<u>Category</u>	<u>FY 2025 Total Payments</u>	<u>% of All County Payments</u>
Non-Exempt Contracts (SBE rules apply)	\$471,261,354.39	42%
Exempt Contracts (SBE rules do not apply)	\$650,244,086.10	58%
TOTAL FY 2025 PAYMENTS	\$1,121,505,440.49	100%

Fig.14- FY 2025 Exempt & Non-Exempt Contract Payments table

NOTE:

1. Data reflects payments made as of October 31, 2025.
2. Data is subject to change due to updates made post report.
3. Due to rounding, percentage may not equal 100.

FY 2025 Exempt & Non-Exempt Contract Payments
(Amounts in Millions of Dollars)

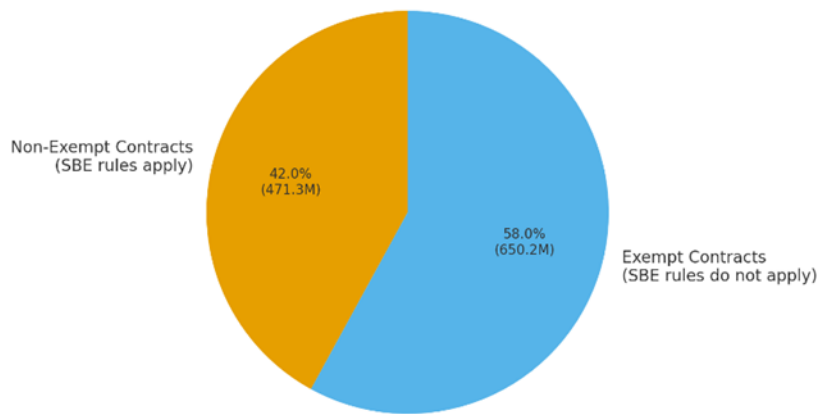


Fig.15- FY 2025 Exempt & Non-Exempt Contract Payments graph

1. Non-Exempt SBE Contract Payments

Palm Beach County’s Non-Exempt SBE Program continues to operate effectively as legacy SBE contracts move toward completion. These agreements remain governed by SBE rules, including goal setting, preference points, Good-Faith Effort requirements, and utilization tracking, until

each contract formally closes. As of the reporting run date, sixty (60) active non-exempt SBE contracts remain under OSBD oversight.

In FY 2025, Palm Beach County processed \$471.26 million in *non-exempt* agreements, procurements where SBE rules applied, including goal setting, good-faith effort requirements, and full SBE compliance oversight. These non-exempt transactions represent 42% of all County expenditures, demonstrating a significant volume of contracting activity occurring within OSBD’s jurisdiction.

Within this nonexempt spend, API-Yes contracts, those incorporating SBE goals or the application of SBE tools totaled \$379.90 million, demonstrating strong adherence to the SBE ordinance. API-No classifications amounted to \$69.29 million, primarily associated with technical scopes lacking certified SBE availability or procurement methods for which SBE tools are not applicable. API-Other represented \$19.32 million and reflects modified or federally restricted procurements.

These figures confirm that the County continued to prioritize SBE participation wherever feasible and maintained strong internal classification accuracy across all procurement workflows.

FY 2025 Non-Exempt (SBE-Applicable) Contract Payments

<u>Category</u>	<u>FY 2025 Amount</u>
Total County Payments	\$1,121,505,440.49
Non-Exempt Payments (SBE rules apply)	\$471,261,354.39
Exempt Payments	\$650,244,086.10
% Non-Exempt	42%
% Exempt	58%

Fig.16- FY 2025 Non- Exempt Contract Payments table

FY 2025 Non-Exempt Classification Breakdown

<u>API Classification</u>	<u>FY 2025 Amount</u>	<u>% of Non-Exempt Total</u>
API-Unknown (U)	\$2,754,487.30	0.58%
API-Yes (Y) <i>(SBE tools applied)</i>	\$379,896,537.44	80.59%
API-No (N) <i>(Reviewed, not applied)</i>	\$69,293,873.04	14.70%
API-Other (O) <i>(Modified/partial application)</i>	\$19,316,456.61	4.10%
TOTAL NON-EXEMPT	\$471,261,354.39	100%

Fig.17- FY 2025 Non-Exempt classification breakdown table

NOTE:

1. Data reflects payments made as of October 31, 2025.
2. Data is subject to change due to updates made post report.
3. Due to rounding, percentage may not equal 100.

Palm Beach County recorded \$471.26M in *non-exempt agreements* in FY 2025, representing 42% of all County spending subject to full SBE rules, including goal-setting and good-faith requirements. Of this amount, \$379.9M occurred under API-Yes, confirming that SBE tools were actively applied where SBE availability existed. Another \$69.29M fell under API-No, driven by technical scopes or validated lack of availability. API-Other, covering special or federally restricted procurements, accounted for \$19.32M. The remaining 58% of County spending (\$650.24M) qualified as exempt due to emergency purchases, federal/state restrictions, or limited SBE availability. Overall, the 2025 data reflect strong ordinance enforcement and accurate classification across procurement activity.

2. **Exempt Contract Payments**

This section summarizes all purchasing activity classified as exempt under the County's procurement framework for FY 2025. Exempt contracts include—but are not limited to—sole source procurements, emergency purchases, federally or state-funded agreements, intergovernmental contracts, and transactions with nonprofit partners. These types of procurements fall outside the requirements of the County's SBE Program and therefore do not require SBE goals, SBE tools, or Good-Faith Effort documentation.

For FY 2025, total exempt contract payments amounted to \$650,244,086.10, representing 58% of all County payments issued during the reporting period. These purchases are driven by operational urgency, funding restrictions, technical specifications, or statutory limitations that prevent the application of standard SBE requirements.

OSBD enhanced procurement integrity by systematically reviewing exempt classifications this year, ensuring compliance with standards. Each exemption was evaluated against the purchasing code and other regulatory requirements, confirming adequate justification from departments. OSBD ensured exemptions were not misused as substitutes for competitive procurement by reviewing back-up documentation and assessing possible risks. When issues arose, OSBD collaborated with departments to correct classifications or redirect purchases.

The assessment helps preserve transparency, ensure correct use of exemptions, and promote long-term planning by identifying potential for future SBE participation if the exemption is no longer applicable.

FY 2025 API Distribution — EXEMPT Contracts

<u>API Category</u>	<u>Description</u>	<u>Amount (EXEMPT Only)</u>	<u>% of EXEMPT Total</u>
EXEMPT + API-U	Exempt contract: API status unknown/pending	\$0.00	0.00%
EXEMPT + API-Y	Exempt contract: API recorded as “Yes,” but exempt from SBE rules	\$3,884,834.33	0.60%
EXEMPT + API-N	Exempt contract: API determined as not applicable	\$646,329,328.11	99.40%
EXEMPT + API-O	Exempt contract: special/other API classification	\$29,923.66	0.005%
TOTALEXEMPT		\$650,244,086.10	100%

Fig.18- FY 2025 Exempt contracts API Distribution table

Overall, the \$650.2 million in exempt contract payments reflects procurement activity that, while outside the scope of SBE requirements, remains fully documented and properly classified, demonstrating strong controls and consistent compliance across all exempt purchasing categories in FY 2025.

3. Participation by Industry

The table below lists payments made which are classified as non-exempt contracts under the current SBE Ordinance by industry. FY 2025 spending across all County procurements totaled \$1.12 billion, spanning Construction, Professional Services, and Goods/Services/Other. Industry participation reflects a consistent distribution of County investment, with the Goods/Services/Other sector accounting for the largest share (57.45%), driven primarily by high-volume operational and countywide service contracts.

Non-exempt procurements, where SBE tools apply, represent 42.03% of total FY 2025 spending, demonstrating strong engagement in industries where local Small Business Enterprises have availability and capacity. Within this group, Construction and Professional Services show active participation under API-Yes classifications, confirming that most eligible projects incorporated SBE goals, good-faith effort requirements, or SBE preferences. Exempt procurements, which represent 57.97% of FY 2025 spending, are dominated by large operational purchases and federally restricted contracts, primarily concentrated in the Goods/Services category. These exemptions follow statutory limitations but still reflect a transparent and well-tracked classification process.

PALM BEACH COUNTY (PBC)
OFFICE OF SMALL BUSINESS DEVELOPMENT (OSBD)
SBE Participation by Industry
FY 2025

FY2025 – Summary of Exempt & Non-Exempt Payments by API Status						
<i>(Amounts expressed in thousands of dollars (000s))</i>						
Classification	API = N	API = Y	API = O	API = U	TOTAL	% of Total FY2025
NON-EXEMPT (SBE rules apply)						
Non-Exempt / API = N	69,293.90	—	—	—	69,293.90	6.18%
Non-Exempt / API = Y	—	379,896.50	—	—	379,896.50	33.87%
Non-Exempt / API = O	—	—	19,316.50	—	19,316.50	1.72%
Non-Exempt / API = U	—	—	—	2,754.50	2,754.50	0.25%
Subtotal – NON-EXEMPT	69,293.90	379,896.50	19,316.50	2,754.50	471,261.40	42.03%
EXEMPT (SBE rules do NOT apply)						
Exempt / API = N	646,329.30	—	—	—	646,329.30	57.62%
Exempt / API = Y	—	3,884.80	—	—	3,884.80	0.35%
Exempt / API = O	—	—	29.9	—	29.9	0.00%
Exempt / API = U	—	—	—	0	0	0.00%
Subtotal – EXEMPT	646,329.30	3,884.80	29.9	0	650,244.10	57.97%
GRAND TOTAL (FY2025)	715,623.20	383,781.40	19,346.40	2,754.50	1,121,505.40	100%
FY2025 – Payments by Industry (Exempt & Non-Exempt)						
NON-EXEMPT (SBE rules apply)						
Industry Category	Construction	Professional Services	Goods / Services / Other	TOTAL (000s)	% of FY2025 Total	
Non-Exempt / API = N	25,300.60	26,935.80	17,057.50	69,293.90	6.18%	
Non-Exempt / API = Y	197,392.90	103,522.90	78,980.80	379,896.50	33.87%	
Non-Exempt / API = O	13,614.10	4,834.00	868.4	19,316.50	1.72%	
Non-Exempt / API = U	1.4	2,525.20	227.9	2,754.50	0.25%	
Subtotal – NON-EXEMPT	236,309.00	137,818.00	97,134.60	471,261.40	42.03%	
EXEMPT (SBE rules do NOT apply)						
Exempt / API = N	78,850.80	23,754.40	543,724.10	646,329.30	57.62%	
Exempt / API = Y	89.50	272.60	3,522.70	3,884.80	0.35%	
Exempt / API = O	15.40	—	14.50	29.90	0.00%	
Exempt / API = U	—	—	—	0.00	0.00%	
Subtotal – EXEMPT	78,955.70	24,027.00	547,261.30	650,244.10	57.97%	
GRAND TOTAL FY2025	315,264.70	161,845.00	644,395.90	1,121,505.40	100.00%	

Fig.19- FY 2025 SBE Participation by Industry table

FY 2025 purchasing activity demonstrates a pronounced concentration of expenditures in Goods, Services, and other procurements, followed by Construction and Professional Services. This distribution highlights the County’s ongoing reliance on a broad range of industry categories to sustain core operations and deliver public services. The data further establishes a transparent basis for assessing SBE participation opportunities within each sector and informs future goal setting, supplier engagement, and program enhancements.

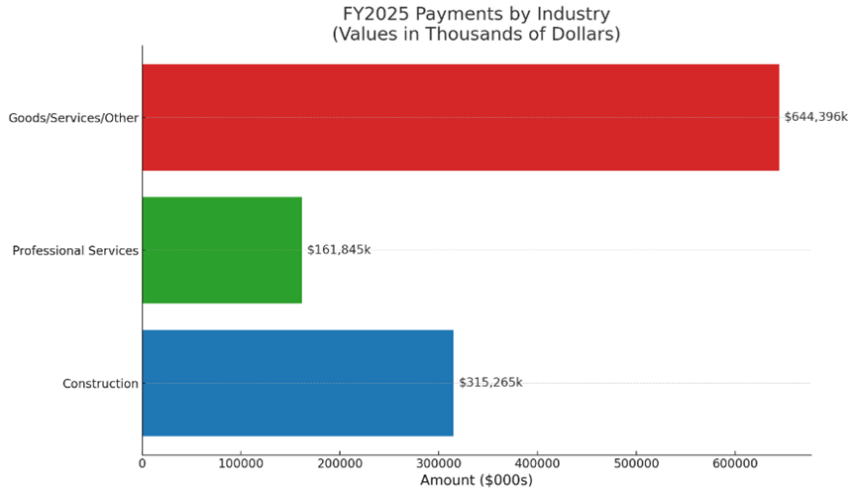


Fig.20- FY 2025 Payments by Industry graph

NOTE:

1. Data reflects payments made as of October 31, 2025.
2. Data is subject to change due to updates made post report.
3. Due to rounding, percentage may not equal 100.

4. Participation by District

FY 2025 procurement activity shows strong district engagement across Palm Beach County, with District 7 and Countywide projects representing the largest share of total expenditures. District 7 accounted for 14.66% of all payments, while Countywide and multi-district contracts constituted more than half of FY 2025 spending (56.35%), reflecting large-scale infrastructure, professional services, and goods/services procurements that serve multiple jurisdictions. Districts 1 and 2 also demonstrated significant activity, representing a combined 18% annual expenditure. Overall, FY 2025 spending totaled \$1.12 billion, supporting economic development across all commission districts.

FY 2025 PARTICIPATION BY DISTRICT – SUMMARY TABLE

Thousands of Dollars (*Amounts shown in \$000s*)

District	Non-Exempt (\$000s)	Exempt (\$000s)	Total (\$000s)	% of Total
1	57,533	10,698	68,231	6.08%
2	54,626	78,696	133,322	11.89%
3	10,026	27,614	37,641	3.35%
4	24,074	23,017	47,091	4.20%
5	4,788	873	5,661	0.51%
6	28,492	4,676	33,167	2.96%
7	99,664	64,736	164,400	14.66%
Countywide	192,058	439,934	631,992	56.35%
GRAND TOTAL	471,261	650,244	1,121,505	100%

Fig.21- FY 2025 Participation by District summary table

NOTE:

1. Data reflects payments made as of October 31, 2025.
2. Data is subject to change due to updates made post report.
3. Due to rounding, percentage may not equal 100.

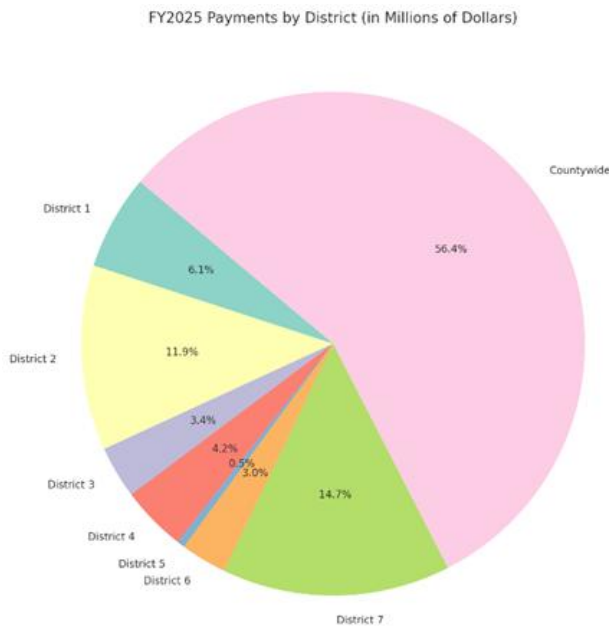


Fig.22- FY 2025 Payments by District graph

FY 2025 district-level spending reflects a highly centralized pattern, with more than half of all payments (56%) occurring under countywide contracts that serve all Palm Beach County residents. Districts 7 and 2 follow as the largest individual districts, representing 14.7% and 11.9% of expenditures, respectively. Smaller districts, such as Districts 5 and 6, account for under 5% of total spending, reflecting their comparatively limited contract activity. Overall, the distribution highlights the County’s broad service footprint and the significant impact of countywide procurements.

Findings & Recommendations

A. KEY FINDINGS (FY 2025 DATA & OBSERVATIONS)

1. FY 2025 Confirms Stable Program Performance with Strong Local Economic Impact
 - Palm Beach County procured \$1.121 billion in FY 2025 across all contract types, continuing a consistent upward trend in County economic activity. The SBE Program remains a core driver of local participation, with \$471.26 million (42%) in non-exempt contracting, where SBE tools and goals apply, serving as the primary engine of meaningful small business engagement.
2. API-Driven Requirements Continue to Generate the Highest SBE Participation
 - API-Y contracts, the category where SBE rules and goal setting were fully applied, represented \$379.9 million in FY 2025, or 33.9% of all County spend, confirming that structured SBE interventions directly correlate with higher small business utilization.
 - API-N and API-O categories also contributed, but with significantly lower utilization, underscoring the importance of goal-setting and good-faith requirements as participation multipliers.
3. Exempt Spending Dominates Countywide Procurement and Remains an Untapped Opportunity
 - Exempt contracts totaled \$650.24 million (58% of all FY 2025 spend), the majority share of County procurement. While these categories are exempt from SBE policy requirements, the data clearly demonstrates that SBE participation is still feasible and occurs when departments intentionally engage local vendors.
 - The scale of this exempt category represents the single largest opportunity to expand SBE inclusion Countywide.
4. Industry Patterns Reveal Concentrated Procurement Activity
 - Across all sectors, FY 2025 spending was distributed as follows:
 - Construction: \$315.26M
 - Professional Services: \$161.84M
 - Goods/Services/Other: \$644.40M
 - The Goods & Services category alone represents 57% of the County's entire procurement footprint, indicating a high-value pathway for growing future SBE participation.
5. District-Level Analysis Shows Uneven Access to Opportunities
 - Districts 1, 2, and 7, and countywide blanket projects, captured the largest share of FY 2025 payments. Districts with less procurement activity (e.g., Districts 5 and 6) present growth potential for new SBE certifications and targeted outreach.
 - The data also confirm that SBE utilization varies significantly by district depending on the type of projects released and departmental buying patterns.

6. Persistent Barriers for SBEs and New Vendors

- Overall SBEs continue to experience lower utilization relative to availability, especially on professional service and technical contracts.
- Vendor feedback indicates challenges such as:
- Limited access to pre-award information
- Difficulty competing against legacy vendors
- Limited exposure to County staff and decision-makers
- Capacity constraints in proposal preparation and compliance
- These barriers disproportionately impact smaller-emerging firms.

B. RECOMMENDATIONS FOR FY 2025

1. Maximize SBE Inclusion in Exempt Procurement

- Given the size of the exempt category (\$650M+), even incremental improvements would significantly impact Countywide participation.

Recommended actions:

- Implement an SBE Availability Checkpoint before finalizing exempt purchases.
- Require departments to document rationale when selecting non-local or non-SBE vendors for exempt transactions.
- Encourage the use of SBEs for recurring exempt needs such as maintenance, repairs, IT services, and specialized professional services.

2. Expand District-Level Outreach and Engagement

To ensure equitable distribution of procurement opportunities:

- Launch District Procurement Roadshows three times per year.
- Collaborate directly with District Offices to promote new certifications.
- Provide hyper-local vendor lists aligned to district project needs.

3. Strengthen Partnerships with Hispanic, Haitian, and Emerging Business Communities

To close participation gaps:

- Provide multilingual procurement training (Spanish, Haitian Creole).
- Expand partnerships with chambers, associations, and faith-based organizations.
- Deliver culturally responsive outreach campaigns targeting underrepresented business groups.

4. Improve SBEs Access to High-Value Technical and Professional Contracts

Given the underutilization in these sectors:

- Increase goal-setting (API-Y) where SBE availability is documented.
- Add supplier diversity scoring components to evaluation criteria.
- Require proactive outreach to new vendors during solicitation development.

5. Reduce Legacy Vendor Dominance and Promote Competition

To ensure equitable access:

- Rotate evaluation committee members for professional services.
- Require departments to solicit at least three new vendors for all formal

- solicitations.
 - Publish an annual “New Vendor Awards Report” showing onboarding trends.
6. Expand Internal Procurement Training and Accountability
 - To strengthen internal capacity:
 - Mandatory annual training on SBE utilization and diverse vendor sourcing.
 - Monthly compliance dashboards identifying departments with low utilization.
 - Department-level improvement plans tied to executive leadership scorecards.
 7. Provide Targeted Capacity-Building for SBEs
 - To prepare local businesses for complex solicitations:
 - Expand proposal-writing clinics and one-on-one technical assistance.
 - Provide financial readiness training focused on bonding, insurance, and cash-flow planning.
 - Launch a County Mentor–Protégé Program pairing large firms with SBEs.
 8. Improve Transparency and User Access to Digital Procurement Tools
 - To ensure equitable access:
 - Expand Countywide VSS/eProcurement workshops.
 - Publish online tutorials for common bidding tasks.
 - Simplify vendor onboarding materials for first-time bidders.

CLOSING SUMMARY — FY 2025

FY 2025 marked a year of solid performance and significant opportunity for growth. The SBE Program continues to serve as a powerful economic catalyst, directing hundreds of millions of dollars into the local marketplace and expanding participation across multiple industries. However, with \$650 million in exempt spending representing more than half of the County’s total procurement, the greatest potential for transformation lies in expanding SBE access and intentionally integrating small and minority-owned firms into areas where utilization has historically lagged.

The County’s long-term success will depend not only on certifying vendors, but on developing them, strengthening their capacity, and ensuring they are competitive enough to win contracts, not merely qualifying for them. This shift requires a deliberate focus on vendor education, technical assistance, resource alignment, and a deeper partnership between procurement staff, County departments, and the business community.

By expanding outreach, strengthening goal setting, elevating staff accountability, and prioritizing the development and advancement of emerging small businesses, Palm Beach County can move beyond participation metrics toward a more equitable, competitive, and opportunity-rich procurement ecosystem. With sustained collaboration and a commitment to building capacity, not just counting certifications, the County is well-positioned to deliver greater economic impact and ensure that all communities share in the benefits of public investment.

Figures and Tables

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Annex 1

2025 Outreach Events Detail List & photos

FY 2025 Events

#	QUARTER	DATE	EVENT DESCRIPTION	HOSTED BY	PARTNER
1	FY 2025 1st Q	15-Oct	Disparity Study Kickoff Meeting	OSBD	OWN
2	FY 2025 1st Q	22-Oct	Culinary Certification Workshop	OSBD	OWN
3	FY 2025 1st Q	22-Oct	Verdex Construction SBE Empowerment Workshop w/ City of Boynton Beach	Resource Partners	City of Boynton Beach
4	FY 2025 1st Q	5-Nov	Small Business Workshops facilitated by Zeus Consulting	OSBD	OWN
5	FY 2025 1st Q	12-Nov	Small Business Workshops facilitated by Zeus Consulting	OSBD	OWN
6	FY 2025 1st Q	14-Nov	Boca-Boynton Chamber of Commerce Boynton Beach Expo	Resource Partners	Boca-Boynton CoC
7	FY 2025 1st Q	19-Nov	Small Business Workshops facilitated by Zeus Consulting	OSBD	OWN
8	FY 2025 1st Q	3-Dec	Small Business Workshops facilitated by Zeus Consulting	OSBD	OWN
9	FY 2025 1st Q	6-Dec	SWA Forecasting Conference	Resource Partners	SWA
10	FY 2025 1st Q	6-Dec	Lantana Chamber of Commerce Promote Your Business Lunch	Resource Partners	Lantana CoC
11	FY 2025 1st Q	10-Dec	Small Business Workshops facilitated by Zeus Consulting	OSBD	OWN
12	FY 2025 1st Q	11-Dec	Pathways Capital Optimize U Graduation and Pitch Competition	Resource Partners	Pathways Capital
13	FY 2025 1st Q	12-Dec	Elder's Table	Resource Partners	Elder's Table
14	FY 2025 1st Q	12-Dec	PBC Business Development Board Economic Development Roundtable	Resource Partners	PBC Business Development Board
15	FY 2025 1st Q	12-Dec	Greater Delray Beach Chamber of Commerce Holiday Gathering	Resource Partners	Delray Beach CoC
16	FY 2025 1st Q	17-Dec	Small Business Workshops facilitated by Zeus Consulting	OSBD	OWN
17	FY 2025 1st Q	20-Dec	Four Points Meet & Greet	OSBD	OWN
18	FY 2025 2nd Q	3-Jan	City of Delray Commissioners' Breakfast	Resource Partners	City of Delray
19	FY 2025 2nd Q	8-Jan	Boca-Boynton Chamber of Commerce Business in Boynton Lunch	Resource Partners	Boca-Boynton CoC
20	FY 2025 2nd Q	6-Jan	OEBO w/Prospera USA Workshop Series-Session 1: Accessing Capital	OSBD	OWN
21	FY 2025 2nd Q	7-Jan	Small Business Workshops facilitated by Zeus Consulting	OSBD	OWN
22	FY 2025 2nd Q	8-Jan	Advisory Committee Retreat	OSBD	OWN
23	FY 2025 2nd Q	15-Jan	Procore Training Series for SBEs	Resource Partners	Procore

24	FY 2025 2nd Q	17-Jan	Learn.Grow.Connect. Series w/NPB Chamber	Resource Partners	NPB CoC
25	FY 2025 2nd Q	17-Dec	South Florida Fair Expo (1/17-2/2)	Resource Partners	South Florida Fair Expo
26	FY 2025 2nd Q	23-Jan	Coffee Chat w/Chamber of the Palm Beaches	Resource Partners	Chamber of the Palm Beaches
27	FY 2025 2nd Q	23-Jan	Lantana Chamber of Commerce Economic Development Forum	Resource Partners	Lantana CoC
28	FY 2025 2nd Q	27-Jan	TED Center Monday Morning Workshops	Resource Partners	TED Center
29	FY 2025 2nd Q	5-Feb	Procore Training Series for SBEs	Resource Partners	Procore
30	FY 2025 2nd Q	6-Feb	OEBO w/Prospera USA Workshop Series-Session 2: Marketing, Branding, and Sales Management	OSBD	OWN
31	FY 2025 2nd Q	8-Feb	Advisory Committee Retreat	OSBD	OWN
32	FY 2025 2nd Q	8-Feb	Boca-Boynton Chamber of Commerce Economic Development Luncheon	Resource Partners	Boca-Boynton CoC
33	FY 2025 2nd Q	12-Feb	Procore Training Series for SBEs	Resource Partners	Procore
34	FY 2025 2nd Q	13-Feb	Black Leadership Summit	Resource Partners	Black Leadership
35	FY 2025 2nd Q	19-Feb	City of Boynton Beach Small Business Academy	Resource Partners	City of Boynton Beach
36	FY 2025 2nd Q	19-Feb	Building Better Businesses w/Peach Umbrella Network	Resource Partners	Building Better Businesses
37	FY 2025 2nd Q	25-Feb	Hispanic Small Businesses Certification Workshop	OSBD	OWN
38	FY 2025 2nd Q	28-Feb	Black Chamber of Commerce Black Heritage Breakfast	Resource Partners	Black CoC
39	FY 2025 2nd Q	6-Mar	OEBO w/Prospera USA Workshop Series-Session 3: Get Certified w/PBC	OSBD	OWN
40	FY 2025 2nd Q	13-Mar	PBC Business Development Board Economic Development Roundtable	Resource Partners	PBC Business Development Board
41	FY 2025 2nd Q	24-Mar	A Business State of Mind w/City of Riviera Beach	Resource Partners	City of Riviera Beach
42	FY 2025 3rd Q	1-Apr	Let's Get Certified with Palm Beach County hosted by Pathways Capital	Resource Partners	Palm Beach County
43	FY 2025 3rd Q	9-Apr	School District Construction Procurement Summit	Resource Partners	School District
44	FY 2025 3rd Q	10-Apr	PBSO Hispanic Leaders Luncheon	Resource Partners	PBSO Hispanic Leaders
45	FY 2025 3rd Q	17-Apr	District 3 Registration and Certification Event	OSBD	OWN
46	FY 2025 3rd Q	23-Apr	FHACC Women's Leadership Forum & Business Expo	Resource Partners	FHACC
47	FY 2025 3rd Q	21-Apr	Hispanic Certification Workshop Series w/PBC District 3	OSBD	OWN

48	FY 2025 3rd Q	29-Apr	Hispanic Certification Workshop Series w/PBC District 3	OSBD	OWN
49	FY 2025 3rd Q	5-May	Small Business Week OEBO Advisory Committee Kickoff Breakfast	OSBD	OWN
50	FY 2025 3rd Q	6-May	Small Business Week Special Taxing District Forum	OSBD	OWN
51	FY 2025 3rd Q	7-May	Small Business Week Networking Mixer	OSBD	OWN
52	FY 2025 3rd Q	8-May	Small Business Week Food Truck Event	OSBD	OWN
53	FY 2025 3rd Q	9-May	Hard Hats and Suits Construction Conference	OSBD	OWN
54	FY 2025 3rd Q	19-May	Department of Community Services Community Hub Ribbon Cutting	Resource Partners	Department of Community Services
55	FY 2025 3rd Q	22-May	City of Delray Beach Small Business Resource Fair	Resource Partners	City of Delray
56	FY 2025 3rd Q	12-Jun	PBC Business Development Board Economic Development Roundtable	Resource Partners	PBC Business Development Board
57	FY 2025 3rd Q	18-Jun	City of Boynton Beach Doing Business with the Government Workshop	Resource Partners	City of Boynton Beach
58	FY 2025 3rd Q	20-Jun	Department of Legislative Affairs Advocacy Workshop	Resource Partners	Department of Legislative Affairs
59	FY 2025 3rd Q	27-Jun	SWA Business PowerNet	Resource Partners	SWA
60	FY 2025 4th Q	22-Jul	City of Boynton Beach Business Summit	Resource Partners	City of Boynton Beach
61	FY 2025 4th Q	24-Jul	Lantana-Lake Worth Chamber of Commerce- Economic Development Luncheon	Resource Partners	Lantana-Lake Worth CoC
62	FY 2025 4th Q	2-Aug	Mind Your Business 6 th Annual Youth Entrepreneurship Forum	OSBD	OWN
63	FY 2025 4th Q	22-Aug	City of Boynton Beach Business Summit	Resource Partners	City of Boynton Beach
64	FY 2025 4th Q	26-Aug	National Black Business Month Black Businesses Summit	OSBD	OWN
65	FY 2025 4th Q	28-Aug	PBC Business Development Board Economic Development Roundtable	Resource Partners	PBC Business Development Board
66	FY 2025 4th Q	4-Sep	Central PB Chamber of Commerce	Resource Partners	Central PB CoC
67	FY 2025 4th Q	16-Sep	PBC Libraries County Department Fair	Resource Partners	PBC Libraries
68	FY 2025 4th Q	19-Sep	Matchmaker Business Conference & Expo	OSBD	OWN
69	FY 2025 4th Q	28-Sep	Sabor y Exito w/City of Greenacres	Resource Partners	City of Greenacres

Note: Entries in **BLACK** are hosted by OSBD. Entries in **RED** are hosted by Resource Partners, where OSBD participated.

2025 OSBD Outreach Events & Campaigns PHOTOS

1. ZEUS TECHNICAL ASISTANCE WORKSHOP SERIES



2. OSBD – FOUR-POINTS ANNUAL GATHERING



3. RIVIERA BEACH DOING BUSINESS WITH PBC SPECIAL TAXING DISTRICTS



Allen Gray, Manager discusses how the Special Taxing Districts can utilize certified small businesses. During this Small Business Week event.



4. SMALL BUSINESS WEEK NETWORKING MIXER



5. 6TH ANNUAL MIND YOUR BUSINESS YOUTH ENTREPRENEURSHIP FORUM



Commissioner Gregg Weiss offers encouraging advice to Palm Beach County young entrepreneurs at the Mind Your Business 6th Annual Youth Entrepreneurship Forum.



6. ADVISORY COMMITTEE RETREAT



Palm Beach County OEBO staff, Administration, and **former County Administrator Verdenia Baker** join the EBO Advisory Committee at the Annual EBOAC Retreat.



7. HARD HATS & SUITS CONFERENCE

Commissioner Bobby Powell talks with both large Prime firms and small businesses at the Hard Hats & Suits Small Business Week event.

8. PROSPERA USA SMALL BUSINESS WORKSHOP SERIES

Palm Beach County partnered with PROSPERA during a community Q&A workshop on how to become a certified vendor with the Palm Beach County Office of Equal Business Opportunity.

9. DISTRICT 3 – CERTIFICATION WORKSHOP

Commissioner Joel Flores addresses the local small business attendees as they prepare to become certified vendors with Palm Beach County.



PALM BEACH COUNTY OFFICE OF EQUAL BUSINESS OPPORTUNITY AND PROSPERA USA

The Palm Beach County Office of Equal Business Opportunity is partnering with Prospera USA to bring you a three-part business workshop series designed to empower entrepreneurs.

Workshop

- January 9 | 5:30 pm - 7:30 pm
Accessing Capital
Orlando Branch Library
3750 2nd St. | Oviedo
- February 6 | 5:30 pm - 7:30 pm
Marketing, Branding, Social Management
Lycara Road Branch Library
4020 Lycara Rd | Lake Worth
- March 6 | 5:30 pm - 7:30 pm
How To Get Certified with Palm Beach County
Orlando Branch Library
3750 2nd St. | Oviedo

Register now!

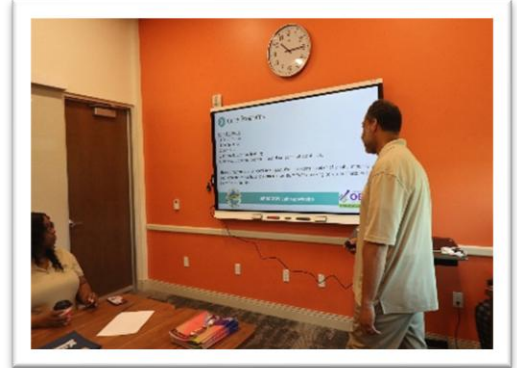
PROSPERA USA: 888-822-8382
PROSPERA USA: Small Business Resource Center

OEBO **PROSPER**

FOR QUESTIONS, YOU CAN EMAIL US AT ADMIT@PROCON.ORG OR CALL 904-888-8842

10. TRAINING

Palm Beach County OSBD staff, Angela Smith, Compliance Manager (*left*), conducts training for newly certified vendors during a quarterly SBE Orientation and Terry Newton, SBDS III (*right*) addresses the Advisory Committee at the Annual Retreat held at the Canyon Branch District Library about program initiatives.



Annex 2 - DEFINITIONS

TERM/CODE	MEANING	WHAT IT MEANS	WHY IT HAPPENS
Non-Exempt	(Plain Language) SBE rules DO apply	Department/Contract OSBD must set goals, apply SBE tools, require Good Faith Efforts, and track SBE utilization	Normal procurements with SBE availability; goods/services within OSBD jurisdiction
Exempt	SBE rules DO NOT apply	No SBE goals, no preference points, no SBE Subcontracting requirements	Emergency purchases, lack of SBE availability, federal/state restrictions, waiver granted
API (Affirmative Procurement Initiative – now “SBE Tools”)	SBE Program Tools designed to increase SBE participation	May include price preference, subcontracting goals, and evaluation preferences	To promote equity and increase utilization of small businesses
API - YES	SBE tools WERE applied	Contract includes goals, GFE, or SBE preferences	OSBD identified available SBEs; GSC goal setting applied tools.
API – NO	SBE tools were reviewed but NOT applied	No goals, no SBE preferences required	Technical scope, no SBE availability, waiver approved, procurement type inappropriate
API – OTHER	SBE tools apply in a special or modified way	Contract may have partial goals, race- neutral remedies, or federally limited participation	Mixed funding, non-standard procurement, special compliance requirements.
API – UNKNOWN	STATUS NOT YET DETERMINED	Contracting pending review; OSBD has not classified the solicitation yet	Early stage, incomplete data, or missing documentation in eCMS/Advantage.