

Departmental Standard Operating Procedure
Miami-Dade County Aviation Department
DSOP No. 01-07
Effective: February 2, 2001
Amended: March 12, 2002

SUBJECT: QUALIFICATION VERIFICATION AND DUE DILIGENCE

PURPOSE AND SCOPE: To establish guidance and procedures for requesting, conducting and reporting the review, confirmation and verification of statements and assertions made by third party entities to the Miami-Dade Aviation Department (MDAD) pursuant to the County Code or to RFP/RFQ requirements. This process is known as “Qualification Verification” or “QV.”

I. BACKGROUND:

The Board of County Commissioners (BCC) has, by Ordinances and Administrative Orders, established requirements for vendors, applicants, bidders, contractors, concessionaires and others seeking to do or doing business with Miami-Dade County to disclose information indicating compliance with the sundry ordinances enacted by the BCC. These disclosure requirements are met by filing the affidavits and the information contained within the documents, applications, responses, bids, and/or supporting documents (official documents). Although not required by law, the Aviation Department may require similar official statements to accompany other types of solicitations or applications. It has been the administrative practice to accept these documents at prima facie value except when they are clearly erroneous or incomplete.

In addition to the above, individual Requests For Proposals (RFPs), Requests For Qualifications (RFQs) and similar documents may require prospective vendors, proposers or business partners to possess certain business licenses or other qualifications.

II. AUTHORITY:

[Miami-Dade Aviation Department Operational Directive 99-03, Aviation Department Written Directive System.](#)

III. DEFINITIONS:

The following definitions apply to the way certain terms are used for the purposes of this DSOP:

- A. *Prima Facie Standard* - If there is no reason to question a document or statement or if the statement is reasonable and consistent with other known facts, it is reasonable to accept the representations made at face value.

- B. *Qualification verification (QV)* - The process of confirming or verifying statements and assertions made by third party entities to the MDAD pursuant to the County Code or to RFP/RFQ requirements.
- C. *Due diligence* - The level of care or effort used to conduct any QV process. This term is generally defined as performing those functions and exerting the level of effort and care that a reasonable person would make to faithfully fulfill their duty.

IV. POLICY:

- A. By County Ordinance and other official policies, procurement solicitations, contracts or other documents require prospective vendors or business partners to possess certain business licenses or other qualifications and to submit to the County required official statements, certified by a corporate officer.
- B. To the extent possible, MDAD staff will exercise due diligence by verifying with issuing agencies and other primary sources the veracity, truthfulness, accuracy, and authenticity of the contents of documents, disclosures, affidavits, statements or other representations made by vendors, applicants, bidders, contractors, concessionaires, and other seeking to do business with or through MDAD.
- C. In the event that such examination reveals material inconsistencies warranting further review, such review will be conducted by the Professional Compliance Division at the request of the Aviation Director or his or her designee.
- D. If necessary, MDAD shall advise the appropriate enforcement agency of allegations of false official statements.

V. PROCEDURE:

- A. Aviation staff shall adhere to the policy stated in this document as well as those established by County Administrative Orders, DSOPs, bid documents and/or other writings germane to the particular transaction in order to assure due diligence. Qualification Verification (QV) is the responsibility of each departmental employee as a part of his or her normal assigned duties.
- B. When the employee identifies a possible error, deception or false information, he or she must notify the Professional Compliance Division (PCD) through the appropriate chain of command.
- C. Employees serving on selection committees, managing contracts, or serving as the Department's agent in any official capacity, the standard for due diligence includes communicating to appropriate authorities any information that materially affects the transaction in question.

- D. If an employee is unsure of the relevance of the information, he or she should communicate his or her concerns to the PCD through the appropriate chain of command for a determination.
- E. These instructions do not conflict with the requirements of [Administrative Order 7-7, Employees Having Knowledge of a Crime](#), nor abrogate the employee's right to contact the Office of the Inspector General or law enforcement agency. If the information warrants, PCD personnel will assist the employee in the required reporting under the appropriate statutes.
- F. The PCD will follow protocols found in the applicable written directives to test the accuracy and veracity of documents and official statements by conducting independent review, confirmation and verification procedures. PCD will report the results of their review to the Aviation Director.

REVOCAATION: None.

CROSS REFERENCES: [Miami-Dade County Administrative Order 7-7, Employees Having Knowledge of a Crime](#).

(Original signed)

Angela Gittens, Aviation Director

Date: March 12, 2002