



**MIAMI-DADE COUNTY, FLORIDA
OFFICE OF CAPITAL IMPROVEMENTS
AFFIRMATIVE ACTION PLAN UNIT**

Affirmative Action Plan Affidavit

Pursuant to Miami-Dade County's Ordinance No. 98-30, Section 2-8.1.5, entities with annual gross revenue in excess of \$5,000,000 seeking to contract with the County shall, as a condition of receiving a County contract, have: 1) a written affirmative action plan which sets forth the procedures the entity utilizes to assure that it does not discriminate in its employment and promotion practices and 2) a written procurement policy which sets forth the procedures the entity utilizes to assure that it does not discriminate against minority and women-owned businesses in its own procurement of goods, supplies and services. Such affirmative action plans and procurement policies shall provide for periodic review to determine their effectiveness in assuring the entity does not discriminate in its employment, promotion and procurement practices. The foregoing, notwithstanding, corporate entities whose board of directors are representative of the population make-up of the nation shall be presumed to have non-discriminatory employment and procurement policies, and shall not be required to have a written affirmative action plan and procurement policy in order to receive a County contract. The foregoing presumption may be rebutted. The requirements of this section may be waived upon written recommendation of the County Manager that it is in the best interest of the County to do so and approval of the County Commission by majority vote of the members present.

Based on the above, please complete the affidavit as directed and return the completed affidavit along with a cover letter on your company's letterhead, listing the company's address, phone and fax numbers, and any required documents, to:

**Miami-Dade County, Office of Capital Improvements
Attention: Professional Services Division – AAP Unit
111 NW 1st Street, Suite 2130
Miami, FL 33128.**

Please provide the following information (check all that applies):

Name of Company: ABC ARCHITECTURAL GROUP, INC. **Company's FEIN:** 12-3456789

- My company provides engineering, architectural, landscape architecture, land surveying/design build services, and/or mapping services. Therefore, enclosed is our company's affirmative action plan and procurement policy for review.
- My company has annual gross revenues in excess of \$5,000,000. Therefore, enclosed is our company's affirmative action plan and procurement policy for review.
- My company has annual gross revenues less than \$5,000,000.

If at any time the Miami Dade County has reason to believe that any person or firm has willfully and knowingly provided incorrect information or made false statements, the County may refer the matter to the State Attorney's Office and/or other investigative agencies. The County may initiate debarment and/or pursue other remedies in accordance with Miami-Dade County policy and/or applicable federal, state and local laws.

The undersigned swears that the foregoing statements are true and correct. If after executing this affidavit there are any changes in the information submitted, the undersigned agrees to immediately inform Miami Dade County of such changes in writing.

Executed by:

J. Doe

JON DOE

Signature of CEO/President or Designated Representative

Printed Name of CEO/President or Designated Representative

Sworn before me

On this 13th Day of March, 2006

MARY Williams

Signature of Affirmative Action Officer

Shantina Anderson

Notary Public

MARY WILLIAMS

Printed Name of Affirmative Action Officer



Shantina Anderson
Commission # DD135780
Expires Sep. 3, 2006



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Statistical Workforce Analysis

Complete the following information for all full-time employees. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zeros.

Name of Firm:	A B C ARCHITECTURAL GROUP, INC.										<input checked="" type="checkbox"/> Corporate Office
Location:	123 Oak Lane; Miami, FL 33126										<input type="checkbox"/> Miami Office
Contact Name:	Mary Williams										
Telephone:	305-123-4567	Facsimile:	305-756-4231	E-mail:	mwilliams@abc.com						
Job Categories	Racial/Ethnic Group Status										
	Total Number per Job Category	White		Black		Hispanic		Asian or Pacific Islander		American Indian or Alaskan Native	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers	8	2		2		3		1			
Professionals	32		2		1		26		2		1
Technicians	17	1	5	2	3		3		3		
Sales Workers	44		15	20			4		3		2
Office and Clerical	15	1	2	3	5		4				
Craft Workers (skilled)	26	10	2	5		3	2	3		1	
Operatives (semi-skilled)	16	8		5		3					
Laborers (unskilled)											
Service Workers	143	12	25	31	15	28	17	4	2	4	5
Total	301	34	51	68	24	60	33	10	8	6	7

Mary Williams
Affirmative Action Officer Name

MARY Williams
Signature

06/01/08
Date