

**Departmental Standard Operating Procedure**  
**Miami-Dade County Aviation Department**  
**DSOP No. 07-01**  
**Effective: June 20, 2007**

**SUBJECT: MDAD RISK MANAGEMENT REVIEW AND APPROVAL OF ALL MANAGEMENT AGREEMENTS, LEASES, PERMITS, CONCESSION AGREEMENTS, PROFESSIONAL SERVICE AGREEMENTS, CONSTRUCTION CONTRACTS AND PROCUREMENT AGREEMENTS**

**PURPOSE AND SCOPE:** To establish uniform policy and procedures for all written Miami-Dade Aviation Department (MDAD) agreements to be reviewed by MDAD Risk Management for appropriate insurance language while in the draft stage and again prior to being made available to potential contractors.

**I. AUTHORITY:**

DSOP No. 00-01, Departmental Standard Operating Procedures

**II. DEFINITIONS:**

A. Contracts - for the purposes of this DSOP, include but are not limited to:

1. Purchase Orders and Blanket Agreements (POs)
2. Professional Engagement Agreements (PEAs) – previously PSAs
3. Project Specific Services Agreements (PSSAs) – Professional Agreements
4. Concession Agreements
5. Permits
6. Leases
7. Bond Agreements
8. Construction Contracts
9. Management Agreements.

B. Contract Managers - for the purposes of this DSOP, include but are not limited to:

1. Project Managers
2. Property Managers
3. Program Managers
4. Individuals authorized by the Aviation Department to order, coordinate, or direct the provision of goods or services from an entity outside the Aviation Department as part of their assigned duties.

**III. POLICY:**

- A. It is the policy of the Department that its Contracts contain insurance requirements to protect the Aviation Department and Miami-Dade County against losses, claims and lawsuits as result of Contractor negligence.

- B. It is the policy of the Department that the insurance language in all new and renewal Contracts be reviewed for accuracy by MDAD Risk Management while in the draft stage and again after any amendments are made to the contract language prior to being made available to potential contractors.
- C. MDAD Risk Management shall review and approve evidence of insurance prior to execution of the Contract and commencement of Contractor operations.
- D. MDAD Risk Management shall have the responsibility of establishing an insurance file on Contracts and maintaining and monitoring the insurance throughout the term of the Contract.
- E. MDAD Risk Management will notify the appropriate Division in the event of non-compliance with the insurance requirements.

**IV. PROCEDURES FOR INSURANCE CONTRACT LANGUAGE REVIEW AND FINAL CONTRACT APPROVAL**

- A. All drafts of new or renewal Contracts must be submitted to MDAD Risk Management for review of the insurance language.
- B. The final draft of the Contract document must be submitted again to MDAD Risk Management prior to being made available to contractors for a final review of insurance language to insure that any recommended changes are incorporated in the final document.
- C. The Contract Manager shall collect the initial required insurance documents before the execution of the Contract and/or commencement of operations and submit to MDAD Risk Management for approval.
- D. All Contracts must have the MDAD Risk Management stamp and signed approval of insurance before execution/commencement of the contract and/or before occupancy occurs.

**V. MONITORING AND MAINTAINING OF INSURANCE AND NON-COMPLIANCE PROCEDURES**

- A. MDAD Risk Management shall establish a file to maintain and monitor the insurance for all Contracts until termination of the agreement.
- B. MDAD Risk Management will send reminders to each Contractor in the month preceding the insurance expiration with the Department and will copy the MDAD Contract Division Manager on the letter.
- C. If the renewal certificate is not received prior to expiration, a non-compliance list will be sent to the responsible Division Director and Assistant Aviation Director with a request that MDAD Risk Management

be notified within 30 days of the action taken in response to the non-compliance to protect the Aviation Department and Miami-Dade County.

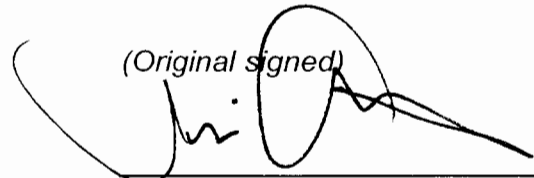
- D. Contract Managers will promptly notify MDAD Risk Management in writing when the name on a Contract changes or a new entity assumes a Contract. The Contract Manager must obtain new insurance under the new name for MDAD Risk Management approval.
- E. Contract Managers will notify MDAD Risk Management in writing when a contract is terminated/expired/completed so that MDAD Risk Management can close its file on the respective contract.

**VI. RISK MANAGEMENT REVIEW OF INSURANCE REIMBURSABLE ITEMS IN MANAGEMENT AGREEMENTS**

Contract Managers handling Management Agreements which include insurance as a reimbursable item will submit all invoices pertaining to insurance to Risk Management for approval prior to payment. All requests for approval must have complete documentation of expenses attached.

**REVOCATION:** None

**CROSS REFERENCES:**

(Original signed)  
  
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José Abreu, P.E., Aviation Director  
Date: 6/20/07