



**MIAMI-DADE COUNTY, FLORIDA  
DEPARTMENT OF PROCUREMENT MANAGEMENT  
AFFIRMATIVE ACTION PLAN UNIT**

**Affirmative Action Plan Renewal Guidelines**

The following information details the required documentation necessary for renewal of your company's Affirmative Action Plan/Procurement Policy as required by Miami-Dade County Ordinance No. 82-37, Ordinance 98-30, and Administrative Order 3-39. The aforementioned Ordinances dictate that Companies shall submit their Affirmative Action Plan and Procurement Policy annually and shall provide for the periodic review of their plan and policy in order to determine their effectiveness in assuring the company does not discriminate in its terms and conditions of employment, as well as their procurement practices.

The following guidelines will assist you in determining what information your company is required to submit:

1. All companies properly licensed to provide engineering, architectural, landscape architectural, land surveying, and mapping services (A&E firms), ***regardless of their annual gross revenue*** must have an affirmative action plan and procurement policy filed and approved by Miami-Dade County's Department of Procurement Management (DPM) prior to responding to a notice to professional consultant and as a condition of contract award as required by Miami-Dade County Ordinance No. 82-37.
2. All companies, with annual gross revenues in excess of \$5,000,000.00 must have an affirmative action plan and procurement policy filed and approved by Miami-Dade County's Department of Procurement Management (DPM) as a condition of contract award pursuant to Miami-Dade County Ordinance No. 98-30.
3. Effective October 2009 firms/vendors with annual gross revenue less than \$5,000,000.00 that are not A&E Firms, are no longer required to execute and/or submit an affirmative action plan and/or statistical workforce analysis forms for the approval of new vendors or renewals for Miami Dade County.

An Affirmative Action Plan is a set of specific and result oriented procedures to which a company commits to apply every good faith effort with the objective of equal employment opportunity. The goal of any affirmative action plan is the achievement of genuine equal employment opportunity for all qualified individuals.

Companies shall submit their Affirmative Action Plan and Procurement Policy annually and shall provide for the periodic review of their plan and policy in order to determine their effectiveness in assuring the company does not discriminate in its terms and conditions of employment, as well as their procurement practices.

Submission of the required elements, by itself, does not guarantee approval. The submission can only be approved if the Department of Procurement Management determines that it complies with the applicable ordinance(s) and guidelines. Once you have submitted your Affirmative Action Plan and Procurement Policy your plan will be reviewed to ensure that all the required elements have been submitted. Once your plan has been reviewed and approved, your firm will be notified of the review and approval of the affirmative action plan and will be listed on the weekly report at the Affirmative Action Plan website; this report shows the AAP number, the approval date and the date when your plan expires.

The following guidelines have been provided to facilitate in the preparation of your company's Affirmative Action Plan and Procurement Policy. Affirmative Action Plans (AAP) are filed with the Department of Procurement Management (DPM) to satisfy the requirements of Ordinance No. 82-37, Ordinance No. 98-30, and Administrative Order 3-39, all of which affect the acquisition of services or contracting with Miami-Dade County. The AAP shall be summarized and updated annually.

Please return the Affirmative Action Plan Checklist along with all the required elements to (*faxes and electronic submittals will not be accepted*):

**Miami-Dade County, Department of Procurement Management  
Affirmative Action Plan Unit  
111 NW 1<sup>st</sup> Street, Suite 1300  
Miami, FL 33128**

Statistical workforce analysis updates shall be filed for changes that denote the achievement of the Affirmative Action goals.

## **I. INSTRUCTIONS FOR COMPLETING THE STATISTICAL WORKFORCE ANALYSIS**

There are a total of six overall job categories for which utilization totals and percentages will be computed.

- A. In-House/EEO Totals are a breakdown of the total number of employees per job category in the appropriate race/ethnic group.
- B. The total number of employees within that job category figures in-House/EEO Percentages.

### **Definitions of Job-Classification Categories (as defined by the Equal Employment Opportunity Commission)**

1. **Officials and Managers** – Occupations requiring administrative and managerial personnel, who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firms operation.
2. **Professionals** – Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.
3. **Technicians** – Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through on the job training.
4. **Sales-Workers** – occupations engaged wholly or primarily in direct selling.
5. **Office and Clerical** – Administrative support occupations, including all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual.
6. **Craft Workers** – Manual workers of relatively high level (precision production and repair) having a thorough and comprehensive knowledge of the process involved in their work.
7. **Operatives (semi-skilled)** – Workers who operate transportation or materials moving equipment, or who operate machine or processing equipment, or who perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and requires only limited training.
8. **Laborers (unskilled)** – Handlers, equipment cleaners, helpers and other workers in manual occupations which generally require no special training and who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.
9. **Service Workers** – workers in both protective and non-protective service occupations.

## **RACE/ETHNIC IDENTIFICATION (EEO DEFINITIONS)**

The concept of race as used by the Equal Employment Opportunity Commission does not denote clear-cut scientific definitions or anthropological origins. For the purpose of reporting, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded the community as belonging. For reporting purpose, the following race/ethnic categories will be used.

- A. The category **"White"** (not of Hispanic origin):  
All persons having origins in any of the original peoples of Europe, North America, or Middle East.
- B. The Category **"Black"** (not of Hispanic origin):  
All persons having origins in any of the Black racial groups of Africa.
- C. The Category **"Hispanic"**:  
All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.
- D. The Category **"Asian of Pacific Islander"**  
All persons having origins in any of the original peoples of the Far East, Southeast, Asia, Korea, Japan, the Philippine islands and Samoa.
- E. The category **"American Indian or Alaskan Native"**:  
All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Note: The category "Hispanic" while not a race identification, is included as a separate race/ethnic category because of the employment discrimination often encountered by this group. For this reason, do not include "Hispanic" under either "White or Black".

This should accompany strong visible identification that the person culturally and Linguistically identifies with the group he or she claims.



**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, Department of Procurement Management  
Attention: 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: 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  
Signature of CEO/President or Designated Representative

JON DOE  
Printed Name of CEO/President or Designated Representative

Sworn before me

On this 13<sup>th</sup> Day of March, 2004

MARY Williams  
Signature of Affirmative Action Officer

Shantina Anderson  
Notary Public

MARY WILLIAMS  
Printed Name of Affirmative Action Officer

 **Shantina Anderson**  
Commission # **DD125790**  
Expires **Sep. 3, 2006**



**MIAMI-DADE COUNTY, FLORIDA  
DEPARTMENT OF PROCUREMENT MANAGEMENT  
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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:	ABC 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	Race/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			5		3					
Laborers (unskilled)											
Service Workers	145	12	25	31	15	28	17	4	2	4	5
<b>Total</b>	<b>301</b>	<b>34</b>	<b>51</b>	<b>68</b>	<b>24</b>	<b>60</b>	<b>33</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>7</b>

Mary Williams

Affirmative Action Officer Name

MARY Williams

Signature

06/01/08

Date