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**SERVICES & LOGISTICS**


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Robert F. Checks, *Assistant Secretary for Services & Logistics*

301 West Preston St.  
Baltimore, MD 21201 (410) 225-4440

Services and Logistics originated in 1970 as the Office of Central Services. The Office was reorganized under its present name in 1991.

The Assistant Secretary for Services and Logistics is responsible for the Procurement and Contracting Office, the Maryland State Agency for Surplus Property, the Minority Business Enterprise Program, and three divisions: Printing and Publication; Inventory Standards and Support Services; and Records Management. The Assistant Secretary coordinates the development and implementation of policies, procedures, regulations, and standards to assure that programs and services meet the needs of the agencies served. The Assistant Secretary for Services and Logistics and Assistant Secretary for Facilities Planning, Engineering, and Construction constitute the Department's Procurement Review Board.

**MINORITY BUSINESS ENTERPRISE PROGRAM**

Teresa D. Gee, *Administrator*  
(410) 225-4270

The Minority Business Enterprise (MBE) Program oversees departmental procedures and policies for procuring supplies, services, maintenance, architectural and engineering services, and construction contracts. The Program also monitors procurement contract performance to ensure compliance with the State's MBE law. To achieve at least 10 percent of both total contract dollars and number of procurements for certified minority business enterprises, the Program conducts outreach activities within the minority business community (Code State Finance and Procurement Article, secs. 14-301 through 14-308).

**PROCUREMENT & CONTRACTING OFFICE**

William E. Culen, *Director*

301 West Preston St.  
Baltimore, MD 21201 (410) 225-4988

The Procurement and Contracting Office was formed in 1993 to centralize procurement and contracting functions of the Department. The Office oversees procurement for commodities, design and construction, services for facilities, telecommunications, and real estate. Under the Office are six units: Procurement Administrative Support; the Purchasing Bureau; Facilities and Construction Contracting; Telecommunications; Services Contracts; and Management Support.

**PROCUREMENT ADMINISTRATIVE SUPPORT**

Ovetta M. Moore, *Director*  
(410) 225-4602

Created in 1992, Procurement Administrative Support manages the Central Automated Purchasing System (CAPS), and the Commodity Minority Business Enterprise Program. The unit also is responsible for all computer operations training and special projects.

**PURCHASING BUREAU**

Mary Margaret Smith, *Acting Chief*  
(410) 225-4620

The Purchasing Bureau was established in 1920 as the Central Purchasing Bureau (Chapter 184, Acts of 1920). It was placed under the Department of General Services in 1970 (Chapter 97, Acts of 1970). In 1993, the Bureau was made part of the Procurement and Contracting Office.

The Bureau is responsible for the procurement of all materials, supplies, and equipment used by State agencies. The Bureau purchases commodities ranging from office supplies to medicines and food items. Annually, total purchases exceed \$150 million.

State agencies must submit requisitions to the Bureau for all purchases, except exempt commodities or those costing less than \$1,000. The requisition identifies both the commodity and quantity requested. The commodity may be ordered through an open-ended contract developed by the Bureau, bid through the Bureau as an individual requirement, or ordered as part of the Bureau's scheduled purchase program. Emergency procurements can be made by an agency whenever the purchase is necessary to preserve human life or State property (Code State Finance and Procurement Article, secs. 4-301 through 4-315).

**FACILITIES & CONSTRUCTION CONTRACTING**

Vacancy, *Chief*  
(410) 225-4988

Facilities and Construction Contracting was formed in December 1993. To support State facility construction and renewal, the unit is responsible for procurement of architectural, engineering, construction and maintenance services.

**TELECOMMUNICATIONS**

William M. Bowser, *Chief*  
(410) 225-4254

Telecommunications began in 1992 as Procurement and Contract Management under the Assistant Secretary for Telecommunications. The unit was reorganized as Telecommunications under the Procurement and Contracting Office in December 1993. Through this procurement unit, the Department administers State procurement of telecommu-