

**STANDARD OPERATING PROCEDURE  
PROFESSIONAL COMPLIANCE DIVISION  
PCD SOP No. 00-04  
Effective: January 31, 2001**

**SUBJECT: DUE DILIGENCE CHECK OF REGISTRY OF DELINQUENT  
ACCOUNTS**

**PURPOSE AND SCOPE:** To establish procedures for verifying whether any contractor recommended for award is in arrears in excess of the enforcement threshold.

**I. AUTHORITY:**

- A. [County Ordinance No. 00-67.](#)
- B. [Administrative Order 3-29, Administrative Order Prohibiting County Contracting with Individuals and Entities Who Are in Arrears to the County.](#)
- C. [Operational Directive 99-03, Aviation Department Written Directive System.](#)
- D. DSOP No. 01-07 – Qualification Verification and Due Diligence.

**II. POLICY:**

- A. Prior to award or recommendation for award of any contract, extension of any contract, or issuance of a purchase order, the department shall determine, i.e., via inquiry on the Metronet, whether the contractor recommended for award is in arrears in excess of the enforcement threshold. Any such contractor that is determined to be in arrears shall have fifteen days, after written notice from the County, to either pay the arrears in full or enter into an approved payment plan. Failure to do so shall deem the contractor ineligible for the contract award.
- B. Administrative Order 3-29 prohibits contractors that are in arrears to the County in excess of the enforcement threshold from obtaining new County contracts, extensions of contracts or new purchase orders, until such time as the arrearage has been paid in full or the County has agreed in writing to an approved payment plan.
- C. The County Manager or designee shall not award or recommend for award any new contracts, extensions of contracts or issuance of new purchase orders to contractors that are listed on the Registry of Delinquent Contractors.

**III. PROCEDURES:**

Pursuant to Ordinance No. 00-67 and Administrative Order No. 3-29, the Registry of Delinquent Accounts, listing entities and individuals that are in arrears to the County for more than \$25,000 for at least 180 days, is now available at [http://intra.co.miami-dade.fl.us/finance\\_forms](http://intra.co.miami-dade.fl.us/finance_forms).

The Registry is updated (additions, changes, or deletions) no later than the 15<sup>th</sup> day of every month. This information must be sent in EXCEL Worksheet format to Matthew Bermejo at Stephen P. Clark Center, Suite 2620, either by e-mail ([mxb@co.miami-dade.fl.us](mailto:mxb@co.miami-dade.fl.us)) or by diskette.

**REVOCATION:** None.

**CROSS REFERENCE:** None.

(Original signed)

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G.T. Arnold, Assistant Director  
Professional Standards and Compliance

Date: January 31, 2001