



Maryland

DEPARTMENT OF
GENERAL SERVICES

2023
**Annual
Report**

Building a Better
Maryland

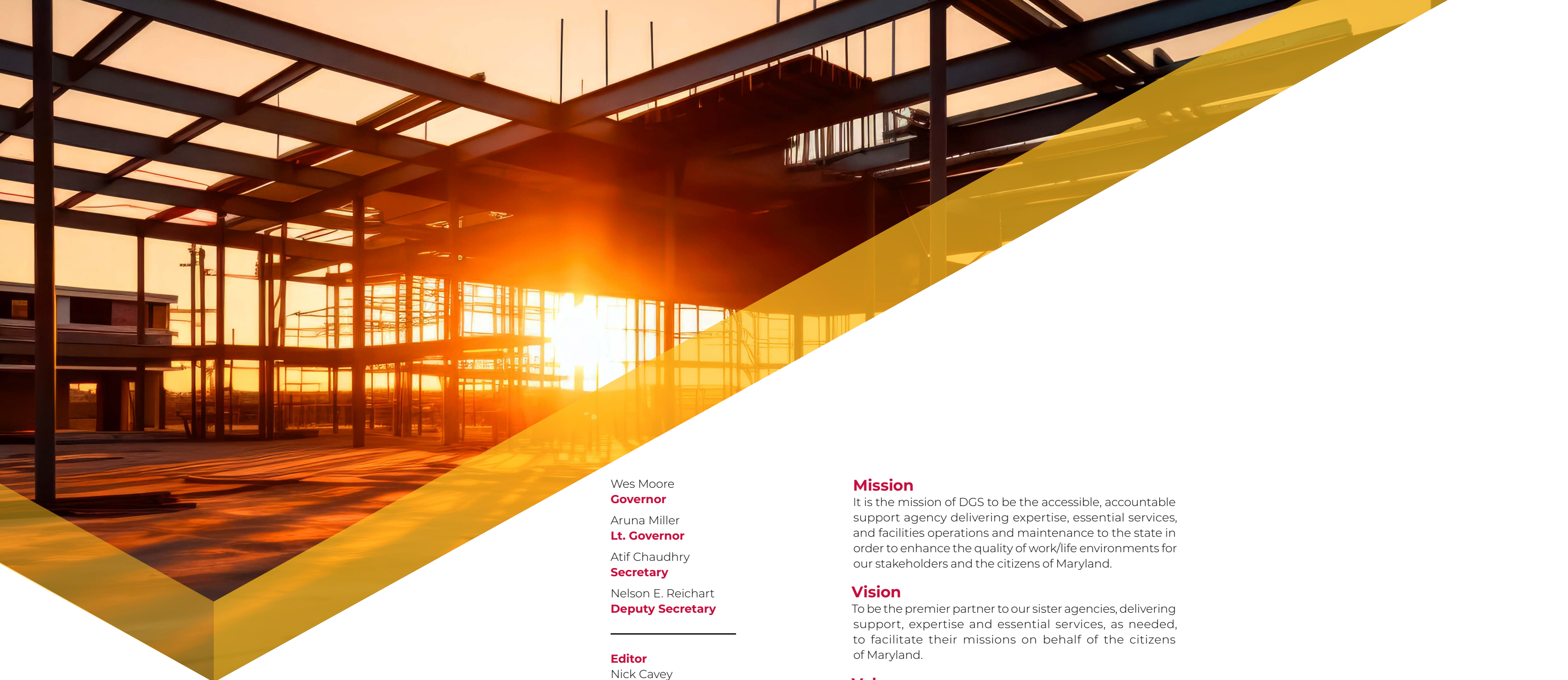
**“ This is Maryland’s time. This is our time. This is our decade.
And it is our greatness, in this moment, that will be recognized. ”**

- Governor Wes Moore

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Mission

It is the mission of DGS to be the accessible, accountable support agency delivering expertise, essential services, and facilities operations and maintenance to the state in order to enhance the quality of work/life environments for our stakeholders and the citizens of Maryland.

Vision

To be the premier partner to our sister agencies, delivering support, expertise and essential services, as needed, to facilitate their missions on behalf of the citizens of Maryland.

Values

- Be Responsive
- Be Everywhere
- Be Data Driven, Heart Led
- Follow Through
- Move Urgently
- Over-Communicate
- Be Innovative
- Be Audacious
- Move with Integrity
- Be Courageous
- Challenge the Status Quo
- Outcomes-Focused

A Message from the Governor



As Governor of Maryland, it is my honor to open with remarks for the Maryland Department of General Services, 2023 annual report. This report serves as a comprehensive reflection of General Services impactful contributions to Maryland.

In 2023, the Maryland Department of General Services continued to be a pillar of support to its stakeholders and I am proud of the commitment the DGS team has shown over the past year from streamlining procurement processes to create more economic opportunities to expand business within the State of Maryland. DGS has been at the forefront of positive change and is ensuring that all Marylanders have equal access to essential services and fair opportunities for growth.

The Department of General Services is doing their part, through the various outreach events, such as the Annual Business Opportunities & Entrepreneurial Training Summit, to provide Maryland's minority, small, and veteran owned businesses with the support they need to thrive. The Department of General Services has also continued to help Maryland reach our goal of being the most environmentally friendly states in the nation. Through investments in EV charging stations and green purchasing, DGS is paving the way for a cleaner and more sustainable energy landscape.

The Maryland Department of General Services prioritized the expansion of procurement opportunities, infrastructural improvements, and sustainable development initiatives across the state. With an emphasis on inclusive economic growth and environmental stewardship, General Services assisted in propelling Maryland forward.

I extend my deepest gratitude to the members of the Maryland Department of General Services for their dedication and tireless efforts in supporting our collective vision. Together, we will create a future where "No one is left behind," and where every Maryland resident can thrive and succeed. Thank you for your continued support, and I eagerly anticipate the progress that lies ahead.

Thank you,

Wes Moore
Governor

A Message from the Secretary



I am pleased to present the 2023 Annual Report for the Maryland Department of General Services. This report serves as a comprehensive overview of our accomplishments and progress in achieving our mission to provide efficient and effective support services to the State of Maryland.

The Department of General Services strives to advance the Moore/Miller administration's goal of leaving no one behind. Throughout this past year, the Department of General Services' Offices of Facilities Management, State Procurement, Design, Construction, & Energy, Real Estate, External Affairs, Business Enterprise Administration, and the Maryland Capitol Police have continued to play a pivotal role in supporting other state agencies to help ensure they advance their own missions. We are proud of the key achievements and developments of this past year, such as completing 120 construction projects valued at \$85 million, donating over \$24 million in federal surplus property, and awarding over \$112.5 million of state contracts to MBE businesses.

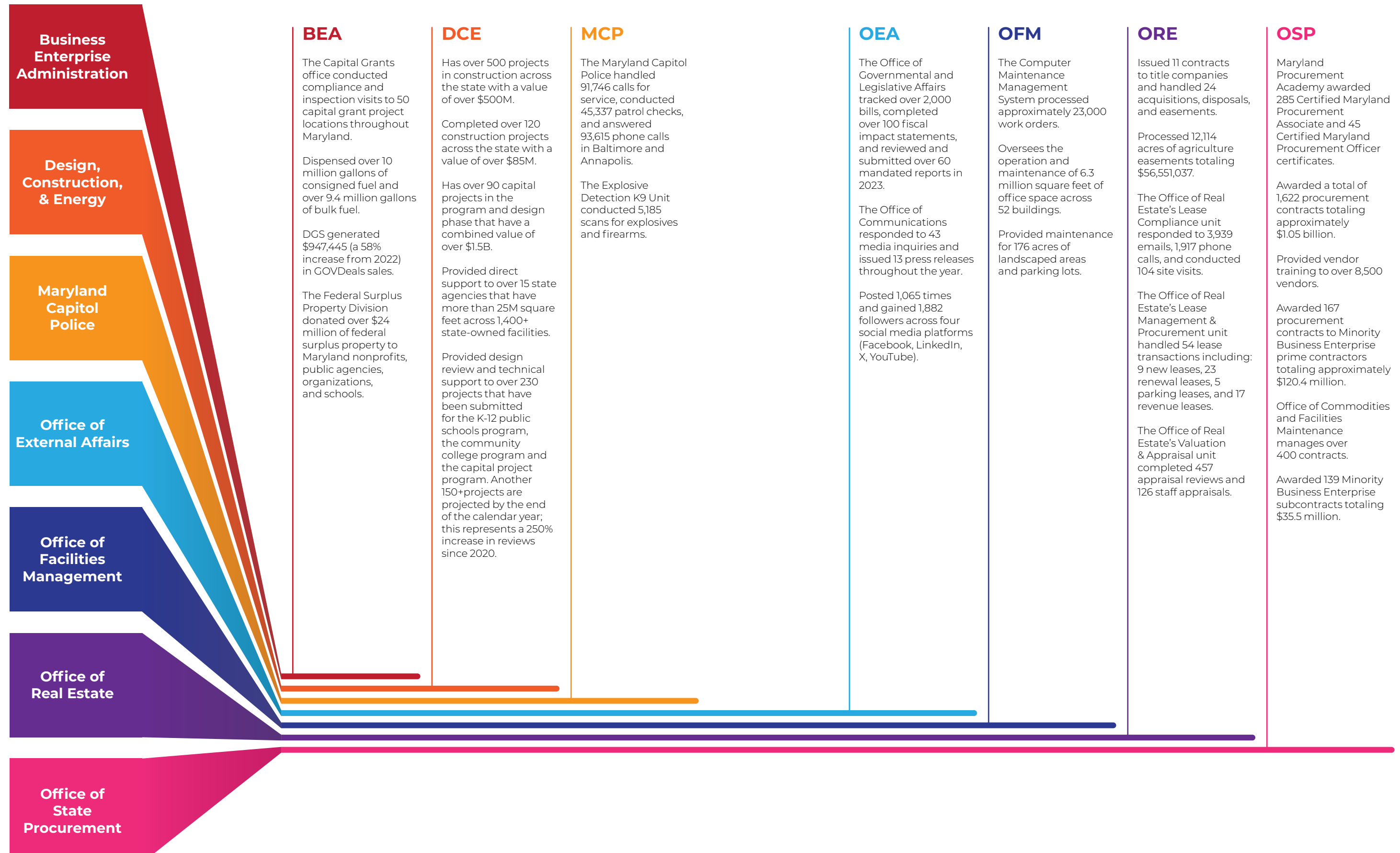
If you have visited Annapolis this year, you may have noticed the scaffolding around our historic State House. Our Design, Construction & Energy division is continuing our work to preserve and restore the nation's oldest state capitol in continuous legislative use. Phase two of the State House Restoration will ensure the long-term viability of the exterior and grounds of the building. Preserving this historic building is a commitment to safeguarding Maryland's heritage and architectural legacy.

In addition, our Office of Real Estate continues to move forward with the State Center Relocation project. At the end of this project, over 4,500 state employees will have been relocated into the Baltimore City Central Business District, contributing to the city's revitalization.

I am proud of the outstanding achievements that the Department of General Services has been able to accomplish over the past year. Please explore our annual report to discover more about the dedicated individuals whose efforts contributed to the success over the past year. We thank you for your continued support and trust you will find value in the insights presented in the 2023 Annual Report.

Atif Chaudhry
Secretary

DGS by the Numbers



Office of Design, Construction & Energy

The Office of Design, Construction & Energy (DCE) provides full services to DGS-supported state agencies for facilities construction projects starting with the planning and design process and continuing through construction completion. DCE includes the Public School & Community College Construction program, which oversees the design of all state funded school construction.

2023 Major Projects

**New Germany State Park
Grantsville, MD**
Parkwide Repairs
\$3.2 Million

**Shillman Courthouse
Baltimore, MD**
Construction
\$68 Million

**Sykesville Veterans Home
Sykesville, MD**
Design
\$8.5 Million

**Baltimore Therapeutic
Treatment Center
Baltimore, MD**
Design
\$35 Million

**Maryland State Police Barrack
Berlin, MD**
Construction
\$26.8 Million

**Eastern Correctional Institution
Westover, MD**
Construction
\$53.2 Million

**Jessup Correctional Complex
Jessup, MD**
Construction
\$24 Million

**New Supreme Court
Annapolis, MD**
Design
\$8.5 Million

**Baltimore City
Juvenile Justice Center
Baltimore City, MD**
Construction
\$10.1 Million

**Combined Support
Maintenance Shop
Havre de Grace, MD**
Construction
\$33 Million

New Germany State Park

GRANTSVILLE, MD

DCE completed park-wide improvements to the New Germany State Park in Garrett County for the Maryland Department of National Resources in February 2023. The **\$3.2 million** project included the design and construction of restoration to two picnic pavilions, the recreational center, improvements to the beach and a new comfort station.

New Germany was originally a Works Progress Administration (WPA) logging camp. The pavilions

were constructed by the WPA in the 1930's and feature log construction and stone pavers. Several logs were deteriorated and structurally unsound and were replaced by locally harvested and hand-hewn white oak logs. Massive local stone pavers were removed and replaced in roughly their original order to provide an ADA compliant walking surface.

New District Courthouse Construction

BALTIMORE, MD

DCE started on the construction of the new district court in Baltimore City located at 500 N. Calvert Street. This **\$68 million** project will replace the outdated district courthouse on East Fayette Street currently leased from Baltimore City.

When complete, the new building will contain a total of **168,568 square feet** of space for operations. New facilities will include **eight courtrooms**, judicial chambers, clerk's offices, commissioner's offices, detention areas, and DGS Office of Facilities Management offices. A criminal component will be added to the new courthouse program to help ease overflow from the Harford Road, South Baltimore and Wabash Avenue district courthouses. Four of the eight courtrooms will be dual purpose, where both civil and criminal cases can be tried.

Its design builds on the knowledge gained by DGS in the development of its six most recent courthouses. The design is striving to exceed a LEED Silver designation and indicates that Gold may be possible. The HVAC design exceeds LEED Silver standards by conforming to the higher and more restrictive American Society of Heating, Refrigerating and Air-Conditioning Engineers standards. The building is the first DGS courthouse to conform to the latest all electric and carbon neutrality goals set for 2030. The design of the courthouse includes confidential security measures integrated to protect both state employees as well as the public. [\(Press Release 1/25/2023\)](#)

State House Exterior & Grounds Restoration

PLAY VIDEO

ANNAPOLIS, MD

The State House is a National Historic Landmark and is a contributory asset to the Colonial Annapolis National Register Historic District. It is the oldest state capitol in continuous legislative use in the United States. DGS has been working to **preserve and restore** our state capitol to ensure its long-term viability.

DGS completed **Phase 1** of the State House Exterior and Grounds Restoration, specifically the restoration of the historic dome. The project was aggressively managed and executed to complete the restoration and to demobilize the complex scaffold system in advance of the January 18, 2023 gubernatorial inauguration of the incoming Governor-elect, Wes Moore. [\(Press Release 1/2/2023\)](#)

Phase 2 initiated shortly after completion of the dome restoration and is now actively under construction. The restoration of the State House exterior and grounds include:

- ADA accessibility
- Restoration of the historic south portico

- Roof repair/replacement including full slate roof replacement on the 1772 section of the building
- Brick and stone masonry facade repairs
- Cornice repairs
- Window restoration & masonry restoration
- Repairs to the existing State Circle brick masonry retaining wall
- Improvements to the landscaping, grading, ramps, walkways, lighting and railings

The project also provides for the exterior restoration of the Old Treasury Building, the oldest public building in the State of Maryland, which dates to 1735. The building will be carefully restored to its original period of significance, circa 1735–1790, and will ultimately be fitted out to support its future use for publicly accessible self-guided exhibits which interpret the significance of the building as well as Maryland's earliest history.



Sykesville Veterans Home

SYKESVILLE, MD

In June, the Board of Public Works approved the design contract for the new Sykesville Veterans Home. The new facility will be the **2nd Veterans Home in Maryland** and include **128 beds**, 64 beds for memory care residents and 64 beds for long term care.

The new two-story, **205,000 square foot**, building will be designed based on the U.S. Department of Veterans Affairs' (USDVA) Small House Design Guide and achieve LEED Silver standards. The facility will provide Veterans

in the Baltimore region and areas to the west a closer option for residence. The Maryland Department of Veterans Affairs has been waiting 18 years to get a second Veteran home here in Maryland. This new Maryland Veterans home will be the **first and only** in the USA to have integral dialysis for our Veterans. The total design contract for the project is approximately **\$8.5 million**. The USDVA will **reimburse the state \$117 million** (65%) of the total project cost. Construction is scheduled to start late 2024 or early 2025.

Office of Design, Construction & Energy

Baltimore Therapeutic Treatment Center

BALTIMORE, MD

The Baltimore Therapeutic Treatment Center will be the **first of its kind** in the nation, encompassing best practices for treatment and programming, while intentionally focusing on diversion, deflection and mental health services. DCE began design of the new **\$35 million** therapeutic treatment center in February.

The specialized facility will provide mental health and substance use treatment services and care to nonviolent

offenders to help mitigate entry into the criminal justice system. The new complex will provide detention housing for **805 "In-Custody" beds** (both males and females) of varying treatment classifications. The design of the treatment center is expected to be completed in Fall of 2024. Construction of the facility is expected to begin in late Spring or early Fall of 2025 and will take approximately 48 months to complete.

Maryland State Police Barrack V Groundbreaking

[PLAY VIDEO](#)

BERLIN, MD

Construction of the new Maryland State Police barrack located in Berlin, Maryland began in March 2023. The new barrack will replace the existing barrack, built in 1976, and modernize the facility, including the installation of new technology and updated equipment. The new facility will be **24,000 square feet**, containing the barrack, a new laboratory, and an additional **4,400 square foot garage**. The new laboratory will be expanded to become the Forensic Sciences Division-Berlin. The construction project is estimated to be completed in July 2024.

energy efficiency and sustainability goals as outlined by DGS. The building is equipped with LED lighting and occupancy sensors as well as an efficient variable refrigerant volume HVAC system with dedicated outdoor air supply units, which utilize heat recovery. The barrack, laboratory and garage are ADA compliant. The contractor to be awarded the construction contract is Keller Brothers, Inc. from Mount Airy, MD. The value of the contract is **\$26.8 million**, includes **MBE participation of 12.4%**, and has numerous local subcontractors involved in the project. [\(Press Release 4/7/2023\)](#)

The new barrack design is in compliance with the International Green Construction Code to achieve



Design Services for New State Police Barrack

FORESTVILLE, MD

DGS will begin design of the new Maryland State Police barrack in Forestville, Maryland, a **\$13.7 million** project. The **\$1.4 million design services contract** was awarded to Bushey Feight and Morin Architects in June 2023.

When complete, the new barrack will contain a total of **19,983 square feet** of space for operations. This particular barrack required a unique design as it is located on the smallest property of any Maryland State Police barrack. The Forestville State Police Barrack will also house a crash team because of its unique location near the capital beltway as

well as dedicated space for licensing division staff related to gun permit regulations.

"We are pleased to begin the design process for the new Forestville State Police Barrack, the third police barracks to begin construction in the past 2 years," said Maryland Department of General Services Secretary Atif Chaudhry. "The new state-of-the-art facility will upgrade infrastructure, enhancing the quality of services provided to citizens in the Forestville area." [\(Press Release 6/7/2023\)](#)

Camp Fretterd Turf Field Groundbreaking

REISTERSTOWN, MD

DGS attended the **groundbreaking** for the new turf field at the Maryland National Guard's Camp Fretterd Military Reservation. DCE supervised and directed the engineering team that designed the **100,000 square foot** turf field.



Quarterfield Elementary School Ribbon Cutting

SEVERN, MD

DGS attended the ribbon cutting of Anne Arundel Public Schools Quarterfield Elementary School. DGS employees Craig Curtis & Katie Shaffer provide vital roles within DGS' Public School Construction Program by reviewing requests from each local education agency, participating in public hearings, reviewing design documents for all public school projects receiving state participation in funding, and recommending authorization for projects to be bid for construction.

Office of Energy & Sustainability

The Office of Energy & Sustainability (OES) provides energy commodities purchasing, energy data management, energy efficiency construction projects, electric vehicle infrastructure, green purchasing council management, and renewable energy projects for all state entities including Maryland Department of Transportation and University System of Maryland in addition to all DGS supported agencies.

LED Lighting Project

DGS has installed **34,000 lighting fixtures** in state buildings for an **annual saving of \$1 million, 4,825,498 kWh of electricity, and 4,226 metric tons CO2 abated**. The energy savings support the 20% energy savings goal in Governor

Greenhouse Gas Reduction

OES reported an approximate **21% greenhouse gas emission reduction** across the state agency building portfolio of **91.7 million square feet**, compared to 2018 levels. In addition to the greenhouse gas reduction goal, the State of Maryland agreed to pursue a **15% energy efficiency target** as part of its decarbonization

Electric Vehicle Infrastructure

During FY23, DGS managed the installation of Electric Vehicle (EV) charging infrastructure at state agency facilities across Maryland. DGS managed the installation of **72 EV charging ports**, with an additional **140** currently in design

NASCA Presentation on EV Infrastructure

In January, David St. Jean, DGS' Director of Energy and Sustainability, presented at National Association of State Chief Administrator's (NASCA) TV Panel regarding DGS' work to lead the state's EV Infrastructure efforts. During the event,

Energy Auditing

In April 2023, DGS completed Energy Savings Analysis (ESA) reports for **1.4 million square feet** of Maryland Transit Authority (MTA) buildings and train stations. MTA will be using the ESA reports as a basis for an Energy Performance Contract project. A Rapid Energy Auditing tool was also developed by the energy auditing team in FY23 with the ability to virtually rank state buildings by energy and carbon

Submeters

OES completed a **30-month** building submetering project at the Annapolis Capital Complex. The contractor installed **123 building-level sub meters** to measure energy and water use at each building in the complex. Data from the

Moore's **"Leading by Example in State Government"** Executive Order. State of the art controls including daylight harvesting and motion controls were added to many projects.

strategy, develop a statewide greenhouse gas reduction plan, participate in working groups to exchange best practices with other partners, and report state government's greenhouse gas reduction performance annually for 10 years. ([Press Release 10/5/2023](#))

or construction phases. Charging stations will be used by state agencies to charge their fleet vehicles, as the state moves to increase electrification of its fleet.

panelists discussed the states' fleet electrification transition and implementation of the programs and concepts within the EV Infrastructure Deployment Plans.

usage. Virtual audits are simultaneously being completed on **28 million square feet** of state-owned facilities. The tool is anticipated to go live with a web-facing version in FY24. An audit of the Office of Chief Medical Examiners facility recommended an LED lighting replacement retrofit, which was completed last year. The project resulted in year-over-year energy **savings of 23%**.

submeters is uploaded daily to the State Energy Database where it is analyzed by energy engineers at DGS to identify high energy use buildings.

Energy Purchases

DGS purchased **1.5 million megawatt-hours** of electricity on behalf of all state agencies and the university system for approximately **\$176.4 million**. This includes **\$19 million** spent on renewable energy to provide **15%** of state government electric power. DGS operated a pilot program

Earth Day

PLAY VIDEO

OES held an Earth Day event which included games, activities, EV charging station demonstrations, and vendor booths featuring green products and organizations. State

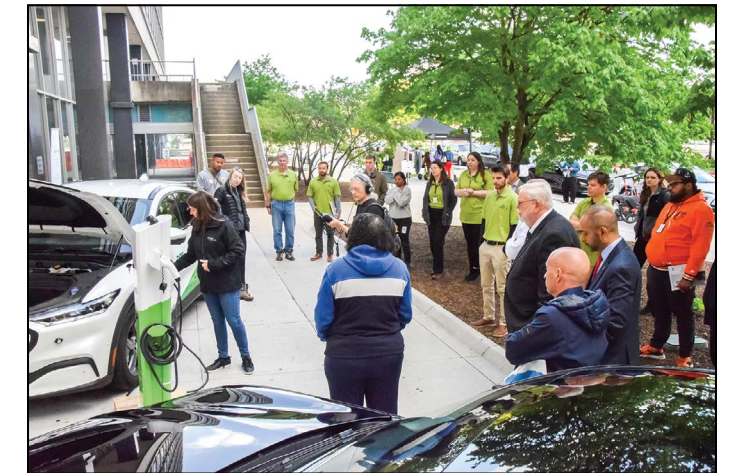


EPEAT

The Maryland Green Purchasing Committee, chaired by DGS, was **awarded** the Electronic Product Environmental Assessment Too (EPEAT) Purchaser Award for the state's procurement of sustainable IT Equipment for the **4th year** in a row. EPEAT products are more energy-efficient, less toxic, longer-lasting, and easier to recycle. In FY22, Maryland spent more than **\$11 million** on environmentally preferable IT

throughout FY23 to test a new method for collecting utility bill information on state accounts. With expanded commitments to track energy use and greenhouse gas emissions, DGS is striving to make energy data as consistent and accurate as possible.

employees were also provided the opportunity to sit in and drive a state electric vehicle through the event's "Ride and Drive" opportunity.



products including computers and displays, tablets, imaging equipment, and servers. As a result of those purchases, the state was able to document **savings of 22 gigawatt hours** of electricity and **prevented 4,513 tons of carbon dioxide** equivalent from entering the atmosphere. The state saved over **\$1.8 million** in energy savings by procuring more efficient IT products. ([Press Release 8/16/2023](#))

Office of Facilities Management

The **Office Facilities Management (OFM)** is responsible for the statewide operation and maintenance of **52 buildings** with **6.3 million square feet** of space. OFM oversees two principal office centers - Annapolis Public Buildings and Grounds and Baltimore Public Buildings and Grounds along with **22 regional Multi-Service Centers**.



Annapolis Public Building & Grounds Manages 19 Buildings

Annapolis Data Center 108 Carroll Street	Goldstein Treasury Building 80 Calvert Street	Supreme Court of Maryland — Robert C. Murphy Courts of Appeal Building 361 Rowe Boulevard
Attman-Glazer Building 45 Calvert Street	Government House State Circle	Miller Senate Office Building 11 Bladen Street
Calvert St. Garage 19 St. Johns Street	Hall of Records 350 Rowe Boulevard	Old Treasury Building State Circle
Central Services Building 29 St. Johns Street	James Senate Office Building 110 College Avenue	Revenue Administration Building 110 Carroll Street
Community Place 100 Community Place	Legislative Services Building 90 State Circle	State House State Circle
Community Place Day Care 50 Community Place	Low/Taylor House Office Building 6 Bladen Street	Tawes State Office Complex 580 Taylor Avenue
Fred L. Wineland Building 16 Francis Street		

Governor's Office Rug Restoration

The **very rare, museum quality, Persian Bidjar rug** in the Governor's Office was in dire need of repair or replacement due to several wear, tear, warping, and moth damage. Main Street Oriental Rugs in Ellicott City evaluated the rug and proposed repairing the rug by **reweaving the rug by hand**, placing the rug on a loom to reinforce damaged areas, and re-piling and blocking to address the warping. The rug is a wool pile on a wool foundation. To replace this rug with another museum-quality rug would have cost between \$78,000 - \$264,000, Main Street Oriental Rugs was able to repair the run for **\$21,000**. Because the rug is so rare, it is no longer available, so the replacement would not be the same rug. With proper maintenance, the newly repaired rug **will last indefinitely**. The rug has now been repaired, cleaned, and placed back in the Governor's office at a fraction of the cost to replace it.



First Lady Tours Central Services Building

The First Lady, Dawn Flythe Moore, visited the DGS Central Services building in Annapolis. Secretary Chaudhry provided the First Lady with a tour of the Maryland Capitol Police's communication center and OFM's Annapolis power plant. The First Lady was able to meet DGS' front line of service, the Maryland Capitol Police officers who keep the Annapolis complex safe and secure as well as the facility staff who ensure our state buildings operate effectively and efficiently.



First All-Electric Utility Vehicle

OFM acquired its first all-electric, street legal utility vehicle. It was delivered to Annapolis for use around the capitol complex. This vehicle is equipped with doors, heat, A/C, a pickup bed and cargo racks.



2023 Major Projects.

William Donald Schaefer Tower

Installation and fabrication of cooling tower fan guard and replacement of fuel storage tank for emergency generator.

Jessup State Complex

Replacement of Fuel Lab condenser coil. Installation of Fuel Lab ATC compressor. Asbestos abatement of flooring.

Hilton Heights Community Center

Repair and upgrade of 500 N. Hilton Fire Panel.

Nancy S. Grasmick State Education Building

Repair to chiller oil line. Replacement of ADA compliant chair lift. Replacement of 4 mini splits in the elevator machine room. Painting of exterior of building. Replacement of HVAC rooftop unit compressor. Project to import chilled water from the vicinity to Nancy S. Grasmick State Education Building.



Baltimore Public Building & Grounds Manages 12 Buildings

Herbert R. O’Conor Building
201 West Preston Street

Hilton Heights Community Center
500 North Hilton Street

Hilton Heights Community Center
530 North Hilton Street

Jessup State Complex
7275 Waterloo Road

Nancy S. Grasmick State Education Building
200 West Baltimore Street

Public Defender Building
201 St. Paul Place

Saratoga State Center
310 West Saratoga Street

Saratoga State Center
311 West Saratoga Street

State Office Building #1
301 West Preston Street

State Office Building #2
300 West Preston Street

State Office Building #3
2100 Guilford Avenue

William Donald Schaefer Tower
6 St. Paul Street

William Donald Schaefer Tower Flags

OFM is responsible for the upkeep and maintenance of the William Donald Schaefer Tower, including the flags that fly above the buildings. When severe weather threatens Baltimore, staff must take down the 20ft by 30ft U.S. flag and the 12ft by 18ft Maryland flag to ensure the flags, the flagpole, and the building are not damaged. The flagpole is the highest in the entire state at 590 feet, and its massive flags can be torn to shreds in high winds.



Spotted Lantern Fly Control

This year, Baltimore City has seen a rise in the spotted lanternfly population. This invasive species was first detected in Pennsylvania. It is now spread to 12 states, including Maryland. It feeds on a variety of plants, including the red maples at State Center in Baltimore. DGS Facilities Management Technicians work diligently to control the population at State Center and protect the various plants on the grounds by spraying these insects with a solution recommended by pest control experts.



Silver Spring Multi-Service Center LED Lamppost

DGS’ Offices of Facilities Management and Design, Construction and Energy worked together to design a relamping project at the Silver Spring District Court and Multi-Service Center. DGS staff installed LED bulbs in a lamppost to help gather preliminary information that will be used to determine how best to carry out the work. DGS’ goal is to save energy, reduce greenhouse gas emissions and enhance lighting for safety.



Computerized Maintenance Management System (CMMS)

OFM’s CMMS is an efficient, cloud-based comprehensive work request and work order management tool. As a full-featured asset and maintenance management system

it enables data-driven strategies to extend the life of state building assets.

CMMS Building Systems Audit Program

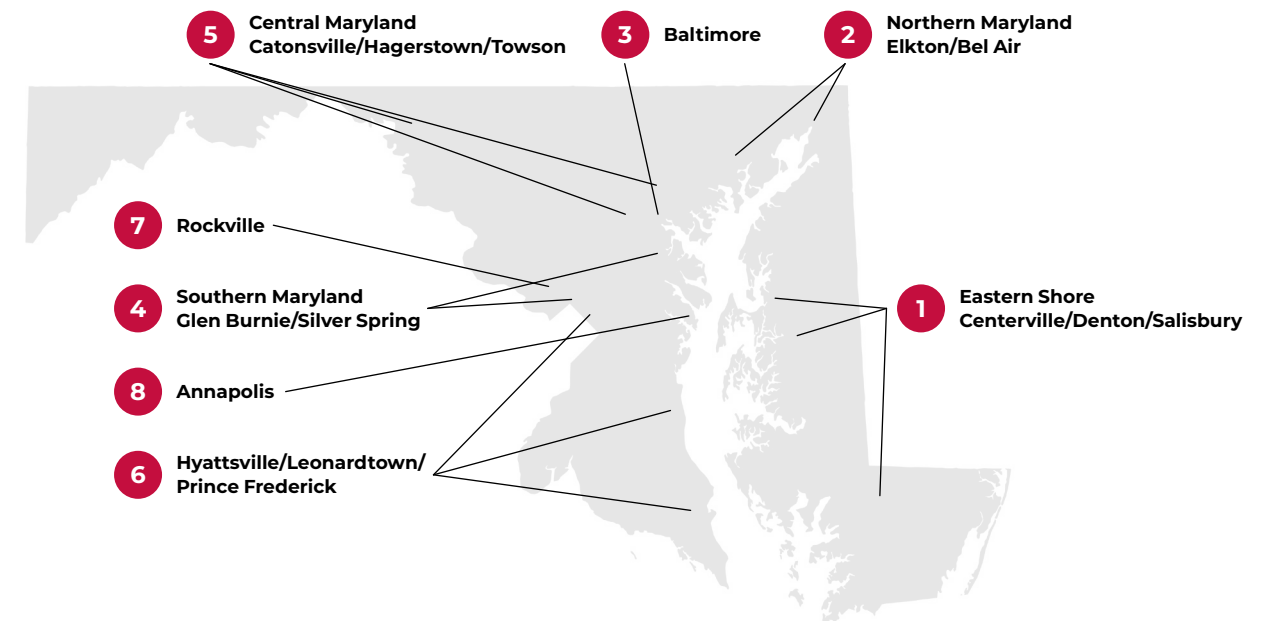
OFM’s building systems team members perform various inspection and assessment of equipment tasks during their facility walk-throughs. During these inspections, the team members note each building equipment item for verification of accuracy in eMaint: all data is captured concerning this piece of equipment by taking pictures which includes the names plates on this equipment that

detailing its information. Then using the Fluke analytical tools, data is captured for the condition monitoring portion of the project. All data collected is then placed into the eMaint system for historical reference. When issues are discovered with building equipment, the data is reported to the divisions overseeing the buildings which result in immediate equipment repairs or scheduled replacement.

Multi-Service Centers

There are **22 Multi-Service Center/District Court** facilities across the state. These facilities encompass more than **1.7 million square feet** on **52 acres** of landscaped areas and

23 acres of parking lots. The Multi-Service Centers are divided into **eight geographic regions**.



Stormwater Management System Restoration Project

In conjunction with DGS’ Design, Construction, and Energy Division, OFM has launched a stormwater management system restoration project at the Ellicott City Multi-Service Center. Constructed in 1982, the stormwater management system is original to the site, and no longer meets current Maryland Department of the Environment’s requirements. This comprehensive project

will include a full assessment of the site and make the necessary repairs and restorations to comply with the Department of Environment’s State Small Municipal Separate Storm Sewer Systems Permit discharge elimination requirements. The assessment, recommendations, and design will be completed in 2023, with construction expected to begin in 2024.

Conferences

Leadership within DGS was invited to participate in a number of conferences around the state and country to share their experiences and expertise on government operations. DGS representatives presented on a number of topics, including real estate, facilities management, procurement, capital grants, federal surplus, electric vehicles, energy efficiency, and more.

National Association of State Procurement Officials | San Antonio, TX

February 2023 - Victoria Steeger, Chief Learning Officer presented at the National Association of State Procurement Officials (NASPO) State Training Coordinators Conference.

Procurement professionals representing each state were in attendance.

National Association of State Facilities Administrators | San Diego, CA

May 2023 - Wendy Scott-Napier, Assistant Secretary for Real Estate presented on leasing issues at the National Association of State Facilities Administrators (NASFA) conference. Luis Luna, Assistant Secretary for Facilities

Management also attended and moderated an operations and maintenance roundtable. Over 120 attendees from state agencies throughout the nation gathered to share best practices on facilities issues.



Metropolitan Washington Council of Governments | Virtual

June 2023 - DGS' Office of Energy and Sustainability presented information on Maryland's Green Purchasing

Program to the Metropolitan Washington Council of Governments Recycling Committee.

Maryland Municipal League Summer Conference | Worcester County, MD

June 2023 - Representatives from DGS attended the annual conference to speak with municipal officials and

government attendees about the programs and resources available to their organizations and communities.

National Association of State Procurement Officials | Cleveland, OH

July 2023 - Shae Cronin, Instructional Programs Administrator for the Maryland Procurement Academy presented at the NASPO REACH conference. The REACH

conference was attended by state procurement officers and staff from across the country.

LEAP HP Conference | Denver, CO

July 2023 - Victoria Steeger, Chief Learning Officer presented at the LEAP HP conference on the reorganization of the procurement officer and procurement manager

positions at the state and the resulting training and certification programs.

Conference Presentations

In October, Emily Soontornsaratool presented at the NASFA 2023 East & Southeast Regional conference in Harrisburg, PA. Her presentation was titled "Charge! The Electric Vehicle Revolution is Here. Can You Keep Them Running?" Government fleets are going electric, however without EV chargers, those vehicles won't go far.

Maryland has embarked on an ambitious program to provide thousands of EV chargers throughout the state, both by installing its own and in partnership with local utilities. Learning the pitfalls, challenges and successes, so the state can benefit from some hard-won lessons on what and what not to do.

Maryland Association of Counties Summer Conference | Worcester County, MD

August 2023 - Representatives from DGS attended the annual conference to speak with municipal officials and government attendees about the programs and resources available to their organizations and communities. This year's conference theme was "Where the Rubber Meets the Road" and focused on how county government delivers for Maryland's communities. In line with this year's theme, DGS provided information on several valuable programs including the Federal Surplus Property Donation Program, procurement resources for local governments, state contracting resources for local businesses, and more.



Minority Business Counts Conference | Prince George's County, MD

September 2023 - Michael Myers, Associate Director of Commodities and Facilities Maintenance Procurement represented DGS in the keynote panel discussion about

expanding contracting opportunities to minority-owned businesses.

National Association of State Procurement Officials Annual Conference | Atlanta, GA

September 2023 - Jamie Tomaszewski, Acting Deputy Chief Procurement Officer serves as the Chair of the Eastern Region Council for NASPO and led this year's regional meeting at the NASPO Annual Conference. The conference

unites procurement leaders across the country, allowing them to connect, interact, and network while discussing current procurement topics.

National Association of State Facilities Administrators | Harrisburg, PA

October 2023 - Jennifer Edwards, Director of Emergency Management spoke about preparedness for power outages. Emily Soontornsaratool, Chief of Sustainability presented

best practices for setting up statewide electric vehicle charging networks.



Business Enterprise Administration

The **Business Enterprise Administration Division** is comprised of four units; Capital Grants & Loans, Inventory Standards and Support Services, Information Technology, and Federal Surplus Property. The Business Enterprise Administration division also oversees Fleet Management, Fuel Management, and Mail Courier Service.

Capital Grants Division

The Capital Grants division provided administrative and technical support for a portfolio of over **2,400 active capital grant** projects valued at **\$1.7 billion** in funding from the Maryland Consolidated Capital Bond Loan, plus

an additional **\$294 million** in active capital appropriations for **84 active PAYGO capital projects**. In 2023, **554 MCCBL** capital grants were funded totaling **\$466 million**.

USS Constellation

[PLAY VIDEO](#)

BALTIMORE, MD

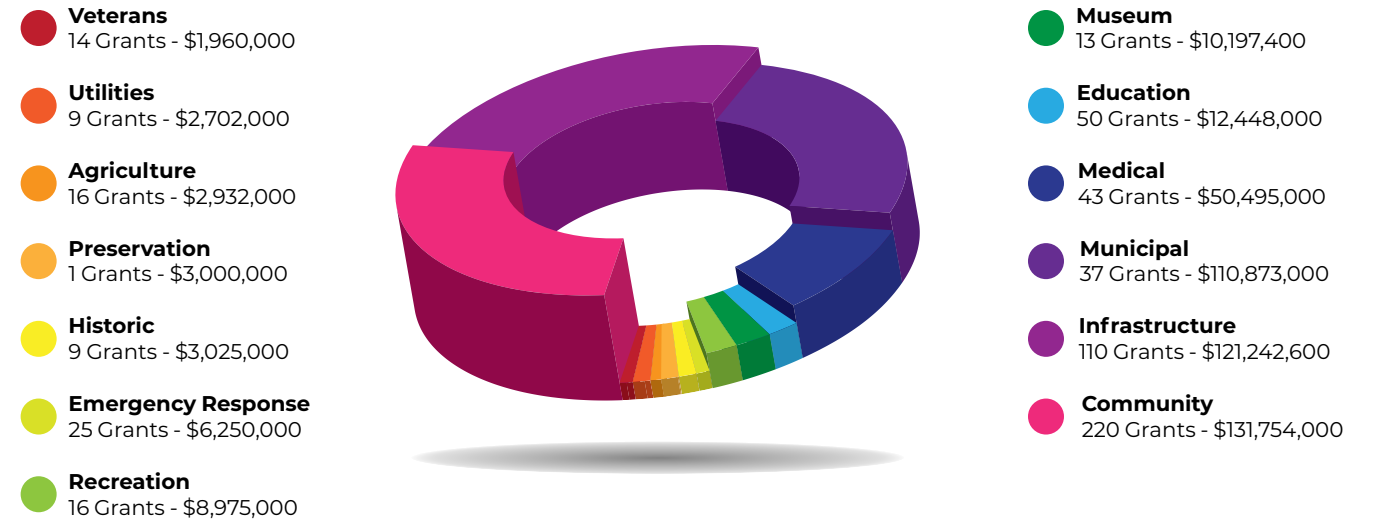
The USS Constellation, a wooden sloop-of-war ship, has an amazing history. This 1854 US Navy vessel is now a museum ship that sits in Baltimore's Inner Harbor. Over the last decade the state has provided capital grants, totaling **\$4.7 million**, to assist in the construction of a new Education and Heritage Center and aid in restoration efforts to

preserve the Historic Landmark. The largest undertaking was made possible with capital grant funding authorized in 2021 in the amount of **\$2.5 million**. With this grant, the USS Constellation was dry docked to facilitate repairs to the hull, rigging, ballast, rebuilding of the ship's head, and other necessary repairs to sufficiently restore this historical vessel.



Capital Grants

During 2023, the Capital Grants Division administered **554 grants totaling \$466 million** in the following categories.



Educational Workshops

The Capital Grants office conducted **2 workshops** in June and August entitled, **"Simplifying the Capital Grants Process."** These workshops were held virtually for individuals and organizations who were recipients of newly assigned capital grants. The workshops provided an overview of the

capital grant process, the application process, the Board of Public Works approval process, the contract review process, request for payments, and the project close-out and reporting process. Between the two workshops the Capital Grants office had over **100 participants**.

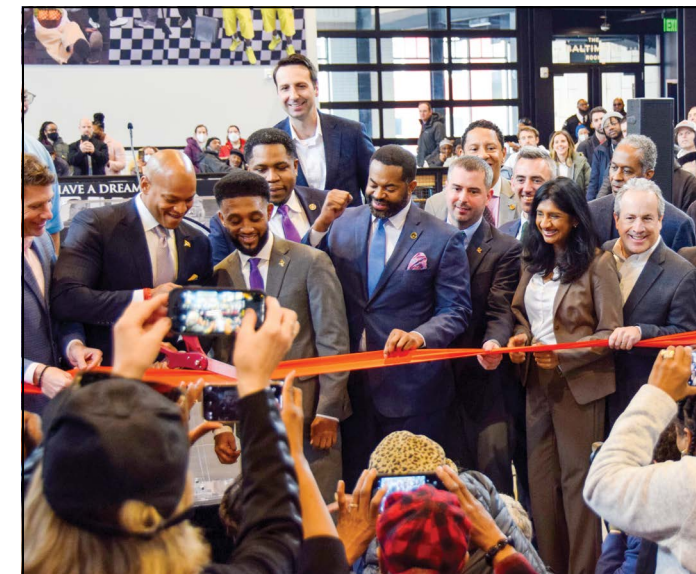
Lexington Market Ribbon Cutting

[PLAY VIDEO](#)

BALTIMORE, MD

In late January DGS Secretary Atif Chaudhry joined Governor Wes Moore for the official ribbon cutting at the newly renovated Lexington Market. DGS' Capital Grants office administered **6 grants over 6 years**, contributing over

\$7 million to this **\$45 million** project. The newly renovated market provides **60,000 square feet** of retail and dining space for local business, residents, and visitors.



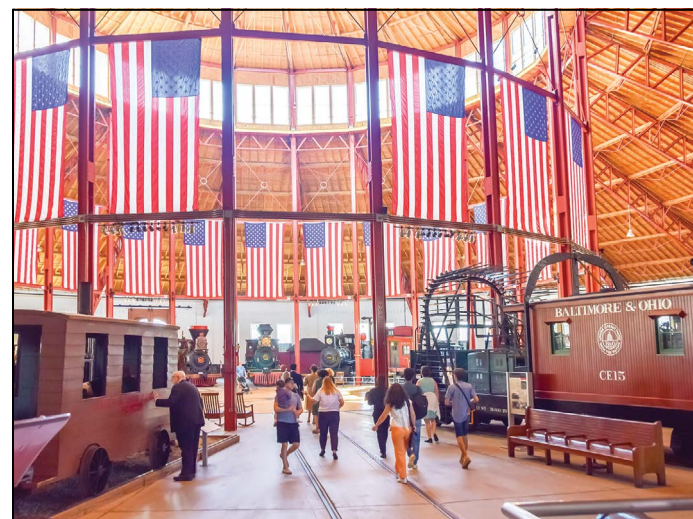
Business Enterprise Administration

B&O Railroad Museum

BALTIMORE, MD

The B&O Railroad Museum has received three grants, totaling **\$4.1 million**, authorized by the Maryland General Assembly. After the grants are approved by the Board of Public Works, DGS' Capital Grants Office will administer the funds to the B&O Railroad Museum for the redesign, improvement, and reconstruction of their South Car Shop.

The B&O Railroad Museum is a historic site commonly known as Mt. Clare. The site is a National Historic Landmark and is recognized as the birthplace of the American railroad. The Baltimore and Ohio Railroad founded America's first commercial railroad in 1827. Mt. Clare has also been designated as a national Underground Railroad site through the National Park Services' Network of Freedom.



Ambassador Theater

BALTIMORE, MD

DGS' Chief Operating Officer, Chichi Nyagah-Nash and members of DGS' Capital Grants Office toured the Ambassador Theater redevelopment project. DGS' Capital Grants division administered **\$2.7 million** to the



Board of Directors of Artspace Baltimore, LLC to assist in the acquisition, planning, design, reconstruction, repair, renovation, and site improvement of the Ambassador Theater.



Oyster Recovery Partnership

ANNAPOLIS, MD

In February 2023, Governor Wes Moore announced **\$13.7 million** in Capital Grants, administered through DGS' Capital Grants Office, funding a **\$9.1 million** contract for the non-profit Oyster Recovery Partnership, awarded by the Board of Public Works. The funding fostered essential capital projects for museums, community centers, medical and athletic facilities, community revitalization, and historical buildings,

and will continue the state's critical oyster restoration work. "These grants are great investments for Maryland's arts, sciences, culture, community, and health," said Maryland Department of General Services Secretary Atif Chaudhry. "The department takes great pride in assisting these organizations with their ability to update, expand, or renovate their facilities."

Inventory Standards and Support Services Division

The Inventory Standards and Support Services (ISSSD) division oversees statewide inventory management of materials, supplies, and state personal property.

- Managed the disposition of over 100,000 Excess/Surplus Property items with an original cost of \$68 million
- Dispensed over 10 million gallons of consigned fuel and over 9.4 million gallons of bulk fuel
- Sold over 660 vehicle and equipment items at auction resulting in over \$2.1 million in state revenue
- Facilitated the transfer of over 7,000 state-owned assets valued at over \$2 million within state government, saving taxpayer dollars by eliminating the need for new purchases

- Conducted statewide property officer training for over 224 property officers
- Provided guidance and oversight for the management of over 400 reports totaling over \$54 billion in fixed assets and \$665 million in materials and supplies statewide. This is in accordance with the policies and procedures outlined in the DGS Inventory Control Manual
- Facilitated the donation of over 1,400 items valued at over \$13 million

Business Enterprise Administration

Federal Surplus Property Donation Program

DGS is the **agency of record** in the state of Maryland for the Federal Surplus Personal Property Donation Program. The program **enables** certain **non-federal organizations** such as local jurisdictions (state, city, county, towns and villages) and non profit organizations to **obtain surplus property** from the federal government under the authority of Title 40 of the United States Code (U.S.C.), Section 549 based on an application process. In 2023 the Federal Surplus

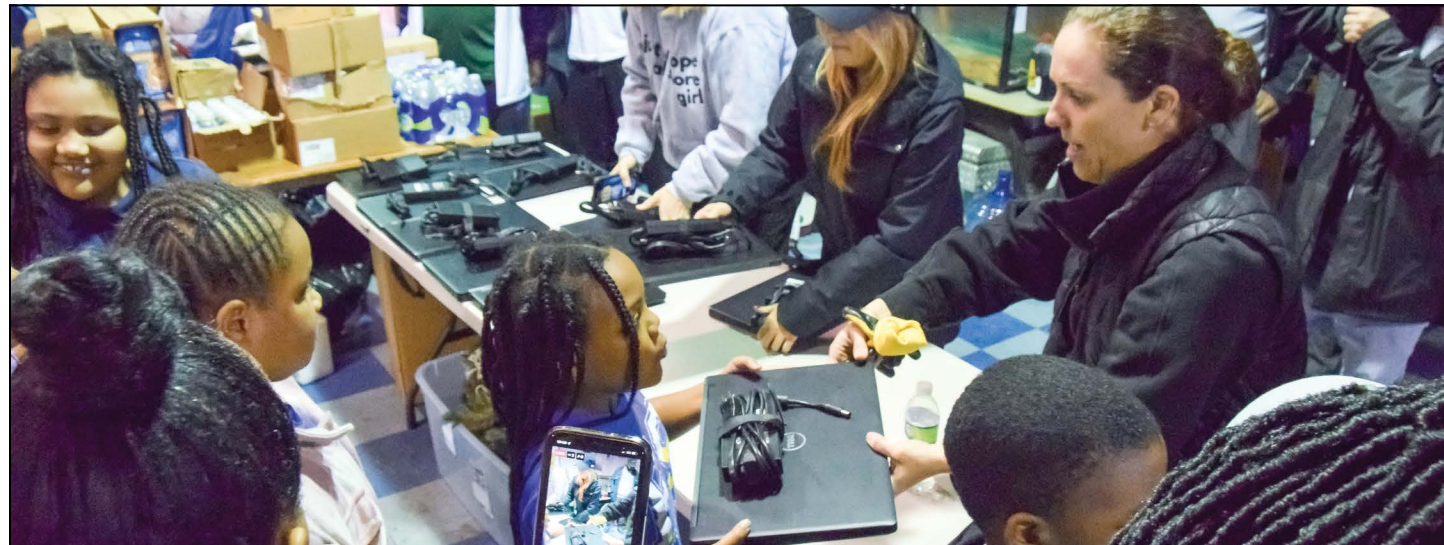
Property Division donated over **\$24 million** of federal surplus property to Maryland nonprofits, public agencies, Veteran Owned Small Businesses, SBA 8(a) small business, museums, volunteer firefighting organizations and schools. The donations included: **four** motor vehicles, **one** helicopter, **two** planes, and **one** Recreation Vehicle (RV) to Maryland organizations.

Ruth Kirk Laptop Donation

PLAY VIDEO

DGS' Federal Surplus Property Division, in partnership with PCs for People and The Buddy Project Inc., distributed **70 laptops** to the Ruth Kirk Recreation & Learning Center. This donation of 70 laptops is a continuation of the department's commitment to bridging the digital divide in Maryland. The department has partnered with PCs to People to donate

more than **16,000 computers** to schools and non-profit organizations throughout Maryland. The department has also partnered with the Buddy Project, Inc. to donate more than **3,000 computers** to schools and non-profit organizations throughout Maryland.



Federal Surplus Property

During FY 23, the Federal Donation Program donated **\$26,239,171** in materials and supplies.

- **Volunteer Firefighting Organization**
\$36,660
- **Veteran-Owned Small Businesses**
\$84,692
- **Public Agency**
\$181,121
- **Small Business**
\$250,508



- **Educational Institution**
\$4,760,839
- **Museum**
\$5,186,706
- **Providers of assistance to the impoverished**
\$15,775,303

Boot Donation

DGS' Federal Surplus division partnered with 4mycity.us in Baltimore to distribute **428 pairs** of men's boots from the Federal Surplus Personal Property Donation Program to **20 Maryland-based, non-profit organizations**.

This highlights the work DGS conducts in Baltimore City and the department's efforts to help Marylanders in need. [\(Press Release 2/3/2023\)](#)

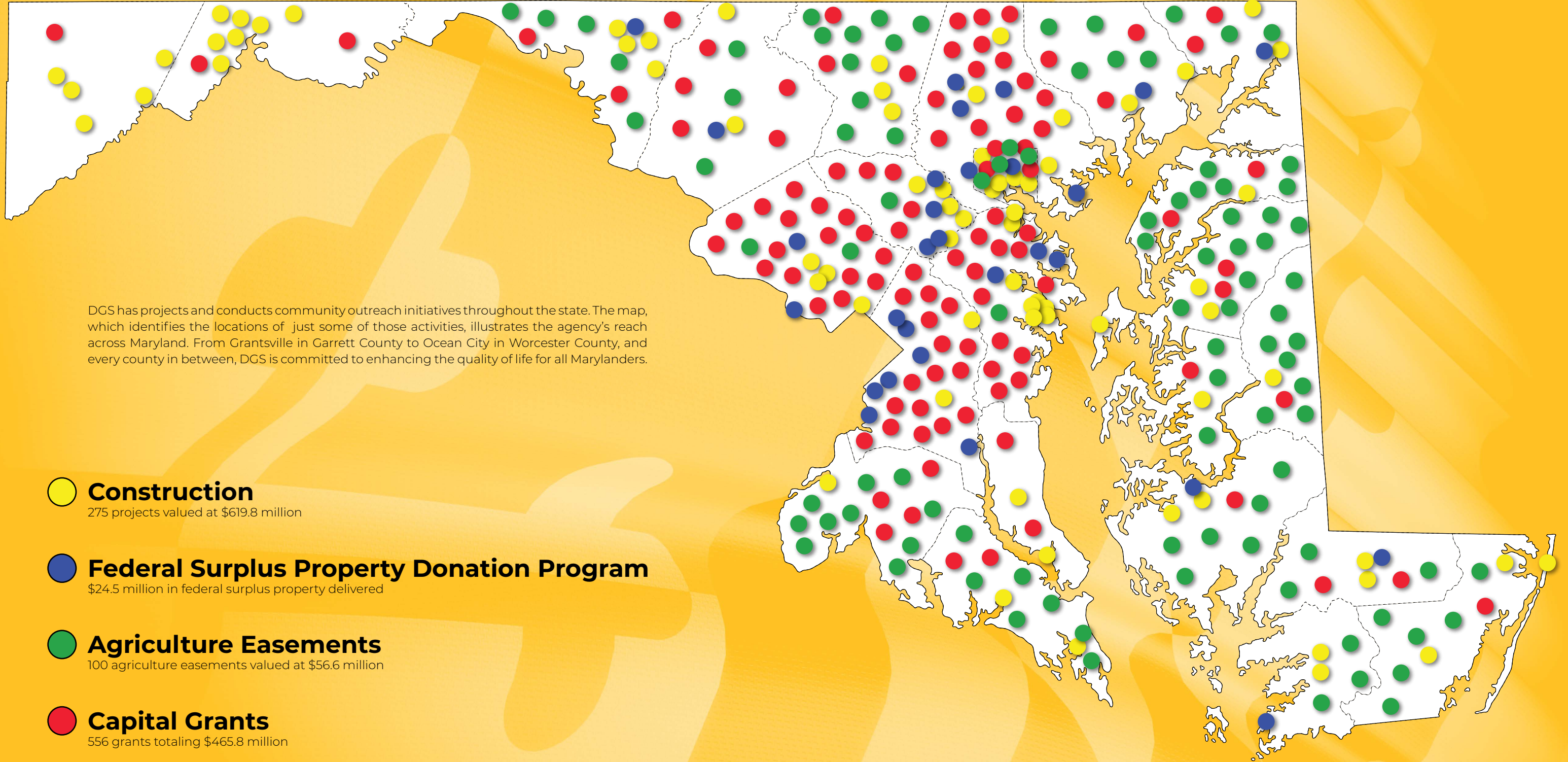


State Surplus: GOVDeals

GOVDeals is a public online auction service DGS uses to sell Maryland's surplus assets. This method of inventory disposal is convenient, green, and a cost savings to our customers. This year DGS generated **\$947,445** (a 58% increase from

2022) in sales from auctioning surplus inventory. In 2023 approximately **4,000** customers have bid and won auctions on the GovDeals site.

Reaching Across Maryland



Special Olympics Maryland

The Maryland Capitol Police (MCP) is proud to continue their relationship with Special Olympics Maryland. This year members of MCP participated in several events that support the great work Special Olympics Maryland does, including:

- Polar Bear Plunge [PLAY VIDEO](#)
- Super Plunge
- Polar Bear Plunge Kickoff
- Deep Creek Dunk
- Law Enforcement Torch Run [PLAY VIDEO](#)
- Special Olympics Summer Games Medal Ceremony

This year, the MCP officers and staff volunteered over 100 hours of their personal time to bring awareness to and raise money for this incredible cause. The team raised over \$12,000 through their efforts and look forward to surpassing that mark this coming year.

Captain Bryan Waser was once again a "Super Plunger" and raised over \$10,000 and jumped into the icy Chesapeake Bay every hour for 24 hours!

Maryland Charity Campaign

Through the 2022 Maryland Charity Campaign, DGS employees donated \$27,550 to support charities across the country. This annual fundraiser encourages state employees to give back to the organizations they most believe in to support their causes.

Coming Together for a Cause

Throughout the year, the employees of the Office of Real Estate (ORE) organized several activities to support individuals and families within our community. Each time, the ORE team came together to collect items such as food and personal care essentials and prepared care packages that were distributed to those in need. These activities include:

- Birthday Packs for Baltimore Hunger Project
- Weekend Survival Kit Program for homeless families
- Care bags for John Hopkins Cancer Center patients undergoing treatment

Harvest Drive

For National End Hunger Month, the Maryland Capitol Police organized a Harvest Food Drive to collect food for families in need. Employees and visitors of state buildings around Maryland were invited to donate non-perishable foods in an effort to provide Thanksgiving meals to families in need. DGS gathered boxes of food items and distributed them to families in need through local pantries and support centers.



Building Energy Transition Implementation Task Force

The Climate Solutions Now Act of 2022 requires that MDE create the Building Energy Transition Implementation Task Force. DGS was appointed as a member and is responsible for recommending programs, policies, and incentives aimed at reducing greenhouse gas emissions from the buildings sector. The DGS Office of Design, Construction and Energy chairs the Large Building Subgroup of the Task Force. DGS' goal is to provide recommendations to the task force on large commercial buildings that fall under the Maryland Building Energy Performance Standards (BEPS). The Task Force consists of private and public representatives and is required to provide a report to the Governor and the General Assembly.

EV Ambassadors

The DGS Office of Energy and Sustainability manages the state's EV Ambassadors group. This group is an internal community of E-mobility users, champions, and enthusiasts across all levels of state government. The purpose of this group is to enable knowledge sharing, improve the charging experience, and promote the benefits of transportation electrification.

Green Building Council

DGS is the supporting agency for the Maryland Green Building Council. The Council guides Maryland's High-Performance Building Program. The council is composed of private sector and state agency membership and makes recommendations regarding implementation of the High-Performance Building Program to the Governor and General Assembly.

Green Purchasing Committee

The DGS Office of Energy and Sustainability chairs the State of Maryland's Green Purchasing Committee (GPC). Established by the Green Maryland Act of 2010, the GPC administers an environmentally preferable purchasing program for the State of Maryland. The GPC provides state agencies with the tools and resources to take advantage of solutions that have already been proven as effective, while signaling the commercial sector to continue their commitment to developing new and environmentally beneficial products and services. In partnership with the Office of State Procurement, an addition tool offered to state agencies is the Green Purchasing Procurement Certification.

The Hearing Accessibility Advisory Board

DGS administers the state's Hearing Accessibility Advisory Board. The board is responsible for monitoring activities of the recipients of state funds to ensure compliance with the requirements for installing assistive listening systems in assembly areas during construction or renovation of the assembly area. The board is comprised of individuals who have expertise in assistive listening systems and the consumers of these systems.

Maryland Food Center Authority

DGS' Office of Real Estate provides support on behalf of the Secretary's Office and supports the lease committee by providing recommendations on various projects. The mission of the MFCA is to develop, own, operate, improve, and maintain real estate projects that provide economical, sanitary and modern facilities for food distribution in the State of Maryland.

Procurement Improvement Council

The state's Chief Procurement Officer, under DGS' Office of State Procurement serves as the Chairman of the Procurement Improvement Council (PIC). The PIC was created to ensure that the state is addressing various procurement policies and procedures related to state procurement and to advise the General Assembly on proposed legislation in order to enhance the efficiency and transparency of state procurement. The PIC meets quarterly with stakeholders to address any concerns related to state procurement.

Smart Growth Subcabinet

DGS' Office of Real Estate provides support on behalf of the Secretary's Office for the Smart Growth Subcabinet and the Smart Growth Coordinating Committee. The Subcabinet oversees the implementation of the state's Smart Growth Policy, recommending changes in state law, regulations, and procedures needed to support the policy. The Committee helps administer programs, projects, and activities in Priority Funding Areas and targeted communities, along with reviewing projects funded as special exceptions.

Office of State Procurement

DGS is a primary procurement agency with numerous responsibilities for purchasing a variety of goods and services statewide for state and local government agencies, as well as non-profit entities. The Office of State Procurement is responsible for the planning, implementation, and coordination of a variety of services offered by DGS

The Office of State Procurement (OSP) was established on October 1, 2019 and is the primary procurement unit for all delegated procurements from the Board of Public Works except for transportation and transportation-related procurements and otherwise exempt procurements.

Maryland Procurement Academy

In 2023, the Maryland Procurement Academy (MDPA) added interactive online on-demand learning opportunities for state employees and vendors. This includes many stand alone interactive on-demand learning courses as well as hosting web channels with video based learning for procurement and the eMaryland Marketplace Advantage (eMMA) eProcurement System for both state staff and vendors.



Maryland Procurement 101

This online interactive on-demand short course gives the users the opportunity to learn and understand the foundational components and principles of state procurement. Topics covered include procurement

hierarchy and authority; contracts and foundations for awards; different types of procurement methods; the state's Corporate Purchasing Card program; socioeconomic policies, and more.

Video Learning

The MDPA created three video-based learning web channels for state employees and vendors. The first is the MDPA web channel, which is dedicated to training materials and webinars for prospective and/or current procurement professionals. The second one for state staff is the eMaryland Marketplace Advantage (eMMA) and is

dedicated to training material and webinars for Maryland procurement staff using the eMMA platform. Additionally, OSP has a web channel for state vendors and prospective vendors dedicated to providing information on how to use eMMA.

Certified Maryland Procurement Officer Program

The Maryland Procurement Academy holds a Certified Maryland Procurement Officer certification program

quarterly. In 2023, 45 procurement professionals from across the state earned their CMPO certificates.

Certified Maryland Procurement Associate Program

New for 2023, the Certified Maryland Procurement Associate (CMPA) program serves as a prerequisite for Maryland's primary credentialing program for Procurement Officers and Procurement Managers within the state's Procurement Career Group, the Certified Maryland Procurement Officer (CMPO) program. Serving as the first tier of the Maryland Procurement Academy's Certification Series, the CMPA program functions as a foundational learning component for current state staff working closely alongside or within procurement.

Certified Maryland Procurement Associate

Serving as the first tier of the Maryland Procurement Academy's (MDPA) Certification Series, the Certified Maryland Procurement Associate (CMPA) program functions as a foundational learning component for current State staff working closely alongside or within procurement, as well as those new to State employment or beginning their State procurement careers.

- Covering a broad range of procurement topics, including ethical procurement, scope of work, market research, contract management, procurement fundamentals, and more!
- Led by experienced procurement professionals who offer a wealth of knowledge and expertise to help create an inviting, informative, and enjoyable learning experience for all audiences.
- Establishing a strong groundwork to help support ongoing career development and growth by earning a CMPA certificate over the course of three weeks and 18 credit hours.

Visit the Maryland Procurement Academy Online | www.procurement.maryland.gov/training

eMaryland Marketplace Advantage

eMaryland Marketplace Advantage (eMMA) is a state-provided procurement service that allows state buyers to collaborate with vendors from the bidding and contracting process to purchasing goods and services all the way through invoicing, reconciliation and payment to vendors.



The eMMA service is based on the commercial Ivalua eProcurement tool, a leading cloud-based eProcurement platform. As a cloud-based, software-as-a-service (SaaS) solution, eMMA is readily available to state users and vendors via the internet. eMMA has modernized Maryland's Procurement process by:

- Creating efficiency and transparency
- Reducing cycle time
- Eliminating paper waste and associated manual processes
- Removing redundancies
- Reducing cost and fraud
- Tracking for audit trail history
- Enhancing vendor relationships
- Expanding small and minority business opportunities
- Streamlining procurement process to attract more vendor participation
- Transitioning from a 30-year-old mainframe to first-class technology
- Adding visibility

Policy, Procurement Compliance & BPW Management Bureau

OSP prepared, reviewed, and published **986 items** DGS Board of Public Works (BPW) agenda items, and agenda items for the BPW Secretary's Agenda. The DGS agenda items include Capital Grants, Real Estate Contracts,

and Procurements Contracts for Executive Branch Agencies for Architecture and Engineering, Construction, Facilities Maintenance, Information Technology, Professional Services, and Commodities.

Office of State Procurement

Blind Industries and Services of Maryland Tour

DGS' Office of State Procurement and Secretary Atif Chaudhry toured Blind Industries and Services of Maryland (BISM). BISM showed how its products and services are provided by individuals with visual impairments and support an underemployed population of Maryland. Secretary

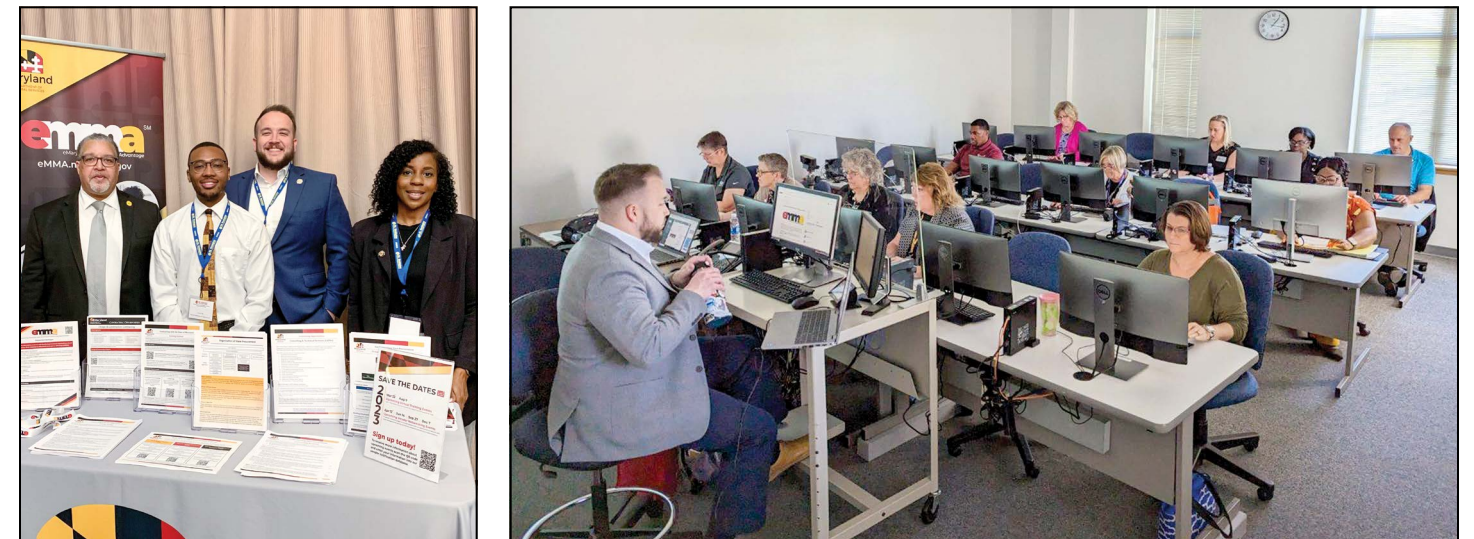
Chaudhry emphasized DGS' continued commitment to BISM and the Preferred Provider program and spoke of ways to strengthen the partnership through communication and active collaboration.



Minority Business Outreach

Throughout the year, DGS participated in a number of minority outreach events. The Office of Strategic Sourcing and Procurement Diversity Programs attends these outreach events to educate various businesses about upcoming contracting opportunities and help them sign up with eMaryland Marketplace Advantage. The Office of

State Procurement also participated in the Bowie State University's Maryland Minority Business Count event where they were able to share upcoming contracting opportunities with Minority Business Enterprise, Small Business Reserve, and Veteran-Owned Small Business Enterprise certified companies.



Business Summit

DGS partnered with the Maryland Department of Transportation (MDOT) and the University System of Maryland (USM) to hold the 8th Annual Business Opportunities & Entrepreneurial Training Summit. This year's event was another **sell-out event** bringing together over **600 attendees** including small, minority, woman, and veteran-owned businesses, prime contractors, state procurement officials, project managers, and a variety of resource partners.

In addition to the planning partners, several other state agencies were represented and shared information on contracting opportunities with their organizations.

- Comptroller of Maryland
- Department of Commerce
- Department of Health
- Department of Housing and Community Development
- Department of Information Technology
- Department of Labor
- Department of Public Safety & Correctional Services
- Maryland State Department of Education
- Maryland State Police

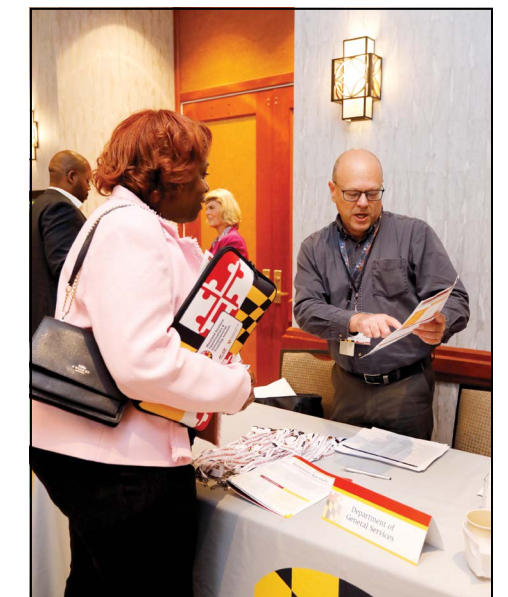
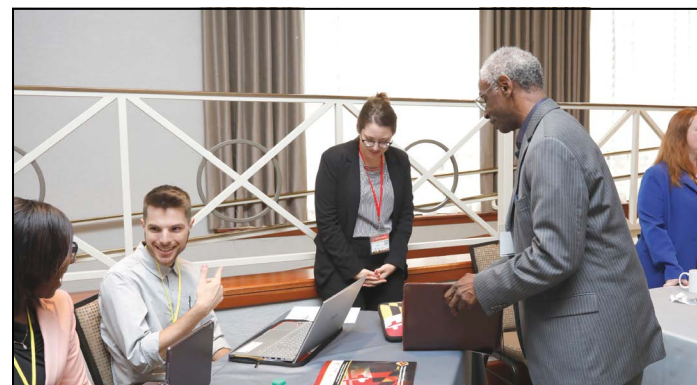
Together, the state agencies who participate in the Summit offer over **\$6.5 billion** in contracting opportunities.

This year's theme of Procurement Resources and Opportunities for Success for Minority, Small & Veteran Businesses focused on providing businesses with the tools, resources, information, and access they need to successfully pursue government contracting opportunities.

The Summit supports the administration's commitment to strengthening participation, compliance, and accountability for Maryland's Minority Business Enterprise program by offering businesses access to technical training, networking opportunities, and valuable information that can be used to help their company succeed in government contracting.

"We must do everything we can, not only to meet our goals, but to exceed them. We've already taken the first step forward in delivering more access and opportunity to our minority-owned businesses in order to create a state that is more economically competitive and inclusive. But we must continue moving forward with speed and strategy—and move in partnership every step of the way." - Governor Wes Moore.

[PLAY VIDEO](#)



Maryland Capitol Police

The **Maryland Capitol Police** (MCP) are a full-service police department that provides police and security services to state owned buildings, parking lots and garages as well as state leased property. The division is comprised of three bureaus; Administration Services, Field Operations, and Support Services.

K-9 Unit

The Maryland Capitol Police Explosive Detection K-9 Unit continues to be the standard for explosive detection in the state. The unit provides K-9 services in state-owned buildings throughout Maryland as well as continuing their commitment to the NFL Ravens, MLB Orioles and the U. S. Naval Academy for special events. To meet the overwhelming requests for K-9 services throughout the state, the unit has added **two additional K-9s** to the team, Max, a yellow lab, and Frost, our first female black lab. The unit now comprises a total of six K-9 Officers and their handlers. [\(Press Release 11/20/2023\)](#)

The unit continues to train weekly to stay proficient in their duties working alongside agencies such as the Maryland State Police, Anne Arundel County Sheriff's Office, and Annapolis Police Department. All Capitol Police K-9 teams

continue to hold national certifications for their craft. Over the past year the K-9 Unit has completed the following activities aimed at ensuring state employee and public safety.

- Scanned **1,860** vehicles
- Searched **130** unattended bags
- Managed **26** rallies
- Assisted other agencies **32** times
- Provided **40** demonstrations for the community
- Conducted **5,185** scans for explosives and firearms
- Responded to **17** bomb/explosive threats
- Canine deployments **456**



National Night Out

On August 1st, 2023, the Maryland Capitol Police participated in the Annual National Night Out in Annapolis and Baltimore City. The mission of the National Night Out is to break down the barriers between law enforcement and the citizens we serve. Citizens and police officers get to know each other and discover mutual goals for the communities they live in and serve. Citizens of Annapolis and Baltimore enjoyed a good time with Capitol Police during the event. The Capitol

Police provided giveaways, conducted demonstrations with the K-9 units, and answered questions from the community. Officers participated with the community in fun activities to include a game of basketball, line dancing, pictures, refreshments, and conversation. These events were supported by a variety of sponsors, food vendors, outreach services, local religious and community organizations, and charitable entities.



MCP's Leadership Development

In 2023, several members of Maryland Capitol Police's command staff participated in intense leadership and professional education programs. Two members of the command attended the prestigious Northwestern School of Police Staff and Command, while another attended the University of Richmond Professional Executive Leadership School. Additionally, several members of the supervision

and command teams attended various schools offered through the FBI Law Enforcement Executive Leadership Development Association. Other members of the agency also completed bachelor's and master's degrees at various universities. The Capitol Police is proud of our leaders and their efforts to meet the needs of 21st century policing and leadership.

Steering Wheel Lock Distribution

MCP remains vigilant and on constant patrol of state buildings & parking lots to ensure the safety of state employees and visitors alike. In an effort to reduce the

number of carjackings in Baltimore City, the MCP provided vehicle steering wheel locks for state employees and visitors who work and live in the Baltimore area.



Safety Workshops

The Capitol Police training staff continued to conduct numerous training workshops for state agencies. These workshops were designed to enhance employee safety both at work and at home. Training sessions included:

- What to do in the event of a Carjacking
- Winter Driving Tips
- Active Shooter Training
- CPR & Automated External Defibrillator

Office of External Affairs

The **Office of External Affairs** is comprised of five offices: Communications, Marketing & Public Engagement, Legislative & Governmental Affairs, Compliance & Audits, and Records Management. The office provides several essential functions, including:

- Establishing and managing standards for the agency's image and operations
- Overseeing the distribution of public information to ensure accuracy and clarity
- Managing state public records to ensure security of information and compliance with applicable regulations
- Facilitating the agency's participation in the legislative process and managing strong relationships with elected officials
- Directing the agency's marketing, promotion, outreach, and external training efforts
- Monitoring the agency's customer service performance metrics
- Monitoring the agency's compliance with applicable laws and regulations.

Office of Communications

The Office of Communications serves to represent the agency and act as the voice of DGS and assure the consistency, quality, and accuracy of communications

to all audiences. This responsibility includes media relations, messaging, digital presence, visual identity, and public relations.

Office of Marketing and Outreach

The Office of Marketing and Outreach is responsible for the oversight of all marketing activities as well as DGS' public image while assuring the consistency and quality of that

image. DGS hosted 28 outreach events and attended 95 outreach events across the state throughout the year.

Office of Legislative and Governmental Affairs

The Office of Legislative and Governmental Affairs serves as the department's legislative liaison to the Maryland General Assembly. The office updates the Secretary and the department of upcoming and related legislative activities,

reviews proposed legislation, provides input on legislative bills, review and submission of mandated reports, and reviews and completes fiscal note requests.



Office of Records Management

The Office of Records Management is responsible for assisting state agencies in developing records retention and disposal schedules and reviewing proposed records retention and disposal schedules. The office is also responsible for developing programs for the efficient management of state, county and local government records, and oversees Public Information Act requests.

- Provided webinars covering best records management practices to over 150 registered State, county, and local government employees
- Managed over 140,000 cubic feet of state government records
- Fulfilled over 2,000 file requests for state agencies
- Completed over 100 Public Information Act (PIA) requests
- Accessioned and shelved 7,208 boxes of state government records

- Disposed of 13,704 boxes of state government records
- Reviewed and processed 107 new records retention schedules
- Held six Records Management 101 webinars for 101 registered participants from state, county, and municipal government
- Provided additional records management training sessions to the Maryland State Lottery & Gaming Control and the Maryland Municipal Clerks Association
- Working with the Department of Information Technology (DoIT) to purchase or develop a digital records management system (DRMS) for non-permanent state government records



Office of Real Estate

The Office of Real Estate is responsible for establishing policy, directing, and coordinating the acquisition, disposal, valuation, and leasing of real property for all state agencies with the exception of the Department of Transportation. The office is comprised of four units, including; Property Acquisition and Disposal, Lease Management and Procurement, Valuation and Appraisal, and Portfolio Management.

State Center Relocation

The Office of Real Estate (ORE) is currently engaged in the largest relocation project ever undertaken in the history of DGS. Seven new lease RFPs totaling approximately 785,000 square feet were brought to fruition and submitted for Board of Public Works approval in 2022. ORE continues to work with those state agencies to move over 4,500 employees from State Center into downtown Baltimore. Those employees represent the following agencies:

- Maryland Department of Aging
- Maryland Department of Budget and Management
- Maryland Department of General Services
- Maryland Department of Health
- Maryland Department of Information Technology
- Maryland Department of Labor
- Maryland Department of Planning
- State Department of Assessment and Taxation
- Comptroller of Maryland
- Department of Legislative Services
- Maryland Tax Court

By implementing new efficient space standards and utilizing telework, DGS was able to reduce the state's space needs by over 20%. Additionally, by relocating agencies from the State Center campus, DGS will avoid the capital improvement costs for the campus of over \$580 million. ORE anticipates that the Comptroller's Office and State Department of Assessments and Taxation will be the first two agencies to relocate from the State Center Campus. The Comptroller's Office - Taxpayer Services Division will be moving in December 2023 prior to the start of tax season, with the balance of the Comptroller's Office and the Department of Assessments and Taxation anticipated to move in late winter or early spring 2024.

All of the other state agencies, with the exception of the Department of Health, are in the process of finalizing construction drawings, obtaining permits, and beginning the construction process with occupancy anticipated by summer 2024. The Department of Health will move in 2025, with DGS being the last agency to vacate the property.



Department of Human Services Leased Property

In February, Secretary Chaudhry and the DGS Real Estate team provided a tour of the new DHS headquarters location at 25 S. Charles St. to Human Services Secretary Lopez.



Comptroller Leased Property

In February, Secretary Chaudhry, Comptroller Lierman, and the DGS Real Estate team toured the new leased space of the Comptroller's Office located at 7 St. Paul St. The new location will provide 67,586 square feet of office space for the

Comptroller's Baltimore operations, and includes enhanced amenities of an on-site gym, auditorium, conference center, and cafe.



Department of Planning Leased Property

In March, Secretary Chaudhry and the DGS Real Estate team provided a tour to Secretary Flora, Department of Planning, of their new headquarters at 120 E. Baltimore Street. The new location includes 19,329 square feet of office space and

is only three blocks from Baltimore's Inner Harbor, offering access to many amenities including retail, restaurants, and public transportation.



Office of Real Estate

Department of Health Leased Property

In April, the Office of Real Estate Toured 300-400 N. Greene Street in Baltimore. The new Maryland Department of Health lease covers 463,000 square feet and will provide office space for more than 2,500 Department of Health employees.

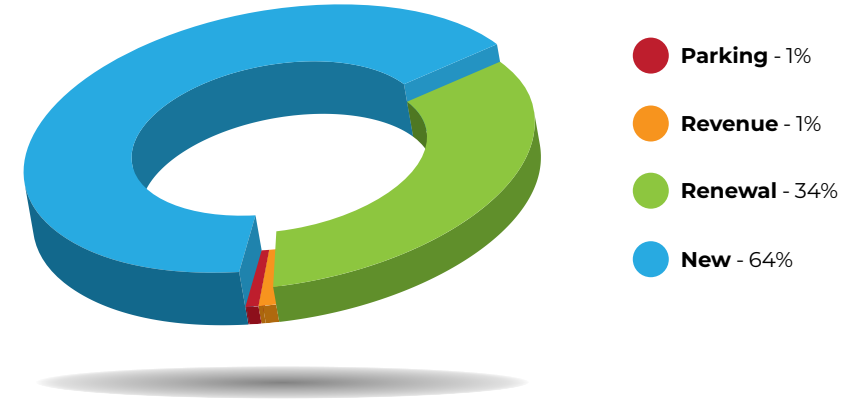


This new location is adjacent to the newly renovated Lexington Market, and will provide state employees with a modern and efficient workspace as well as access to enhanced on-site and outdoor amenities.



Lease Transactions

FY 22, total lease transactions.



Department of Assessment & Taxation Leased Property

In May, the Office of Real Estate held a construction kick-off meeting for the new SDAT HQ relocation project for the new 47,391 square foot facility at 115 Market Place in Baltimore City. Director Michael Higgs and his team were very excited to commence the formal

construction phase of the project with occupancy anticipated in early 2024. Kudos to Roz Johnson, DGS Sr. Construction Manager for guiding this project forward and achieving this important milestone.

Agency / Square Footage	Location
Assessments & Taxation (47,391 Net Square Feet)	115 Market Place, Suites 123 and 200 (aka 700 E. Pratt Street)
Aging (16,876 Net Square Feet)	36 South Charles Street
Comptroller (67,586 Net Square Feet)	7 St. Paul Street
Planning (19,329 Net Square Feet)	120 East Baltimore Street
Budget & Management (44,240 Net Square Feet)	300 East Lombard Street
Labor, DOIT (126,432 Net Square Feet)	100 South Charles Street
Health (463,000 Net Square Feet)	300-400 North Greene Street





We are
DGS!

Divisions and Offices of General Services

Business Enterprise Administration

Capital Grants and Loans Division
Inventory Standards and Support Services Division
Business Outreach and Training Office
Surplus Property Division

Office of Real Estate

Land Acquisition & Disposal
Lease Management & Procurement
Lease Construction & Compliance
Valuation & Appraisal

Office of Design, Construction, & Energy

Energy and Sustainability
Capital Project Management
Facilities Engineering Division
Construction Inspection
Design Services
Public Schools and Community Colleges

Office of State Procurement

Procurement Operations Bureau
eCommerce Management Bureau
Policy, Procurement Review & Reporting Bureau

Office of External Affairs

Communications
Marketing & Outreach
Records Management
Legislative and Governmental Affairs

Office of the Secretary

Legislative Affairs
Human Resources
Public Information
Fiscal Services
Emergency Management
Records Management

Office of Facilities Management

Annapolis Public Buildings and Grounds
Baltimore Public Buildings and Grounds
District Courts and Multi-Service Centers
Computerized Maintenance
Management System Unit

Maryland Capitol Police

Headquarters
Baltimore Division
Annapolis Division
Support Services



Maryland

DEPARTMENT OF
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