



**MIAMI-DADE COUNTY, FLORIDA  
DEPARTMENT OF PROCUREMENT MANAGEMENT  
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, Department of Procurement Management  
Affirmative Action Plan Unit  
111 NW 1<sup>st</sup> Street, 13<sup>th</sup> Floor  
Miami, FL 33128**

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

**Name of Company:** \_\_\_\_\_ **Company's FEIN:** \_\_\_\_\_

- ☐ 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:**

\_\_\_\_\_  
**Signature of CEO/President or Designated Representative**

\_\_\_\_\_  
**Printed Name of CEO/President or Designated Representative**

**Sworn before me**

**On this** \_\_\_\_\_ **Day of** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Affirmative Action Officer**

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**Printed Name of Affirmative Action Officer**