Procurement Matchmaking is a great opportunity for small businesses to connect with government agencies and prime contractors one-on-one. The Virtual Marketplace Exchange Summit will feature pre-scheduled 15-minute matchmaking sessions to provide diverse business owners the chance to discuss how they can meet the needs of agencies and prime contractors by providing detailed information concerning their capabilities. This portion of the event is limited in availability and is offered to diverse businesses and entrepreneurs registered for the summit on a first-come, first-served basis.

**How Does Matchmaking Work? How Do I Participate?**

*Register for the Conference* – In order to participate in one-on-one Matchmaking, each individual must first register for the conference by completing the Attendee Registration. During the registration process, you will be asked if you would like to be a part of matchmaking. From the drop-down menu, you can select “Buyer” or “Supplier.”

As a buyer, you are able to select products/services categories and write a detailed description in the text box. Buyers will be notified via e-mail on requested appointments by suppliers. Buyers can review capability statements before accepting or declining appointments.

**Frequently Asked Questions About One-on-One Business Matchmaking**

**Q. How long are the Matchmaking appointments?**  
A. Appointments are in 15-minute increments with a break in between each appointment.

**Q. What are the hours for matchmaking appointments?**  
A. Appointments can be booked between 11:00 am – 4:00 pm

**Q. How many appointments will I receive?**  
A. Each agency representative is allowed a minimum of five (5) appointments.
Q. What if I want to meet with other suppliers?
A. You are also able to host and engage buyers through an exhibition booth offered to participating government agencies.

Q. Who are the buyers that are expected to attend?
A. Federal, State, County and Municipal government agencies, corporate buyers and prime contractors.

Q. Who are the suppliers that are expected to attend?
A. Minority, Women, Veteran and LGBTQ business owners from NJ and throughout the northeast region.

Q. How many firms can attend Matchmaking?
A. We have allowed for up to 1000 matchmaking sessions to be offered during the summit hours of 11:00 am to 4:00 pm.

Q. Will small businesses be awarded contracts during Procurement Matchmaking?
A. One-on-one Matchmaking provides unique opportunities for diverse businesses to meet with buyers who are motivated to award contract and sub-contracts to small businesses. While the program doesn’t guarantee contracts (simply because of the nature of the normal bidding process between buyers and suppliers), it does create opportunities for diverse business owners to hold personal, one-on-one meetings with potential clients that would have taken weeks or months – if ever – to research and schedule on their own.

Q. How should we prepare for matchmaking?
A. The Office of Diversity and Inclusion will be hosting a Procurement Readiness webinar series provide you the necessary tools, preparing you for your matchmaking sessions. Please click here for more information https://diversity.nj.gov

Q. What is the registration process for ensuring matches?
A. The Office of Diversity and Inclusion has developed specific criteria such as the requirement to include NAIC, NIGP, and Commodity codes. Capability statements may be uploaded by suppliers and should be viewed in order to determine matches and appointments All Buyers must bring a min of 3-5 contract opportunities to be sourced within the next 18 month – within the following industries (Commodities, Construction, Financial Services, Manufacturing, Professional Services, Transportation, and Utilities.).

For more questions regarding One-on-One Matchmaking Business Sessions, please email Melanie Taylor, CMP NJVirtualMarketplace@eastwestconnection.com.