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## PROCUREMENT & LOGISTICS

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Robert F. Cheeks, *Assistant Secretary  
for Procurement & Logistics*

301 West Preston St.  
Baltimore, MD 21201—2305 (410) 767-4440

Procurement and Logistics began in 1970 as the Office of Central Services. The Office was reorganized as Services and Logistics in 1991 and assumed its present name in 1995.

Procurement and Logistics oversees the Procurement and Contracting Office, Minority Business Enterprise, and three divisions: Graphics and Reproduction Services; Materials Management; and Records Management. This office coordinates the development and implementation of policies, procedures, regulations, and standards to assure that programs and services meet the needs of the agencies served.

### MINORITY BUSINESS ENTERPRISE

Teresa D. Gee, *Liaison Officer*  
(410) 767-4270

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

### GRAPHICS & REPRODUCTION SERVICES DIVISION

Samuel L. Cook, *Director*

301 West Preston St., Room M-8  
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The Graphics and Reproduction Services Division evolved from certain functions of two agencies: the Purchasing Bureau and the Office Services Section. In 1970, the Office Services Section was formed within the Office of Central Services. When the printing purchasing functions of the Purchasing Bureau were combined with the Office Services Section, the Printing and Publication Division was created in 1974. After formation of the Office of Procurements and Contracting, the Division restructured under its current name in 1994.

The Division assists State agencies with graphic reproduction, including printing, publishing, duplicating, photocopying, graphic design, typography and graphic art production. The Division

helps State agencies set performance standards and goals for in-State duplicating and copying installations. It also prepares State specifications and standards for printing, publication, equipment, and supplies. Procurements of equipment, supplies and services for them are made by or through the Division and are subject to Division standards (Code State Finance and Procurement Article, sec. 4-305). In addition, the Division provides agencies with duplicating and photocopying on a reimbursable basis from its Annapolis and Baltimore Duplicating Centers. These centers offer same-day service and short-run, short-schedule service not economically available from commercial sources.

The Division's courier system delivers interoffice mail and duplicating orders for State government in Baltimore and Annapolis. U.S. mail is picked up by the Division, metered with postage, and given to a contract firm for presorting.

The Division's Central Graphics Section provides layout and design services, including type selection, lettering, line drawings, arrangement of composite copy for photography, cover design, and preparation of camera-ready copy on a reimbursable basis.

### MATERIALS MANAGEMENT DIVISION

Robert F. Cheeks, *Director*  
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Created in 1996, the Materials Management Division is responsible for Inventory Standards and Support Services, and the Maryland State Agency for Surplus Property.

### INVENTORY STANDARDS & SUPPORT SERVICES

William A. Lytle, *Director*

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Inventory Standards and Support Services originated as the Inventory Management Division in 1977 (Chapter 970, Acts of 1977). It became the Inventory Standards and Support Services Division in 1992. Under its present name, it was placed under the Materials Management Division in 1996.

This unit manages the use of State government property and plans and controls inventories of State materials, supplies, and food items. To minimize the cost of maintaining inventories, it establishes investment standards and controls for government agencies. The unit issues policy guidelines and regulations and provides technical assistance to State agencies on inventory controls, planning, storage, and distribution. It manages physical inventory, personal property disposal, and the State's *Office Waste Recycling Program*. The unit also oversees the *Automated Fuel Management Program* which, by 1995, had 52 stations dispensing gaso-