

CONTRACT SERVICES DIVISION

This Division is responsible for the management of all capital construction bidding activities, as well as the preparation and distribution of the Department's portion of the Board of Public Works Action Agenda and the Department of General Services' Procurement Review Board Agenda. The Department of General Services' Procurement Review Board consists of the Department's two Assistant Secretaries, who meet to review and approve procurement transactions delegated to the Secretary of General Services by the Board of Public Works pursuant to COMAR Title 21. The resources of the Division are organized primarily to manage the two agendas, with each agenda requiring a complete cycle of activities, ranging from preparation of agenda items, compilation of the agenda, disposition of each item as a result of Board action, preparation and execution of contract documents, notification of using agencies and contractors, and establishment of contract files. Action Agendas for the Board of Public Works are generally prepared twice a month; Department of General Services' Procurement Review Board Agendas are prepared weekly. The Division also maintains files for both agendas, including architectural and engineering specifications.

CASUALTY CLAIMS UNIT

This Unit represents the Department and assists the State Treasurer's Office in the settlement of losses on insured property, both real and personal, owned by or in the custody of the State. The Unit's Claims Administrator investigates State property losses, determines the nature and scope of any necessary repairs, and arranges for repair or replacement of the damaged property. The Unit also reviews plans and specifications of newly completed projects in order to reduce insurance premiums, and it writes specifications for projects involving structure demolitions.

DATA SYSTEMS ADMINISTRATION UNIT

The Data Systems Administration Unit was established in Fiscal Year 1980 to provide data processing coordination for the Department. The Unit plans and evaluates all potential data processing and word processing applications within the Department, and acts as consulting liaison with the central data processing organization of the State.