



**Professional Compliance Division
Standard Operating Procedure (SOP) # 00-04
SOP Effective Date: January 31, 2001**

Subject: DUE DILIGENCE CHECK OF REGISTRY OF DELINQUENT ACCOUNTS- REVOCATION

Background:

SOP 00-04 was executed in 2001, requiring the Professional Compliance Division conduct a verification of delinquent accounts to ensure contractors that have been recommended for awards of contracts are not in arrears in excess of the enforcement threshold. However, the Miami-Dade Aviation Department (MDAD) Finance Division maintains the delinquent accounts and submit the registry to the Department of Internal Services (ISD) – Procurement on a monthly basis. ISD performs this verification prior to an award of contract and/or purchase order for the County. MDAD has an MOU with ISD-Procurement to perform all our procurement services, therefore this SOP is redundant and should be revoked.

Authorization:

Departmental Standard Operating Procedures No. 00-04, Written Procedures for MDAD Units, Division Directors may authorize policy for employees under their supervision and can therefore, upon proper justification, authorize its revocation. All SOP revocations shall be maintained by the Division to maintain accountability and transparency.

Standard Operating Procedures (SOP) Revoked: *SOP 00-04 Due Diligence Check of Registry of Delinquent Accounts*



Division Director Name

March 5, 2020

Effective Revocation Date