

line, diesel fuel, and compressed natural gas to some 12,000 State agency vehicles.

*MARYLAND STATE AGENCY FOR SURPLUS
PROPERTY*

Claude W. Misher, *Director*
Mary White, *Office Manager*

P.O. Box 122
Brock Bridge Road
Jessup, MD 20794 (410) 799-0440, ext. 306

The Maryland State Agency for Surplus Property redistributes federal and State surplus property, either to nonprofit health or educational institutions and public agencies in Maryland or by sale to the public. Nonprofit organizations may apply to participate and pay a service fee on goods received. The Agency is a self-supporting public service.

The Agency offers jobs and training to inmates from Jessup correctional facilities who are in the pre-release program. The inmates learn furniture refinishing, repair and reupholstery; automotive repair; and small engine repair while reconditioning or repairing surplus property to increase its resale value. Such property may be viewed at the Agency's warehouse in Jessup. The Agency also coordinates with other State agencies such programs as the distribution of surplus federal blankets to homeless shelters and surplus federal computers and educational equipment to local school boards.

Originally organized in 1947, the Agency was established by Executive Order in 1955. The Agency was formerly under the University of Maryland and joined the Department of General Services in 1987 (Executive Order 01.01.1987.19). In 1996, it was placed under the Materials Management Division.

PROCUREMENT & CONTRACTING OFFICE

William E. Culen, *Director*

301 West Preston St.
Baltimore, MD 21201—2305 (410) 767-4421

The Procurement and Contracting Office was formed in November 1993 to centralize procurement and contracting functions of the Department. The Office oversees procurement for commodities, design and construction, and services for facilities and real estate. Under the Office are six programs: Facilities and Construction Contracting; Management Support; Printing Procurement; Procurement Administration and Support; the Purchasing Bureau; and Services Contracting.

FACILITIES & CONSTRUCTION CONTRACTING

John L. Cook, *Chief*
(410) 767-4618

Facilities and Construction Contracting began in December 1993. To support State facility con-

struction and renewal, the unit arranges for architectural, engineering, construction and maintenance services.

MANAGEMENT SUPPORT

Dorothy N. Niemeyer, *Chief*
(410) 767-4222

Management Support originated as the Contract Services Division under Finance and Administration. The Division was renamed Management Support and made part of the Procurement and Contracting Office in 1993. Management Support oversees all capital project bidding and prepares and distributes the Department's action agenda to the Board of Public Works. The unit also prepares and distributes the agenda of the Procurement Review Board. Monthly, the unit compiles a Procurement Agency Activity Report that describes transactions approved by the Procurement Review Board.

PRINTING PROCUREMENT

Michael Haloskey, *Chief*
(410) 767-4426

Printing Procurement started as the Printing Buying Section under the Graphics and Reproduction Services Division. It received its present name in 1995 when transferred to the Procurement and Contracting Office.

PROCUREMENT ADMINISTRATION & SUPPORT

Ovetta M. Moore, *Chief*
(410) 767-4602

Created in 1992, Procurement Administration and Support provides administrative and data processing support to the Procurement and Contracting Office and other divisions under Procurement and Logistics. The office works on program reports and special projects for the Assistant Secretary for Procurement and Logistics, oversees bids and proposals, implements commodity and printing procurement initiatives for Minority Business Enterprise, maintains the master vendor file, and oversees computer operations training.

Through its Computer Information Services Section, Procurement Administration and Support supervises the Advanced Purchasing and Inventory Control System (ADPICS), which replaced the Central Automated Purchasing System (CAPS) in 1995. ADPICS was designed as part of the state-wide Financial Management Information System (FMIS), an integrated management information system. Many procurement and inventory functions were automated by ADPICS, allowing government agencies to report procurement and inventory data as well as process procurement requests electronically.