

In addition to accounting services, the Division provides a broad range of services to the operating programs of the Department. The Division orders office materials and supplies, performs budget analyses, provides budgetary reports to all levels of Department management, and prepares the Department's annual operating budget.

INFORMATION SERVICES

Janet Bast, *Chief* Telephone: 383-2364

Information Services manages computer and word processing operations within the Department and works closely with the Data Systems Administration Unit. The nature of hardware and software associated with computer and word processing systems makes security and centralized managerial control over these resources essential.

The Section manages the processing of accounting transactions from all programs within the Department. These transactions are received by the Fiscal Services Division, pre-audited, and dispatched to the Information Services Section for computer processing. Agenda item preparation and editing are handled in a similar manner. Agenda items are created at the program level in word processing media. Upon creation, the agenda item is captured by the word processing network's central processing unit, thereby making it electronically accessible to word processing operators in the Information Services Section for subsequent editing.

CONTRACT SERVICES

Dorothy N. Neimeyer, *Chief* Telephone: 383-3048

Contract Services 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 this section 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. This section also maintains files for both agendas, including architectural and engineering specifications.

CASUALTY CLAIMS

Baker Harward, *Chief* Telephone: 383-3981

The Casualty Claims 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 writes specifications for projects involving structure demolitions.

DATA SYSTEMS ADMINISTRATION

J. Larry Gelineau, *Chief* Telephone: 383-3145

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.

ASSISTANT SECRETARY FOR OPERATIONS

Robin J. Zee, *Assistant Secretary*

301 W. Preston St.
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The Assistant Secretary for Operations is responsible for the management and general direction of the Office of Real Estate and the Office of Central Services. The Assistant Secretary coordinates the development and implementation of policies, procedures, regulations, and standards to assure that programs and services effectively meet the needs of the agencies served. The Assistant Secretary for Operations and Assistant Secretary for Engineering constitute the Department's Procurement Review Board.

OFFICE OF REAL ESTATE

Klaus P. Heinemeyer, *Director*