



Annual Report 2024

Preserving the Past.
Building the Future.



Maryland

DEPARTMENT OF
GENERAL SERVICES

dgs.maryland.gov

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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

Governor
Wes Moore

Lt. Governor
Aruna Miller

Secretary
Atif Chaudhry

Deputy Secretary
Nelson E. Reichart

Thank you to everyone who contributed to this year's annual report, especially the following members of the Office of External Affairs.

Johnathan Medlock
Eric Solomon
Ellen Robertson

Cristen Ervin
Christian Skipper
Lisa Nissley

Jesse Beavers
Troy Vehstedt
Carolyn Kasimatis

A message from the Governor

I am proud to introduce the 2024 Annual Report from the Maryland Department of General Services. This report reflects our ongoing commitment to excellence in government operations, sustainability, and supporting Maryland's communities.

This year, the department undertook several key projects, including the significant relocation of State Center to Baltimore's central business district. This move enhances access to government services while driving economic growth in the heart of our state's largest city.

Through oversight of the Office of State Procurement, the Department of General Services is ramping up its efforts to strengthen and incentivize diverse local small businesses. We are promoting equitable access to capital and making it easier to start and run a business in Maryland through streamlined licensing, financial support, and technical assistance programs and promoting fair procurement processes, increasing participation from minority-, woman-, veteran-owned, and small businesses.

My deepest appreciation goes to Secretary Atif Chaudhry and his entire team at the Department of General Services. Their leadership and focus on transparency and efficiency have been instrumental in achieving the department's goals. I encourage you to learn more about their efforts and contributions to building a stronger, more sustainable Maryland.

Sincerely,



Wes Moore
Governor



A message from the Secretary

I am pleased to present the 2024 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 Maryland Capitol Police have continued to play a pivotal role in supporting state agency partners to help advance their own missions. We are proud of the key achievements and developments of this past year, such as shepherding over \$2 billion worth of construction projects, dispensing over 20 million gallons of fuel, and managing the disposition of over 175,000 excess and surplus property items with an original cost of over \$93 million.

As we work to support our local partners across the state, the Maryland Capital Police (MCP) responded to 92,070 calls for service, providing a vital lifeline for communities across Maryland. DGS also implemented a full modernization of our grant management system to ensure a more streamlined delivery of over \$3 billion in grants to organizations in every corner of Maryland. Moreover, DGS' Office of Real Estate completed 63 lease transactions with a total value of over \$18 million, which is critical as the state reevaluates its portfolio and pushes for a community focused approach to state-owned property.

DGS is honored to support minority, women, and Veteran-owned businesses in Maryland. In 2024 alone, the OSP awarded MBE businesses over \$144.8 million in FY24. Of that \$71.6 million were made to Women-owned businesses and \$13.7 million were made to Veteran-owned businesses.

DGS also continues to play a crucial role in meeting the Moore/Miller Administration's goals to combat climate change, protect the environment, and be the greenest state in the country. DGS has already installed 295 new charging ports, and is advancing an additional 124 ports throughout Maryland. DGS also installed 33,000 energy-efficient lighting fixtures in state buildings, leading to annual savings of 6,700 MWh of electricity, and the abatement of 4,400 metric tons of CO₂.

I am deeply grateful for your hard work and dedication. Together, we are building a better Maryland, and I look forward to all we will accomplish in the coming year.

Sincerely,



Atif Chaudhry
Secretary, Department of General Services



Ronnie Dampier, Assistant Secretary

DGS' Business Enterprise Administration (BEA) supports enterprise operations through the work of four units: Capital Grants & Loans, Inventory Standards and Support Services, Federal Surplus Property, and Technology Management Office. BEA also oversees Fleet Management, Fuel Management, and the agency's Mail Courier Service. BEA is made up of 38 employees.

Business Enterprise Administration

Federal Surplus Property Program

DGS serves as a liaison between state donees and federal agencies, setting up federal warehouse appointments and allocating requested items from the General Services Administration's Personal Property Management System (PPMS). BEA's Federal Surplus Division ensures legal compliance by following up to confirm that the items requested are being used for their intended purposes, which benefits state agencies and not-for-profit organizations.

Surplus Auctions for the State Center Relocation

The Inventory Standards and Support Services Division (ISSSD), in collaboration with the Maryland Department of Assessment and Taxation, facilitated state agencies seamlessly moving out of State Center by processing Excess Property Disposals at an expedited rate, coordinating auctions with the State Surplus Group on a reduced time frame, and assisting the coordination of payment and scheduling of property retrieval by winning bidders. This project aligned with the Moore-Miller Administration's goals, as the increased volume and speed of sales on the GovDeals market increased agency revenue while benefiting numerous small businesses and non-profit agencies through reduced prices for used equipment and items.

Improved Standard Operating Procedures

The State Surplus Property Team has been working with Towson University to create new standard operating procedures for GovDeals payments. This project, which is intended to reduce ambiguity in the payment process by establishing consistent written procedures, is also expected to increase agency revenue generated by GovDeals sales. Among the new procedures are grouping items together for marketability, reducing the overall size of property lots, and the inclusion of reference photographs in listings. Coaching and training on these procedures are being provided to new Property & Accountable Officers by the State Surplus Property Team on a consistent basis.

Annual Inventory Reporting

Between May and September 2024, the ISSSD implemented and trained agency points of contact in a streamlined Annual Inventory reporting process that included the FY24 Annual Inventory Report of Fixed Assets, the FY24 Annual Inventory Report of Materials and Supplies, and the FY24 Annual Inventory Report of Missing or Stolen Personal State Property. By leveraging Google Surveys for electronic data collection directly from over 200 department, agency, and sub-agency representatives, rather than relying on individual email submissions, this new process reduced DGS' administrative burden and enhanced data accuracy. This improvement aligns with the Moore Administration's goals of increasing efficiency, transparency, and accountability in state operations while ensuring compliance with Maryland State Finance and Procurement Code § 4-306.

Important Numbers:

GovDeals sales totaled **\$1,478,614** in 2024.

May featured the most sales, with **\$134,061.56** of revenue generated in that month alone.

The highest single payment for a listing was **\$25,228.00**.

2,546 individual auctions were processed by BEA.

BEA managed the disposition of over **175,000** excess and surplus property items with an original cost of over **\$93,000,000** in Fiscal Year 2024, while reducing the need for new purchases within state agencies by redistributing over **1,400** items valued at over **\$1,000,000**.

BEA



Capital Grants Management System

BEA launched a state-of-the-art capital grants management system, replacing a cumbersome, manual process with a modernized, cloud-based digital platform. The implementation of this system supports DGS' goal of streamlining processes and procedures for the timely and efficient distribution and administration of capital grants to nonprofit organizations and governmental entities.

Grantees can now access all grant-related transactions through an intuitive self-service portal, which reduces administrative burden and enhancing transparency. Submitters have access to real-time status updates, which reduces the need for follow-up inquiries and ensuring greater accountability throughout the grant process. Enhanced visibility into the management process is expected to result in fewer delays, faster responses, and a system that keeps the public informed about how funds are being used. The new system also supports assistive technology for increased accessibility, ensuring that all Marylanders have equal access to grant opportunities, promoting fairness and equal participation in state-funded programs.

The new system has been praised by Maryland Association of Counties Executive Director Michael Sanderson and Maryland Nonprofits President and Chief Executive Officer Heather Iliff.



OFFICE OF THE GOVERNOR
Wes Moore

Governor Moore Announces Modernized Grant Funding Through New Digital Platform for Capital Grants Management

Published: 10/22/2024

ANNAPOLIS, MD—Governor Wes Moore today announced that the Maryland Department of General Services launched a state-of-the-art capital grants management system, replacing a cumbersome, manual-reliant process with a modernized digital platform. Designed by Submittable, the new platform will manage all grants authorized beginning in 2017 and will deliver increased efficiencies and accessibility for future capital grants administration.

"Today, we continue our work towards modernizing state government to support economic growth," said Gov. Moore. "This administration is choosing to sweat the details of leadership and today's action will ensure that investments we are making in every corner of our state are administered efficiently and as quickly as possible. This is what good government looks like – and we're just getting started."

Annually, the Department of General Services—on behalf of the Maryland Board of Public Works—manages the disbursement of billions of dollars of grants in the state's capital budget. The grants are approved by the Maryland General Assembly and distributed to local governments, nonprofit organizations, arts organizations, among others that support capital construction projects across the state.

With more than 3,000 capital grants and \$3 billion in estimated value under the department's administration, the modernized system will ensure funds are distributed efficiently to more quickly support Maryland's communities. By improving accessibility, transparency and accountability, the system is also designed to enhance public trust in how grants are managed, saving both time and money and ensuring responsible resource allocation.

"The launch of our new capital grant management system marks a significant leap toward a more user-friendly, transparent, and efficient grant management process," said Maryland Department of General Services Secretary Atif Chaudhry. "This will ensure that the funds reach Maryland communities faster and with greater accuracy."

Key benefits of the new capital grant management system include:

Simplified grant management: Grantees may now access all grant-related transactions through an intuitive self-service portal, reducing administrative burden. Increased efficiency not only saves time but also enhances transparency, benefiting Maryland taxpayers by ensuring that funds are distributed more effectively.

Real-time updates: Grant submitters will have access to real-time status updates, reducing the need for follow-up inquiries and ensuring greater accountability throughout the grant process. Streamlining visibility into the management process means fewer delays, faster responses, and a system that keeps the public informed on how funds are being used.

Streamlined process: Automated workflows ensure that submissions and requests move smoothly through the review process, reducing bottlenecks and preventing unnecessary delays. By streamlining operations, the system reduces administrative costs and ensures that taxpayer dollars are used more efficiently.

Enhanced accessibility: The system supports assistive technology, making it accessible to all users, including those with disabilities, to ensure that all Marylanders have equal access to grant opportunities, promoting fairness and equal participation in state-funded programs.

"Counties are grateful for this smart move to streamline public projects across the state," said Maryland Association of Counties Executive Director Michael Sanderson. "A modern process will help us get funding out the door, and put to work."

"We are delighted to see this major improvement in the management of capital grants," said Maryland Nonprofits President and Chief Executive Officer Heather Iliff. "The old, antiquated systems have caused construction delays and increased costs for nonprofits in the past as they renovate state treasures and build new facilities serving the community. We are grateful that the state is investing in the systems we need for a 21st century capital grants program."

Please visit dgs.maryland.gov for more information on the Capital Grants Program.



Important Numbers:

BEA dispensed over **10,500,000** gallons of consigned fuel and over **9,800,000** gallons of bulk fuel in Fiscal Year 2024.

BEA sold over **800** vehicles and equipment items at auction in Fiscal Year 2024, raising over **\$2,300,000** in revenue.

BEA received over **600** reports as part of the Fiscal Year 2024 Statewide Annual Inventory Reporting process, totaling over **\$55,000,000,000** in fixed assets and **\$198,000,000** in materials and supplies.

BEA facilitated the donation of over **27,000** surplus property items in Fiscal Year 2024, with an original acquisition cost of over **\$5,000,000**.

**Michael Wilson,
Chief**

The Maryland Capitol Police is a full-service law enforcement agency responsible for providing police and security services to state-owned buildings, parking lots, garages, and state-leased properties. The department is organized into three key bureaus: Administrative Services, Field Operations, and Support Services, ensuring comprehensive protection and safety across state facilities. MCP is made up of 210 employees.

Maryland Capitol Police

2024 National Night Out

On August 6, 2024, the Maryland Capitol Police joined various law enforcement agencies and public safety organizations in Annapolis and Baltimore to celebrate National Night Out. This event aims to break down barriers between law enforcement and the communities they serve. It provides an opportunity for citizens and officers to connect, foster relationships, and discover shared goals for their neighborhoods.

Residents of Annapolis and Baltimore enjoyed interacting with public safety officials and local leaders. National Night Out addresses historical distrust, builds bridges, and highlights the shared responsibility of ensuring public safety for all who live, work, and play in these communities.

Security Card Processing Center

The Security Card Processing Center (SCPC), operated by the Maryland Capitol Police, is responsible for issuing state ID cards to all state employees, contractors, lobbyists, and local government officials. The SCPC plays a vital role in the security of state facilities by managing proxy access to the state buildings and parking structures.

In FY 2024, SCPC issued 15,240 state identification cards and processed 3,559 parking requests.

K-9 Unit

The Maryland Capitol Police Explosive Detection K-9 Unit comprises six K-9 officers and their handlers. The unit provides K-9 services in Baltimore, Annapolis, and

state-owned buildings throughout Maryland. It also supports many other police departments across the state where bomb detection resources are needed. The MCP K-9 Unit has continued its partnership with the Maryland Stadium Authority, scanning the stadiums for the Baltimore Ravens and Orioles home games.

The work the K-9 officers and their handlers perform is vital to the safety of citizens across Maryland and those who visit our state.

Throughout the year, the MCP K-9 Unit Conducted 7,540 K-9 scans, including:

- 2,284 patrol checks
- 1,543 vehicle scans
- 63 traffic enforcement scans
- 59 VIP event scans
- 52 scans of unattended bags

The K-9 Unit participated in 58 community demonstrations and assisted in three criminal arrests.

Security Officer Appreciation Week

Maryland Capitol Police security officers are often the first point of contact for employees and visitors at state facilities. They not only provide essential services to those conducting business at state facilities but also play a vital role in ensuring the safety of all employees and visitors. Their close coordination with law enforcement and unwavering commitment to duty are invaluable.

From September 17 to 24, these hard-working, dedicated professionals were celebrated during National Security Office Appreciation Week.

Important Numbers:

Responded to **92,070** calls for service.

Conducted **47,684** patrol checks.

Conducted **32,677** building and premise checks.

Secured **92** rallies and demonstrations between July 1, 2023, and June 30, 2024.



MCP

Courtney League, Assistant Secretary

The Office of Design, Construction & Energy (DCE) provides comprehensive services for facilities construction projects for state agencies, from planning and design through construction. DCE manages the Public School & Community College Construction program, overseeing the design of state-funded school construction. DGS oversees a wide range of public improvement projects, ensuring fair and competitive selection of contractors and managing contracts to complete quality projects on time and within budget and works to minimize energy costs and enhance sustainability, managing energy purchasing, performance contracts, and promoting green initiatives in state operations. DCE is made up of 120 employees.

Office of Design, Construction, & Energy

Public School Construction

The Public School Construction Program (PSCP) group has received more than 100 Project Submissions with a cumulative estimated total cost of over one billion dollars during the 2024 calendar year. Local Education Agencies are not authorized to proceed to bid on state-funded or state-supported projects without DGS approval.

School for the Blind Residential Cottages - Baltimore County

The newly constructed residential cottages at the Maryland School for the Blind will serve a dual purpose: providing student housing on the main floors and functioning as a centralized hub for storing textbooks used by visually impaired students throughout the state. These cottages will replace the historic Bledsoe Hall, built in 1953, along with two additional halls constructed in 1981.

Governor Visits 500 North Calvert Street Construction Site

Governor Moore visited the construction site at 500 North Calvert Street, highlighting the energy-efficient design and the significant participation of Minority Business Enterprises (MBEs) and Veteran-Owned Small Business Enterprises (VSBEs) in the project. With 40% MBE and 5% VSBE participation, the project exemplifies the state's commitment to diversity and inclusion in procurement.

The \$68 million project, managed by the Office of Design, Construction, and Energy, involves the complete renovation of the 169,000-square-foot building, which will serve as the new District Court for Baltimore City. Construction began in spring 2023 and is expected to be completed by late spring 2025. Designed to meet the state's latest carbon neutrality goals, the building is also targeting Leadership in Energy and Environmental Design (LEED) certification.

During his visit in February, Governor Moore met with the project's design and construction teams, as well as several MBE subcontractors and consultants, underscoring the importance of sustainable construction practices and inclusive economic participation in large-scale state projects.

Camp Fretterd Turf Field and Gym Upgrade Project - Baltimore County

In September, DGS attended a ribbon cutting ceremony to celebrate the completion of a year-long project that performed significant upgrades to the Camp Fretterd Turf Field and Gym. This project, managed by the Office of Design, Construction, and Energy, provided new training and fitness space for the Maryland Military Department.

Dan's Mountain Bath House and Lifeguard Renovation Project - Allegany County

The Dan's Mountain Bath House and Lifeguard Area Renovation Project involved a comprehensive overhaul of the existing facilities. The renovations included upgraded restrooms, changing areas, and showers for both the men's and women's sections, and added an ADA-accessible family restroom with a private shower and baby-changing station. DCE completed this project in time for the Memorial Day weekend opening, when over 400 people used the renovated pool on its first day.

State Facility Lighting Upgrades - Statewide

DGS installed 33,000 lighting fixtures in state buildings, leading to annual savings of \$1 million, 6,700 MWh of electricity, and the abatement of 4,400 metric tons of CO₂. In support of this initiative, DGS received \$677,355.94 in utility incentives. These energy savings contribute toward the 20% energy reduction target outlined in Governor Moore's "Leading by Example in State Government" Executive Order. Additionally, many projects incorporated state-of-the-art controls, including daylight harvesting and motion sensors, to maximize efficiency.

Statewide Energy Audit

In FY24, the energy auditing program enhanced the Rapid Energy Auditor tool by upgrading its features and functionality. The improvements include a new user interface, a mobile-optimized design, and the ability to rank buildings based on selected criteria. As new data becomes available and is processed, all features will automatically utilize the most up-to-date information.

The program conducted in-depth energy efficiency and decarbonization analyses of approximately 1.8 million square feet of buildings under the DGS Procurement Authority. Initial draft decarbonization Energy Savings Analyses (ESAs) were completed for each location.

Important Numbers:

In FY24, DCE had **143** projects at 95 facilities across the state, with a combined value of approximately **\$162,078,527**. Completed **69** projects with **74** projects are currently still underway.

Handled over **\$2 billion** worth of construction projects.

Dispensed over **20 million** gallons of fuel.

Managed the disposition of over **175,000** excess and surplus property items with an original cost of over **\$93 million**.

Installed **295** new charging ports, and is advancing an additional **124** ports throughout Maryland.

Installed **33,000** energy efficient lighting fixtures in state buildings, leading to annual savings of **6,700 MWh** of electricity, and the abatement of **4,400** metric tons of CO₂.



EPEAT Purchaser Award

In FY24, the Green Purchasing Committee, chaired by the Department of General Services, was awarded the EPEAT Purchaser Award, for the purchase of electronic and IT products, for the 5th year in a row. From the 29,105 EPEAT certified products, the State saw cost savings of over \$4.5 million, and an energy savings of 45,190,867 kilowatt-hours (kWh), equivalent to the electricity to power 3,720 average US households for a year. These impacts include a greenhouse gas reduction of 29,026,291 kilograms of CO₂ equivalents, equal to taking 6,215 average US passenger cars off the road for a year. In FY24, the GPC has currently identified over \$35 million in green spending, with more data still coming in on green purchases.

NASPO ValuePoint EV Charging Station Portfolio

During FY24, DGS led the sourcing project for the National Association of State Procurement Officials ValuePoint Electric Vehicle Charging Station portfolio. This first of its kind contracting vehicle offers public entities across the nation options for EV charging infrastructure to meet the rising demand for green vehicle and environmental initiatives.

DGS Celebrates Earth Day

The event, held at the state office complex in Baltimore, aimed to educate employees and visitors about environmentally friendly options for purchasing and consuming products. It included games, EV charging demonstrations, and tables featuring green vendors and agencies. State employees also had the opportunity to participate in a "Ride and Drive," allowing them to learn about and test drive electric vehicles.

Electric Vehicle Infrastructure

In FY24, DCE completed projects to install charging stations at 10 locations across the state, adding a total of 63 new charging ports throughout Maryland. As of July 1, an additional 280 ports are in the design and procurement phase, with 64 ports currently under construction.

For these efforts, DGS received Gold level Electric Vehicle Adoption Leadership (EVAL) certification from Forth Mobility for 15 DGS-owned locations statewide, including courthouses and office buildings. EVAL is a national workplace charging certification program that recognizes and provides technical assistance to organizations promoting the adoption of clean transportation.

Decarbonization Plan

In response to administration and legislative mandates, DGS is developing decarbonization plans for 23.4 million square feet of facilities under its support. This initiative aligns with the goals of the Climate Solutions Now Act of 2022 and will serve as a roadmap for Maryland to reduce the carbon footprint of state-owned buildings.

Maryland Green Building Council

The Maryland Green Building Council (MGBC), hosted by DGS, plays a critical role in aligning state-funded construction projects with the administration's goal of achieving net-zero carbon emissions by 2045. Meeting monthly, the MGBC guides state agencies in implementing energy-efficient and sustainable design practices for state-owned facilities.

In 2024, in response to a request from the Governor and Legislature, the MGBC initiated the development of Global Warming Potential (GWP) standards for construction materials used in state projects. This collaborative process involves key industry stakeholders, including manufacturers, general contractors, architects, engineers, and representation from 13 state agencies. Initially, these standards will focus on cement and concrete, with the aim of establishing comprehensive benchmarks that support the state's broader environmental goals of minimizing the carbon footprint of state infrastructure projects.



**Johnathan Medlock,
Assistant Secretary**

The Office of External Affairs division is comprised of five units, Communications, Marketing & Public Engagement, Government & Legislative Affairs, Audits & Compliance, and Records Management. OEA is made up of 15 employees.

Office of External Affairs

The Office of External Affairs (OEA) provides several essential functions for the Department of General Services and the State of Maryland, including:

- Establishing and managing standards for the agency's image and marketing
- Overseeing the distribution of public information to ensure accuracy and clarity
- Managing state public records to ensure the security of information and compliance with applicable regulations
- Assuring the consistency and quality of the agency's image in all DGS communications and marketing activities that reach all audiences
- Facilitating the agency's participation in the legislative process
- Directing the agency's marketing, promotion, outreach, and external training efforts
- Overseeing the agency's public and community engagement
- Monitoring the agency's customer service performance metrics
- Establishing policies and procedures to ensure proper performance and adherence to applicable laws and regulations
- Monitoring the agency's compliance with applicable laws and regulations

Communications

The Office of Communications serves to represent the agency, and act as the voice of General Services 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.

Marketing and Outreach

Marketing and Outreach is responsible for overseeing of all marketing activities as well as General Services' public image, while assuring the consistency and quality of that image.

Records Management

Records Management is responsible for assisting state personnel 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. Records Management also oversees Public Information Act requests made to the Department of General Services. In FY24, the Office of Records Management:

- Completed two large-scale purges of State records eligible for disposition
- Collaborated with the Department of Information Technology on the planning for a Statewide electronic records storage platform
- Participated in the National Association of Government Archivists and Records Administrators (NAGARA) Annual Summit
- Produced a training video on handling Public Information Act (PIA) requests.
- Provided webinars and in-person training covering best records management practices to over 300 registered State, county, and local government employees
- Managed over 140,000 cubic feet of state government records
- Fulfilled over 2,000 records requests from state agencies
- Completed over 150 Public Information Act (PIA) requests
- Disposed of over 14,000 boxes of state government records that had met their retention requirements

Legislative and Governmental Affairs

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, manages the review and submission of mandated reports, and reviews and completes fiscal note requests.

Governmental and Legislative Affairs:

- Tracked over 194 bills
- Completed 142 fiscal impact statements
- Reviewed and submitted over 58 mandated reports in 2024

Compliance & Audits

Compliance & Audits is responsible for ensuring the Department complies with the Code of Conduct, Corporate Compliance policies, privacy policies, and agency compliance and audits. Responsibilities of this office include overseeing and implementing training programs and conducting internal investigations into employee misconduct by DGS employees.

Social Media

Platform	Number of Posts	Followers Gained
Facebook	314	478
Twitter	281	*
LinkedIn	294	3,116
Instagram	234	50
YouTube	30	54
Total	1,153	3,698

*Data not available



**Muhammed Abdullateef,
Assistant Secretary**

The Office Facilities Management (OFM) is responsible for the statewide operation and maintenance of 52 buildings totaling over 6,000,000 square feet of space. OFM also oversees two principal office centers, Annapolis Public Buildings and Grounds and Baltimore Public Buildings and Grounds, along with 22 regional Multi-Service Centers. OFM is made up of 169 employees.

Office of Facilities Management

Building Equipment & Analysis Program

Using an innovative, data-driven approach, the Computerized Maintenance Management System (CMMS) Unit has gathered an array of information from monitoring the condition of building equipment. This program, which began in 2022 and is expected to be ongoing for the foreseeable future, has proactively identified issues with building equipment and mitigated the potential for serious issues with critical equipment across all facilities managed by DGS.

LED Lighting Retrofit and HVAC Replacement

In support of the Moore-Miller Administration’s goal of reducing energy costs, and in partnership with the DGS Office of Design, Construction, and Energy (DCE), OFM replaced traditional lighting and outdated HVAC units with LED lighting and more efficient modern systems throughout its Multi-Services Centers. By lowering the energy used in these facilities, OFM will reduce the total cost passed on to taxpayers and limit its carbon footprint. This project was begun and completed in less than 12 months.

King of Jordan Visit

During His Majesty King Abdullah II of Jordan’s visit to Maryland, he engaged with Governor Wes Moore and a select group of Maryland leaders in a roundtable discussion at the State House in Annapolis. This visit underscored the strategic partnership between Jordan and Maryland, focusing on potential collaborations in key industries like academia, biotechnology, and technology.

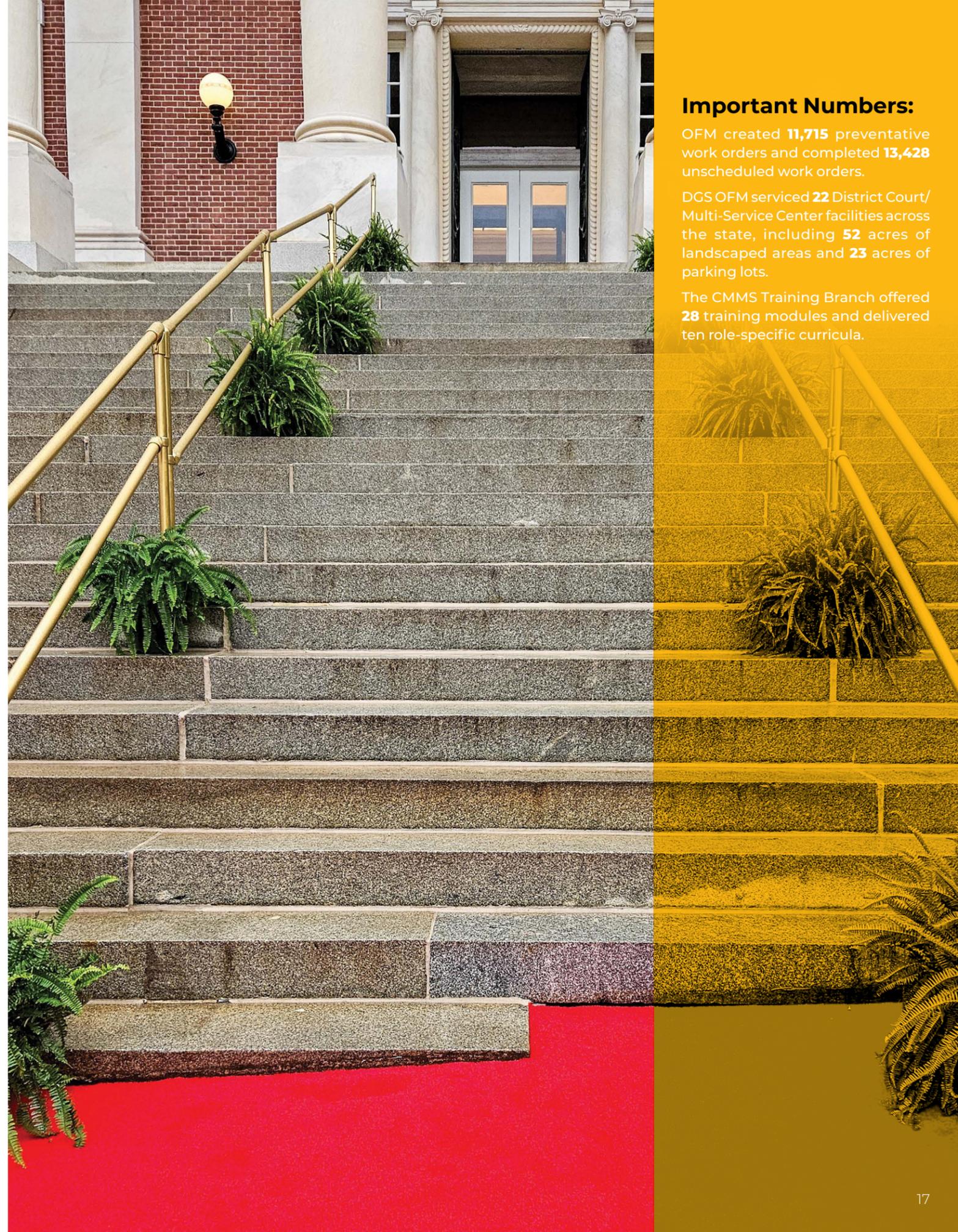
DGS supported the event’s logistics, ensuring a smooth, dignified experience fitting for a historic diplomatic meeting of this scale, marking the first visit of a foreign head of state to the Maryland State House on official business.

DGS staff went above and beyond in preparing the State Capitol grounds and reception room for the historic event. This includes the coordination of the Office of Facilities Management, Maryland Capitol Police, federal, state, and local agencies.

Other

Additionally, OFM:

- Implemented building rounds using QR codes
- Installed 4 new elevators at the Paul Martin District Court/Multi-Service Center
- Launched 24/7 Customer Service Center coverage for the 410-767-1400 phone line
- Developed dashboards and data reporting for various levels of management
- Provided eMaint training and support for sister agencies
- Completed the initial building equipment audits for DGS-managed facilities,



Important Numbers:

OFM created **11,715** preventative work orders and completed **13,428** unscheduled work orders.

DGS OFM serviced **22** District Court/ Multi-Service Center facilities across the state, including **52** acres of landscaped areas and **23** acres of parking lots.

The CMMS Training Branch offered **28** training modules and delivered ten role-specific curricula.

**Wendy Scott-Napier,
Assistant Secretary**

The Office of Real Estate (ORE) is responsible for directing, coordinating, and establishing policy for the acquisition, disposal, valuation, and leasing of real property for nearly all state agencies. The office comprises four units, including Property Acquisition and Disposal, Lease Management and Procurement, Valuation and Appraisal, and Portfolio Management. ORE is made up of 5,500 employees.

Office of Real Estate

State Center Relocation Project

This is the largest relocation project ever undertaken by the agency, seeking to relocate approximately 1,000,000 square feet of office space and 5,000 state employees from Baltimore City's State Center campus, which was constructed in the late 1950s. This project aligns with the Moore-Miller Administration's goals of "Creating an Equitable, Robust, and Competitive Economy" in helping to reduce the vacancy rate in Baltimore's central business district and providing safe, modern workspace for State employees. This also aligns with the goal of "Creating Safer Communities", with the Department of General Services, Maryland Capitol Police creating satellite locations within several of the new agency locations. This project was initiated in late 2021, with the release of the first Request for Proposals (RFP) document to seek new lease space in the commercial business district of Baltimore, and is expected to be complete in 2026.

A total of eleven agencies comprised this relocation project including the Departments of Aging, Assessment and Taxation, Budget and Management, the Comptroller's Office, Disabilities, Health, General Services, Information Technology, Labor, Planning, and the Tax Court. To date, the Department of Assessment and Taxation, the Comptroller's Office, and the Department of Planning have been fully relocated, with the Departments of Labor and Information Technology partially relocated. Several of the new office locations include amenities like EV parking, fitness centers, improved IT infrastructure, restaurants, and touchless fixtures.

Lease Management & Procurement

In keeping with the State's initiatives to provide contemporary, efficient workspaces for state employees and improved locations for the delivery of services, DGS negotiated 20-year lease renewals for the Maryland Department of the Environment's (MDE) 281,201 square feet of space and the Maryland Energy Administration's (MEA) 17,728 square feet of space. These projects include the renovation of office space with updated cubicles, the conversion to fully-electric infrastructure, and the installation of solar panels (a photovoltaic array), which will provide energy credits to the State. These projects will provide efficient, turnkey office spaces to both agencies, which support many of the environmental initiatives recently implemented by the Moore-Miller Administration. Additionally, 10 new lease procurements were issued in FY 24.

Office of the Public Defender – Baltimore City Office Relocation

The Office of the Public Defender's flagship Baltimore City office was relocated to 201 N. Charles Street. The build-out was designed as a space that is as modern as any private law firm to attract and retain top talent. The project covers 32,034 square feet across five floors within a 28-story high rise building that is certified as LEED Gold. The design and construction project is 95% complete, with occupancy anticipated in early 2025. The new space features a modern public services area on the first floor, new offices, new furniture, a new training and conference center, new IT infrastructure and equipment, and new restrooms with touchless fixtures.

Maryland Cannabis Administration

Maryland's newly renovated cannabis lab was completed in April 2024 and is comprised of 5,934 net usable square feet. This facility will be responsible for auditing the results from independent testing laboratories to ensure accuracy, assisting with illicit product investigations, and determining standardized testing methods for the cannabis industry. Maryland is among very few jurisdictions with a cannabis reference laboratory, and it is the first reference laboratory in the country dedicated exclusively to cannabis oversight and managed by a state cannabis regulatory agency.

Department of Human Services Headquarters Relocation

The Department of Human Services Headquarters relocated to a 22-story high-rise at 25 S. Charles Street within the Baltimore City Downtown Central Business District. The build out spans 150,568 square feet across 10 floors and includes modern office space, views of the inner harbor, multiple training and conference rooms, a new lunchroom, new restrooms with touchless fixtures, a new commercial mailroom, new state-of-the-art Central Distribution Center and warehouse, and upgraded IT equipment with redundancy and off-site data storage.

Office of the State Prosecutor

ORE recently completed a lease buildout project for the Office of the State Prosecutor, who relocated in August 2024 from 300 E. Joppa Road, Suite 410, to 40 W. Chesapeake Ave in Towson. The new office comprises 9,107 square feet and includes a secure lobby with integrated camera/intercom and bulletproof glazing on the suite entrance, an expanded server system, solar shades on the windows, a wellness/lactation room, training room, conference room, interview rooms, law library and plenty of storage space.



Important Numbers:

ORE's Lease Construction & Compliance Unit completed **12** new lease construction projects totaling over **560,000** square feet across ten agencies, and are currently designing an additional **800,000+** square feet for several large agencies.

ORE's Land Acquisition & Disposal Unit completed two capital acquisitions of **4.60** acres for **\$7,400,000**, six disposals of **159.3416** acres of state property, three easements on **1.492** acres of state property, and five corrective actions.

In collaboration with the Office of the Attorney General, ORE supported the Maryland Agricultural Land Preservation Foundation's (MALPF) processing of 106 agriculture easements for Board of Public Works approval, totaling **13,698.2764** acres with a transaction value of **\$64,400,933.60**. MALPF also recruited five new title companies and attorneys to handle the State's title and settlement service needs.

ORE's Lease Management & Procurement Unit audited and processed **104** real estate tax escalations and **94** operating expense escalations, and handled **63** lease transactions for the Fiscal Year 2024. These included three new leases, six parking leases, **28** renewal leases, and **26** revenue leases.

Maryland Department of Emergency Management

ORE recently completed a lease buildout project for the Department of Emergency Management (MDEM), which relocated in August 2024 to 7229 Parkway Drive in Hanover, Maryland. The space comprises 36,573 square feet and includes a Secure Room, flexible training space, office space, and a State Emergency Operations Center (SEOC), which is available 24/7/365 for in-person coordination of up to 100 federal, state, local, and non-governmental partners. The facility also includes a full generator, a guardrail around the parking areas, and additional security features.

310 & 311 W. Saratoga Street Release and Termination of Conditional Purchase Agreement

The Maryland Board of Public Works approved a Release and Termination of Conditional Purchase Agreement to transfer 310 & 311 W. Saratoga Street back to Baltimore City for their expanded office needs, including the on-site existing furniture. This release and transfer will ensure that this property continues to support government functions in Baltimore City.

Other Property Acquisitions and Disposals

The Maryland Board of Public Works approved the acquisition of two properties in Bel Air comprising of 4.60 acres at the cost of \$7,400,000. This important initiative, which will support the judiciary efforts in Northern Maryland, will be used for construction of a new Harford County District Court.

The Pikesville Armory, a historic property consisting of 6 buildings spread across 14 acres of land, was transferred to Baltimore County and then to the Pikesville Armory Foundation, giving new life to this historic property. The Foundation intends to redevelop this site into a facility that will enhance the community. This project is the result of coordination between the State of Maryland, Baltimore County, the Maryland Historic Trust, and the Foundation.

Roughly 54 acres of the former Rosewood Hospital Center was approved for transfer to the Maryland Department of Veterans and Military Families and will be used to expand the Garrison Forest Veterans Cemetery. This site will provide a final resting place to honor Maryland's veterans and their eligible dependents. A separate portion of the former Rosewood Hospital property was transferred to St. Thomas Church, which will allow the Church to upgrade its sewer facilities and continue to honor and maintain the Rosewood patient cemetery.

Valuation and Appraisal

ORE's Valuation and Appraisal team has been hard at work re-appraising employee housing dwellings for the Department of Natural Resources (DNR), which are located within the State's various parks, forests, and other DNR-managed locations. While this has traditionally been carried out every three years, no rental appraisals had been conducted since 2017 due to the COVID-19 pandemic. The unit has been working through the backlog of 170 total rental appraisals since 2023, with 60 completed last year and another 32 currently being processed. Five (5) review appraisers completed 590 appraisal reviews and 114 staff appraisals for FY 24. This included a total of 456 appraisal reviews and 71 staff appraisals that were completed for the Department of Agriculture, MALPF program 52 appraisal reviews and 5 staff appraisals that were completed for the Capital Grants and Loans; and 65 appraisal reviews and 30 staff appraisal appraisals completed for the DNR owned rental houses.

Department of Agriculture's Resilient Food Systems Infrastructure (RFSI) Program

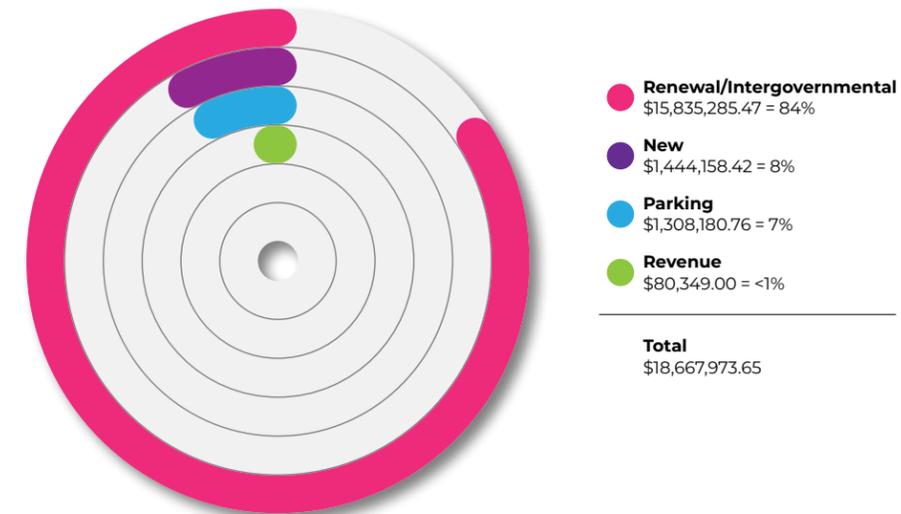
ORE supported and participated in a set of grant application reviews for the Department of Agriculture's Resilient Food Systems Infrastructure (RFSI) Program. This program is to build resilience in the middle of the food supply chain, provide more and better markets to small farms and food businesses, support the development of value-added products for consumers, encourage fair prices and fair wages, and

establish new and safe job opportunities. MDA has a cooperative agreement with USDA for \$3.8 million dollars to implement this grant.

Publications

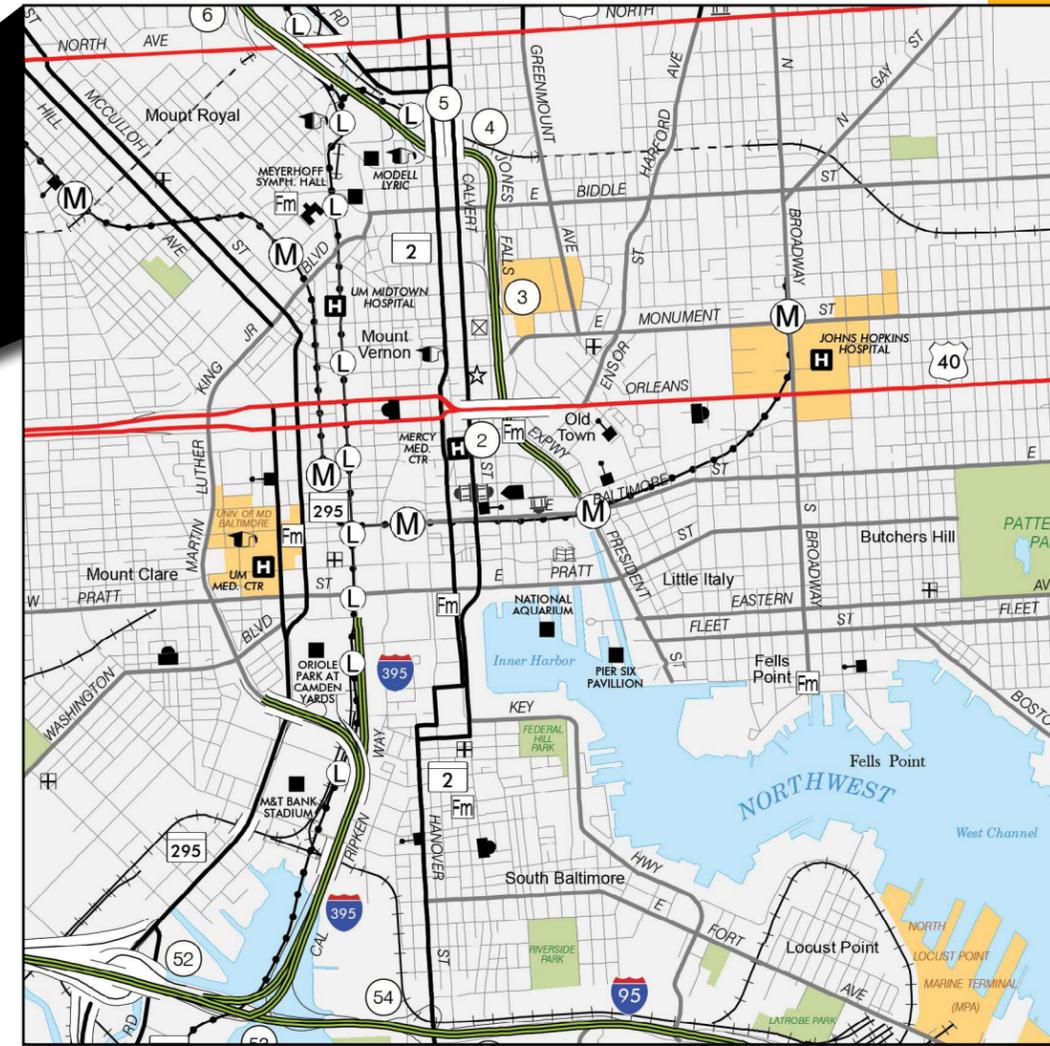
Assistant Secretary Wendy Scott-Napier contributed an article titled "Funding and implementing a lease compliance programme" to Volume 13 Number 3 of the Corporate Real Estate Journal. This reflects the best practices and case study guidance implemented by the ORE team, and will serve to educate and inform other organizations that seek to improve their own lease compliance programs.

Lease Transactions



State Center Relocation in 2024

The successful relocation from the State Center campus for the Department of Assessments and Taxation, the Comptroller's Office, the Department of Planning, the Department of Information Technology, and over half of the Department of Labor.



- 1 Department of Information Technology & Department of Labor**
100 South Charles Street, Baltimore, MD 21202
- 2 Comptroller's Office**
7 St. Paul Street, Baltimore, MD 21202
- 3 Department of Planning**
120 East Baltimore Street, Baltimore, MD 21202
- 4 Department of Assessments and Taxation**
700 East Pratt Street, Baltimore, MD 21202

Chichi Nyagah-Nash, Chief Operating Officer

The Office of the Secretary (OS) is responsible for overseeing the Equal Employment Opportunity and Fair Practices, Human Resources, Emergency Management, Fiscal Services, and Life Safety and Quality Improvement departments. OS is made up of 40 employees.

Office of the Secretary

Human Resources

The Human Resources DGS Leadership Development Program officially kicked off in November 2023 and ended in September 2024.

Its focus was to enhance employee engagement, improve retention, cultivate a positive organizational culture, and strengthen employee and supervisor relationships. A total of 195 supervisors and managers completed the program.

Several supervisors and managers reported utilizing the newly learned concepts and skills to interact with their staff, resulting in a positive outcome. This professional development program aligns with the Administration's goals in regard to retention and employee development to strengthen state government. DGS partnered with Towson University's Dr. Nancy Grasmick Leadership Institute on this initiative.

The DGS Human Resources department hosted the first-ever Career Quest. This recruitment event brought in interested applicants looking for a career at DGS and the many positions we offer, including Accountant, Administrative, Agency Relationship Manager, Building Security Officer, Capital Maintenance Project Engineer, Stationary Engineer, Fiscal Accounts Technician, Internal Auditor, Lease Compliance, Maintenance, Police Officer II, Police Communications Operator, Procurement Officer, and Program Manager. Held on a Saturday, the event was to make it accessible to individuals who otherwise are unable to attend such events during the work week.

Life Safety and Quality Improvement

The Director of Life Safety and Quality Improvement position was launched in January 2024. In addition, to improve safety in the workplace, and draft policies and procedures so that employees understand expected safe work practices. The division aims to reduce workplace injuries and encourage a resilient workforce through health initiatives.

The department's Worker's Compensation carrier provided several Injured Worker's Insurance Fund (IWIF) claims 101 training to all supervisors and managers, and moving forward will provide it during new hire orientation.

In collaboration with Annapolis Fire Department and Baltimore City Fire Department, DGS has trained 118 state employees in CPR/AED, and First Aid. Annapolis Fire Department also provided fire extinguisher training to 70 State employees. We collaborated with Anne Arundel County Health Department and Baltimore City Health Department to provide Naloxone training to DGS employees. We are standing up Safety Committees in all DGS-run buildings to reinforce safety as everyone's responsibility.

DGS was recognized for its commitment to workplace safety and health by participating in Safe + Sound Week 2024. This recognition was granted by the American Industrial Hygiene Association, the Occupational Safety and Health Administration, the National Institute for Occupational Safety and Health, the Center for Construction, the National Safety Council, the American Society of Safety Professionals, and the Voluntary Protection Programs Participants' Association, Inc.

Emergency Management

The Emergency Management Office has standardized new Emergency Action Plans for all DGS facilities. The five consistent protective actions include Hold, Secure, Lockdown, Evacuate, and Shelter. Agency Safety Committees have been created in all DGS buildings. Occupants are responsible for the creation of the Emergency Action Plans and education of all employees in the buildings.

Fair Practices/Equal Employment

The Fair Practices/Equal Employment Opportunity (EEO) department has conducted EEO training for 57 DGS supervisors, managers, and directors.



Office of State Procurement

Maryland Procurement Reform Initiative

In collaboration with the Governor's Office, agency stakeholders, the vendor community, and procurement officials across the State, OSP is developing initiatives aimed at driving innovation, improving processes, and streamlining procurement operations in Maryland. Aligned with the Moore-Miller Administration's goals, this project has brought greater uniformity and consistency not only to OSP but also to agencies across the state. As an ongoing effort, this initiative aims to enhance procurement processes while supporting socially, economically, and disadvantaged-owned businesses.

Procurement Improvement

As part of ongoing efforts to enhance procurement processes and provide consistency for procurement professionals and vendors, OSP undertook a project to update the base templates for Invitations for Bids (IFBs) and Requests for Proposals (RFPs). Procurement officers, contract monitors, and subject matter experts from across the State collaborated to streamline the templates, reducing the IFB from over 100 pages to 34 pages and the RFP from 136 pages to 49 pages. This was achieved by eliminating redundancies and organizing supporting documents by purchase type and programs that vary by procurement, resulting in more efficient and user-friendly templates.

New Office of Performance and Innovation

In August 2024, the Office of State Procurement launched the Innovation and Continuous Improvement (ICI) Unit, a dedicated team focused on enhancing operational performance and efficiency. The ICI Unit employs a human-centric, data-driven approach to empower staff and business partners, ensuring that procurement processes deliver maximum value to Maryland's citizens and communities. By integrating lean methodologies, standardizing procurement practices, and promoting a culture of continuous improvement, the ICI Unit aims to position Maryland as a leader in public procurement.

Through strategic collaboration and a commitment to operational excellence, the ICI Unit is working to streamline procurement operations, fostering a more efficient marketplace that supports economic growth and opportunity. This initiative underscores OSP and DGS' shared vision of optimizing procurement processes to drive innovation and sustainable growth for the workforce and vendor community.

Important Numbers:

Awarded over **\$127 million** in new contracts, modifications, and renewal options to certified Minority Business Enterprises (MBEs).

The IT and Professional Services Unit conducted **463** award packages and **349** solicitation reviews for agency procurements.

Submitted **839** agenda items to the Board of Public Works.

Wallace Sermons II, Chief Procurement Officer

The Office of State Procurement (OSP) is the central authority responsible for overseeing and managing procurement processes across most state agencies. Its mission is to ensure the efficient, transparent, and fair acquisition of goods and services that support the operations of the state of Maryland.

OSP is committed to fostering economic growth by supporting a diverse and inclusive supplier community, including minority-, women-, and Veteran-owned businesses, as well as socially and economically disadvantaged enterprises. Through strategic initiatives, policy development, and training programs, OSP works to continuously improve procurement processes, streamline operations, and enhance the overall performance of state procurement. OSP is made up of 97 employees.

OSP

Maryland Procurement Forum

In March 2024, the Maryland Procurement Academy hosted the inaugural Maryland Procurement Forum, bringing together procurement professionals from all levels of state government. This event was the first of its kind in Maryland, focusing on fostering innovation, collaboration, and knowledge-sharing through thought-provoking discussions, teamwork, networking, and creative problem-solving. The forum provided a unique opportunity for participants to form meaningful connections, spark creativity, and further advance procurement practices across Maryland.

Designed to inspire collaboration, the Maryland Procurement Forum offered a comfortable yet stimulating environment where participants could engage in dynamic discussions and share ideas. By blending informative presentations with interactive sessions and a relaxed atmosphere, the forum established a platform for procurement professionals to expand their networks, strengthen their community of colleagues, and collaborate across all levels of government.

Maryland Procurement Academy Certification Programs

The Maryland Procurement Academy (MDPA) oversees two tiers of state certification programs: the Certified Maryland Procurement Associate (CMPA) series and the Certified Maryland Procurement Officer (CMPO) series. As of October 2024, 99 individuals have successfully earned their CMPA credentials. A total of 170 anticipated by the end of the year. Additionally, 52 individuals have achieved their CMPO credential, with a forecast of 95 by year's end.

eLearning

The Maryland Procurement Academy (MDPA) developed two distinct eLearning modules—one tailored for state staff and the other for vendors and businesses—covering the fundamentals of public procurement in Maryland. As of October 2024, the eLearning module for state staff has successfully engaged 297 participants, while the vendor module has seen 277 successful completions. The MDPA is set to launch additional eLearning modules by the end of the year.

Green Purchasing

The Maryland Procurement Academy (MDPA) collaborates with the Department of General Services' Green Purchasing Committee to develop and deliver the Green Purchasing Specialist program. This supplemental and post-graduate training program is designed for Certified Maryland Procurement Officers who seek to enhance their education, awareness, and expertise in green procurement practices in Maryland. In 2024, the MDPA successfully graduated 26 new Green Purchasing Specialists, increasing the total number of certified Green Purchasing Specialists in Maryland to 68.

MDPA by the Numbers

- Vendor Training Attendance
January – October 2024: 3,513 total
Forecasted for January – December: 4,932 total
- Small Business Reserve (SBR) participants: 2,207
- Minority Business Enterprise (MBE) participants: 1,786
- Veteran-Owned Small Business Enterprise (VSBE) participants: 333
- State Staff Training Attendance (Year-to-Date): 2,808
- Forecasted State Staff Attendance for 2024: 3,942



Committees

Maryland Green Purchasing Committee

DGS Chairs the Maryland Green Purchasing Committee. The Maryland Green Purchasing Committee is a state-led initiative dedicated to promoting environmentally responsible procurement practices across all state agencies. The Committee works to integrate sustainable principles into the state's purchasing decisions, ensuring that goods and services procured by the State of Maryland minimize environmental impact and align with broader sustainability goals.

Maryland Green Building Council

DGS serves as an ex officio member of the Maryland Green Building Council. The Maryland Green Building Council evaluates cost-effective high-performance building technologies and advises on their use in state facility construction to expand green building in Maryland. The Council's annual report includes recommendations for implementing a state high-performance building program.

Sustainable Growth Subcabinet

DGS serves as an ex officio member of the Sustainable Growth Subcabinet. The Subcabinet helps implement Sustainable Growth Policy, recommending to the Governor changes in State law, regulations, and procedures. The Subcabinet also oversees the Priority Places Strategy and works to create, enhance, support, and revitalize sustainable communities across Maryland.

Procurement Improvement Council

The Chief Procurement Officer chairs the Procurement Improvement Council (PIC). The Council ensures that the State addresses procurement policies and procedures effectively while advising the General Assembly on proposed legislation to improve the efficiency and transparency of state procurement. The PIC meets quarterly with stakeholders to discuss and resolve concerns related to state procurement processes.

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.

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' provides 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.

Maryland Food Center Authority

ORE participates in the Maryland Food Center Authority (MFCA) as an ex-officio board member and provides support to the procurement and leasing committees for this entity. 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.

Conferences

National Association of State Facilities Administrators

Following a presentation given at the 2023 annual conference of the National Association of State Facilities Administrators (NASFA) on "Funding and Implementing a Lease Compliance Program," Assistant Secretary Wendy Scott-Napier was asked to submit an article to the Journal of Corporate Real Estate on this topic to provide best practice guidance to other government administrators. Her article was published in the Spring 2024 edition of the Journal.

Federal Real Property Association

Maryland was also one of three states selected from across the country to participate in a virtual panel discussion hosted by the Federal Real Property Association in July 2024 on approaches to a post-pandemic workplace. Scott-Napier shared how state agencies have adapted to the new hybrid work model, and how DGS in particular has helped lead this effort with updated space standards and new approaches to office space in leased facilities.

NASPO Reach

The National Association of State Procurement Officials (NASPO) REACH Conference leverages the collective experience of state procurement staff from across the country. During the conference, DGS chairs the Eastern Region Council Meetings providing opportunities for procurement colleagues to share best practices and innovative approaches to state procurement.

NASPO Annual Conference

NASPO's Annual Conference provides a platform for the NASPO Community to interact, network, and conduct the organization's businesses in a positive, cohesive manner. The goal of this year's conference was to provide an environment where members could learn, network, and partner. As the Chair of the Eastern Region Council Meeting during the conference, DGS is responsible for facilitating productive conversations around procurement improvement and collaboration.



Giving Back

Special Olympics Maryland

The Maryland Capitol Police (MCP) proudly continued its partnership with Special Olympics Maryland. MCP officers participated in key fundraising and awareness events, including:

- Polar Bear Plunge
- Deep Creek Dunk
- Law Enforcement Torch Run
- Summer Games Medal Ceremony

Furthering MCP's commitment to this great organization, Major Bryan Waser holds a position on the Law Enforcement Torch Run executive board. Collectively, MCP team members dedicated over 100 volunteer hours and raised several thousand dollars to support the volunteers and athletes of Special Olympics Maryland.

Baltimore Hunger Project

In February, the Baltimore Hunger Project reached out to the community for support in assembling "Birthday Packs" for school-age children in Baltimore City and County. Responding to the call, the ORE staff generously contributed enough supplies to create 15 complete Birthday Packs. Each pack contains everything needed for a child to celebrate their birthday with a cake. These 15 packs played a vital role in helping the Baltimore Hunger Project reach its goal of collecting 104 Birthday Packs, bringing joy and celebration to children in need.

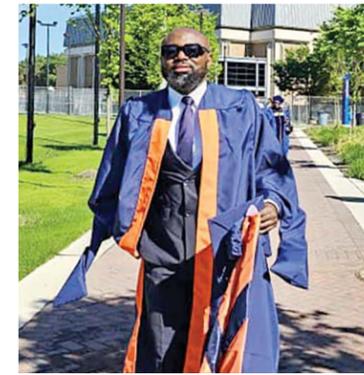
Harvest Drive

In November 2024, the Maryland Capitol Police organized a Harvest Drive to support families in need during the Thanksgiving season. Drop boxes were placed in state buildings across Annapolis and Baltimore, where employees and visitors contributed non-perishable food items. These donations will be delivered to local pantries and support centers, where they will be assembled into care packages to provide meals for families across Maryland.

Letters to our Veterans

This year, during Take Your Kids to Work Day, children were encouraged to create birthday cards for the veteran residents of Charlotte Hall Veterans Home. The project saw enthusiastic participation, resulting in 36 heartfelt cards being sent to the facility.





Divisions and Offices of the Maryland Department of General Services

Business Enterprise Administration

Capital Grants and Loans
Inventory Standards and Support Services
Technology Management
State Agency for Surplus Property

Maryland Capitol Police

Headquarters
Baltimore Division
Annapolis Division
Support Services

Office of Design, Construction, & Energy

Project Cost Center
Capital Project Management
Design Review Service
Construction Inspection
Facilities Engineering
Energy & Sustainability
Public Schools & Community Colleges

Office of External Affairs

Communications
Marketing and Outreach
Records Management
Legislative and Governmental Affairs
Policy and Compliance

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

Office of Real Estate

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

Office of the Secretary

Human Resources
Equal Employment Opportunity and Fair Practices
Fiscal Services
Emergency Management
Life Safety and Quality Improvement

Office of State Procurement

Procurement Operations
Procurement Infrastructure
Innovation and Continuous Improvement

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Maryland

DEPARTMENT OF
GENERAL SERVICES

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