

## SPECIAL PROJECTS

Robert J. Byrd, *Administrator*

Telephone: 383-3984

This unit is responsible for the coordination and development of the Department's Resource Requirements Report and Annual Report; the preparation of the Department's rules and regulations; and the submission of fiscal note impact statements to the Department of Fiscal Services on all legislation introduced in the General Assembly that involves the Department. This unit is also assigned special projects by the Secretary and Deputy Secretary.

## PERSONNEL

Louis V. LaRicci, *Personnel Administrator*

Telephone: 383-6041

This unit administers personnel management functions relating to all phases of personnel management, including recruitment, promotion, position classification, disciplinary procedures, grievances, discrimination complaints, incentive awards, and pay administration. The unit also advises Department of General Services employees in both Baltimore and Annapolis on personnel matters.

## AFFIRMATIVE ACTION/CONTRACT COMPLIANCE

Ricardo Robinson, *Affirmative Action Officer*

Telephone: 383-6294

Avon J. Evans, *Contract Compliance Officer*

Telephone: 383-7726

The Affirmative Action Unit administers the internal and external execution of the Governor's Executive Order relating to the Code of Fair Practice. The Contract Compliance Unit helps minority businesses identify contract opportunities with the Department of General Services and the State of Maryland.

## GENERAL PROFESSIONAL SERVICES SELECTION BOARD

*Chairperson:* John W. Peach, *public member*, 1987

Richard M. Foose, Jr.; Marshal McCord; Albert Weinstein, *public member*, 1987; Eric S. Walbeck, *alternate member*.

Robert J. Byrd, *Administrator*

301 W. Preston St.  
Baltimore 21201

Telephone: 383-2066

The General Professional Services Selection Board was established by Chapter 732, Acts of 1974. The Board provides an equitable method for awarding architectural and engineering contracts on certain State-financed capital projects for which the design fee exceeds \$50,000. The Selection Board assures, on a project by project basis, that contracts are awarded at the best available price to the most competent architect or engineer.

The Board consists of four permanent members and one floating member. Permanent members are the Secretary of General Services or his designee, one member chosen by the Governor from within the Department of General Services upon recommendation of the Secretary, and two members chosen by the Governor from the general public, at least one of whom may not be an engineer or architect. Public members serve five-year terms. The floating member is the head of the using authority, or his designee, that presents a proposal to the Board for procuring architectural or engineering services (Code 1957, Art. 21, secs. 9-201 to 9-218).

## OFFICE OF ADMINISTRATIVE AND FISCAL SERVICES

John C. White, *Director*

301 W. Preston St.  
Baltimore 21201

Telephone: 383-2497

The Office of Administrative and Fiscal Services provides the Department with capability in the areas of accounting, budgeting, contract awards, agenda preparation, casualty claims, data systems, and word processing. The Office is organized into three operating sections—Fiscal Services, Information Services, and Contract Services—and two staff units, one for Casualty Claims and one for Data Systems Administration.

## FISCAL SERVICES DIVISION

Basil Lambros, *Chief*

Telephone: 383-3940

The Fiscal Services Division maintains all accounting records of the Department; formulates accounting policies, procedures, and internal control standards; and monitors compliance with such policies, procedures, and standards. Resources of the Division are organized to process accounting transactions of two types: 1) operating budget transactions and capital improvement project transactions affecting the general construction loan (GCL), and 2) other bond bills for which the Department is responsible.