



Equitable Distribution Program

IMPORTANT NOTICE TO ALL EDP USER DEPARTMENTS AND EDP FIRMS REGARDING

THE NEW REPORTING REQUIREMENTS FOR COUNTY CONTRACTORS

Applicable to EDP Assignments / Work Orders Issued After January 28, 2013

The Internal Services Department (ISD) / Equitable Distribution Program (EDP) now requires that all EDP User Departments and EDP Firms are in compliance with the new County Contractor reporting requirements pursuant to Ordinance 11-90 and Sections 2.8.1, 2-8.8 and 10.34 of the Miami Dade County Code.

For all EDP Assignments with a fee of \$100,000 or more, the attached Subcontractor/Supplier Listing Form must be submitted by the Prime Consultant to the User Department. When using sub consultants for EDP Assignments with a fee of \$100,000 or more the attached Subcontractors Payment Report is due as a condition of final payment.

The Subcontractor/Supplier Listing form shall be submitted by the Prime Consultant to the User Department as a condition of receiving the EDP project Service Order which involves a fee of \$100,000 or more. The User Department must forward copies of the completed form to the Regulatory and Economic Resources Department (RER) / Small Business Development (SBD). If the Prime Consultant is not using any Sub-consultants for the assignment, the Prime Consultant only needs to write "None" and sign the form. Also, the User Department must include a copy with the Assignment Form and Service Order submittal to ISD/EDP Unit.

The Subcontractors Payment Report must be submitted by the Prime Consultant to the User Department as a condition to process the final invoice. It is the User Department's responsibility to forward copies of the completed form to Regulatory and Economic Resources (RER) / Small Business Development (SBD). At this time the User Department should also verify that the Subcontractor/Supplier List was previously submitted in order to process the invoice. If sub consultants are not utilized on an assignment the Subcontractors Payment Report is not required.

If the consultant is not in compliance, the User Department should notify the Prime Consultant in writing that the final invoice will not be processed until they are in compliance.

In addition to the above, EDP Consultants must continue to provide the EDP Utilization Report (UR) with each invoice for an assignment with a fee greater than or equal to \$100,000. The User Department should not process any applicable project invoice without the UR. It is the User Department's responsibility to submit the UR to RER/SBD.

Also, the EDP Close Out Utilization Reports (COUR) are still required and must be completed by the project Prime and Sub-consultants at the completion of all EDP Assignments, regardless of assignment fee amount. It is the User Department's responsibility to provide the EDP Firm with the COUR. It is the EDP project prime's responsibility to have the form completed by the entire project team and return to the User Department. Once the final invoice is processed it is the User Department's responsibility to collect and submit the COUR along with the project payment record to ISD/EDP Unit. The EDP Unit will close out the project and forward the payment record to RER/SBD to update the participant's payment records. This report is necessary to maintain all EDP prime and sub-consultant payments for all EDP assignments.

Should you have any questions regarding the new County Contractor's reporting requirements and forms, please contact Shanise Harris of the RER/SBD at 305-375-3152 or smcinty@miamidade.gov. For questions regarding the EDP Utilization Report or Close Out Utilization Report, please contact Elizabeth "Biba" Zabowski at 305-375-2824 or biba@miamidade.gov.