

accounting transactions of two types: 1) operating budget transactions, and 2) capital improvement project transactions affecting the general construction loans (GCL) and other bond bills for which the Department is responsible.

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 DIVISION

Janet Bast, *Chief* Telephone: 225-4217

The Information Services Division manages and operates the Department's data and word processing resources. This responsibility includes managing the operation of the Department's IBM System 36 Minicomputer, two AC Jacquard J300 Word Processing Systems, and providing for the security of these systems. The Division also serves as project manager in developing custom applications software for the IBM System 36.

Centralized word processing is provided by the Division, which also is responsible for final production of the *State of Maryland Telephone Directory* and major Department reports. In addition, the Division provides systems analysis and programming support to all programs of the Department.

#### CONTRACT SERVICES DIVISION

Dorothy N. Neimeyer, *Chief* Telephone: 225-4222

The Contract Services Division is responsible for the management of all capital construction bidding activities, as well as the preparation and distribution of the Department's Action Agenda to the Board of Public Works. The Division also prepares and distributes the Department of General Services' Procurement Review Board Agenda. The Department of General Services' Procurement Review Board consists of two of the Department's Assistant Secretaries, who meet to review and approve procurement transactions for which approval authority has been delegated to the Secretary of General Services by the Board of Public Works pursuant to COMAR Title 21. Resources of the Division are organized primarily to manage the two agendas. The Division also maintains agenda files and central contract files and distributes plans and specifications to contractors.

#### CASUALTY CLAIMS UNIT

Baker Harward, *Chief* Telephone: 225-4981

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 necessary repairs, and arranges for repair or replacement of the damaged property. To reduce insurance premiums, the Unit reviews plans and specifications of newly completed projects and writes specifications for projects involving structure demolitions.

#### DATA SYSTEMS ADMINISTRATION UNIT

J. Larry Gelineau, *Chief* Telephone: 225-4228

Established in Fiscal Year 1980, the Data Systems Administration Unit coordinates data and word processing plans, policies, procurement, and resources for the Department. The Unit plans and evaluates all potential data processing and word processing applications within the Department, acquires automation resources, and serves 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.  
Baltimore 21201 Telephone: 225-4440

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*

301 W. Preston St., Room 1309  
Baltimore 21201 Telephone: 225-4322