

Amendment #1 – State of Maryland, Request for Proposals #: LA-11-24

The following modifications are hereby made a part of the State of Maryland R.F.P. LA-11-24:

The following language is deleted from Page 53 of the RFP (ORE LCU Space and Personnel Present and Projected Requirements):

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	
Sr. Lease Const Mgr (1 Contract)	2	-	1	3	-	-	2	150

And Replaced with the following language:

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	
Sr. Lease Const Mgr (1 Contract)	2	-	1	3	-	-	3	150

The following language is deleted from Section 2.6 of the RFP:

1. Proposal must be received on Thursday, June 13, 2024, by 3:30 PM EST.

And Replaced with the following language:

1. Proposal must be received on Tuesday, July 2, 2024, by 3:30 PM EST.

The space program attached in the RFP document has also been amended to address the above referenced typo. Any item throughout the space program that has been altered has been **highlighted in yellow**. The revised space program is attached to this amendment as an exhibit.

Information may be found on eMMA by clicking the link below:

https://emma.maryland.gov/page.aspx/en/bpm/process_manage/44001/

RFP 11-24 Adjacencies and Additional Notes

The following describes the adjacencies and general notes for each unit of RFP 11-24. Please note additional detail can be found on the space program itself as it relates to special conditions for individual program requirements.

Office of the Secretary

- Required to be in its own enclosed suite.
- Items labeled “DGS Common Area Special Purpose” are independent from the office of the Secretary and are to be centrally located for all units of DGS.

BEA

- All BEA units can be contained in one suite, however BEA as a whole needs to be in its own secured area and cannot contain other units.
- Please note the Mail Sorting Room is required to be in close proximity to the building loading dock.

DBM

- Located in its own suite ideally adjacent to DCE. If possible also close to OSP.

DCE

- Per above located adjacent to DBM and OSP. Also to be located in its own suite.

EEO

- Should be located in an area with little foot traffic. If possible should be located near the AG’s office.
- Cannot be located near HR or the Secretary’s Office.
- Requires a dedicated suite.

Fiscal Services

- In an enclosed suite located near HR.

Human Resources

- Should be located in a secure Suite off of the elevator. Ideally a floor with minimal foot traffic.
- If possible should be near Fiscal Services per the above.

MCP

- Headquarters and Admin Services Bureau can be located in the same suite. OPS Bureau, Special Services Bureau, and K9 Unit all need to be in separate secure areas.
- Restrooms on any floor with MCP located within it should be code-locked so general public can not access.

- Security Card Processing Area and Waiting Area in the Support Services Bureau should be in a centrally located area- ideally near the DGS Common Area Special Purpose space. It should be set up like a storefront with workstations behind a transaction counter.
- The SCPC Supervisor and Admin Specialists within the Admin Services Bureau tab are to be located within the Security Card Processing Area.

MTC

- The space should be separated into the client area, and the staff area. The client area will consist of the waiting area, courtroom, secondary hearing room, and huddle room. All other requirements should be separated and have a separate secure entrance.
- The backside of the court room and secondary hearing room should also open into the staff area.
- Courtrooms are to be located on the interior of the space with no windows.

OAG

- To be located in its own secure suite.
- Should be located near EEO per the above.

OFM and External Affairs

- All to be located in separate secure areas.

ORE

- All ORE divisions can be located in one suite.

OSP

- Can be located near DBM and DCE. Should be in its own suite.

Total SF by DGS Unit

AGENCY

TOTAL SF REQUIRED

Business Enterprise Administration (BEA)	9,340
Department of Budget Management (DBM)	3,510
Design, Construction & Energy (DCE)	13,830
EEO	360
Fiscal Services	2,775
Human Resources	1,805
Maryland Capitol Police (MCP)	16,750
Maryland Tax Court (MTC)	4,590
Office of the Attorney General (OAG)	3,550
Office of Facilities Management (OFM)	2,520
Office of External Affairs	2,990
Office of Real Estate (ORE)	5,265
Office of State Procurement (OSP)	13,670
Office of the Secretary	<u>8,765</u>
DGS TOTAL SF REQUIREMENT	89,720

Office of the Secretary SPACE AND PERSONNEL: Present and Projected Requirements													
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Secretary	1	-	-	1	-	1	-	250		-	-	-	-
Deputy Secretary	1	-	-	1	-	1	-	200		-	-	-	-
Executive Assistant	2	-	-	2	-	2	-	220		-	-	-	-
COO	1	-	-	1	-	1	-	150		-	-	-	-
Special Assistant	1	-	-	1	-	1	-	110		-	-	-	-
Data Analyst	-	-	-	-	-	-	3	-		3	-	3	150
Performance Improvement Manager	-	-	-	-	-	1	-	-		1	-	1	110
Life Safety Director	1	-	-	1	-	1	-	110		-	-	-	-
Emergency Management Director	1	-	-	1	-	1	-	110		-	-	-	-
Executive Hoteling	-	-	-	-	-	-	3	-		3	-	3	150
TOTAL THIS PAGE	8	-	-	8	-	9	6	1,150		7	-	7	410
TOTAL OTHER PAGES	-	-	-	-	-	-	-	-		-	-	-	-
A. TOTAL OFFICE SPACE:	8	-	-	8	-	9	6	1,150		7	-	7	410
SPECIAL PURPOSE SPACE					# of Staff/Items		Square Feet			Number of Items		Square Feet	
Secretary Conference Room (20 ppl) (Door to Secretary office and common area)					1		400			-		-	
Huddle Room (4-6ppl)					1		120						
Team Room (10-12ppl)					1		240						
Fax/Copy/Mail Room					1		80			-		-	
Reception Area					1		125			-		-	
Kitchenette					1		80			-		-	
Storage Room					1		80			-		-	
DGS COMMON AREA SPECIAL PURPOSE (Centrally Located to all units)					-		-			-		-	
Training Center (Partitioned)					1		2,000						
Conference Center (Partitioned)					1		2,000			-		-	
DGS Agency Breakroom (Partitioned - Adjacent to Conf. Center) (Need sufficient millwork, butlers kitchen, a few regrigerators, a few microwaves, 4 top tables that can be combined)					1		1,200			-		-	
Wellness/Lactation Rooms (with Sink and Millwork)					3		240			-		-	
Quiet Rooms (Table and 2 chairs)(Prayer Rooms)					2		160			-		-	
Huddle Room (4-6 ppl) (Near conference center)					4		480						
					-		-			-		-	
			b. Total Special Purpose			7,205			Grand Totals		7,205		
			Sub-Total (a and b):			8,355			Total Space		8,765		
			TOTAL SQUARE FEET:			8,355			Years:		8,765		

BEA Special Purpose | SPACE AND PERSONNEL: Present and Projected Requirements

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
TOTAL THIS PAGE	-	-	-	-	-	-	-	-		-	-	-	-
TOTAL OTHER PAGES	41	-	3	44	-	10	42	3,810	-	9	-	9	510
A. TOTAL OFFICE SPACE	41	-	3	44	-	10	42	3,810		9	-	9	510
SPECIAL PURPOSE SPACE					# of Staff/Items		Square Feet			Number of Items		Square Feet	
<u>TECHNOLOGY MGMT</u>													
<i>Lab Area (Work room for technology repair)(keycard access) (w/ Shelving)</i>					1		200			-		-	
<i>Storage Room (Old equipment)(keycard access)</i>					1		80			-		-	
<i>Equipment Room (keycard access)</i>					1		800			-		-	
<i>Loaner Equipment Room (keycard access)</i>					1		80			-		-	
<i>Loading Dock & Receiving Area*</i>					-		-			-		-	
<i>Copy/File/Mail Room (shared with ISSD)</i>					-		-			-		-	
<i>Copiers (ISSD, CG, SP)</i>					3		45			-		-	
<i>Kitchenette (sink and millwork)(to be shared across division)</i>					1		80						
<u>ISSD</u>													
<i>Reception Area*</i>					1		95			-		-	
<i>Fax/Copy/Mail Room</i>					1		80			-		-	
<i>Surplus Storage room (furniture, equip., etc.)</i>					1		480			-		-	
<i>Supply room</i>					1		80			-		-	
<i>File Room (20x11)</i>					1		220			-		-	
<i>Huddle Room (4-6 ppl)(Can be used as an office in the future, if needed)</i>					1		120						
<i>Kitchenette (sink and millwork)(to be shared across division)</i>					1		80			-		-	
<u>CAPITAL GRANTS</u>													
<i>Fax/Copy/Mail Room</i>					1		80			-		-	
<i>Supply room</i>					1		80			-		-	
<u>SURPLUS PROPERTY</u>													
<i>*Mail Sorting Room / Shipping & Receiving (includes 3 staff in cubicles for d</i>					1		1,000			*Should be in close proximity to Loading Dock/Receiving Area remainder of surplus property items to be in administrative area			
<i>Supply Room (in mail room)</i>					1		80						
<i>Central Storage Room (Office Supplies)</i>					1		150						

<i>File Cabinets (5 drawer - Letter)</i>		2	30		-	-
<u>ASSISTANT SECRETARY</u>						
<i>Fax/Copy</i>		1	80			
<i>Huddle Room (4-6 ppl)</i>		2	240			
<i>Focus Room (1-2 ppl)</i>		2	140			
<i>Conference room (15 people) <u>(Note: Moved from Capital Grants)</u></i>		1	400			
<i>Executive Conference Room</i>		1	300		-	-
		-	-		-	-
		-	-		-	-
	<i>b. Total Special Purpose</i>		5,020		Grand Totals	5,020
	<i>Sub-Total (a and b):</i>		8,830		Total Space	9,340
	<i>TOTAL SQUARE FEET:</i> —————▶		8,830		Years:	9,340

Revised July 2013

BEA Assistant Secretary | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)
Form 680-1
(Use with Form 680-1)

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Assistant Secretary	1	-	-	1	-	1	-	150		-	-	-	-
Director of Operations	1	-	-	1	-	1	-	110		-	-	-	-
Administrative Assistant	-	-	-	-	-	-	1	-		1	-	1	50
Program Analyst	2	-	-	2	-	-	2	100		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	4	-	-	4	-	2	3	360		1	-	1	50

Revised July 2013

**BEA Technology Management | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)**

**Form 680-1
(Use with Form 680-1)**

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Technology Manager	1	-	-	1	-	1	-	110		-	-	-	-
Administrative Officer III	-	-	-	-	-	-	2	-		2	-	2	100
Desktop Support	1	-	-	1	-	-	1	50		-	-	-	-
Desktop Support Lead	1	-	-	1	-	-	1	50		-	-	-	-
Program Manager	1	-	-	1	-	3	-	330		-	-	-	-
IT Analyst	2	-	-	2	-	-	2	100		-	-	-	-
Systems Admin	1	-	-	1	-	-	1	50		-	-	-	-
CIO	1	-	-	1	-	1	-	110		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	8	-	-	8	-	5	7	800		2	-	2	100

Revised July 2013

BEA ISSD | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)
Form 680-1
(Use with Form 680-1)

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Program Mgr III	1	-	-	1	-	1	-	150		-	-	-	-
Administrator III	1	-	-	1	-	1	-	110		-	-	-	-
Program Mgr II	1	-	-	1	-	1	-	110		-	-	-	-
Adminstrative Officer II	1	-	-	1	-	-	1	50		-	-	-	-
Administrative Officer III	2	-	-	2	-	-	2	100		-	-	-	-
Administrator I	5	-	-	5	-	-	5	250		-	-	-	-
Administrator IV	-	-	1	1	-	-	1	50		-	-	-	-
Administrator III	2	-	-	2	-	-	3	100		1	-	1	50
Administrator III	4	-	-	4	-	-	2	100		-	-	-	-
Administrative Aide*	1	-	-	1	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	18	-	1	19	-	3	14	1,020		1	-	1	50

Revised July 2013

BEA Capital Grants | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)
Form 680-1
(Use with Form 680-1)

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Director (Program Mgr IV)	1	-	-	1	-	1	-	110		-	-	-	-
Deputy Director (Program Mgr I)	1	-	-	1	-	1	-	110		-	-	-	-
Grants Administrator (Admin I)	4	-	-	4	-	-	6	200		2	-	2	100
Compliance Analyst	1	-	-	1	-	-	2	50		1	-	1	50
Grants Coordinator (Admin Aide)	1	-	1	2	-	-	2	100		-	-	-	-
Construction Compliance Officer	2	-	-	2	-	-	2	100		-	-	-	-
Grant Administrator (Admin III)	1	-	-	1	-	-	1	50		-	-	-	-
Admin Spec II	-	-	1	1	-	-	1	50		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
				-		-	-	-		-	-	-	-
TOTAL THIS PAGE:	11	-	2	13	-	2	14	770		3	-	3	150

**BEA Surplus Property | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)**

**Form 680-1
(Use with Form 680-1)**

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	SQ. FEET		FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Administrator I	3	-	-	3	-	-	4	150		1	-	1	50
Fiscal Accounts Technician	1	-	-	1	-	-	1	50		-	-	-	-
Office Clerk (Mail Room)*	2	-	-	2	-	-	2	100		-	-	-	-
Office Supervisor (Mail Room)*	1	-	-	1	-	-	1	50		-	-	-	-
Office Clerk	1	-	-	1	-	-	1	50		-	-	-	-
Administrator III	1	-	-	1	-	1	-	110		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
TOTAL THIS PAGE:	9	-	-	9	-	1	9	510		1	-	1	50

Revised July 2013

DBM SPACE AND PERSONNEL: Present and Projected Requirements													
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Executive Director	1	-	-	1		1	-	150		-	-	-	
Assistant Director	1	-	-	1		1	-	110		-	-	-	-
Team Leader	2	-	-	2		3	-	220		1	-	1	110
Budget Analyst	1	-	-	1		-	1	50		-	-	-	-
Budget Analyst	5	-	-	5		5	-	550		-	-	-	-
Budget Analyst	2	-	-	2		2	-	220		-	-	-	-
Budget Analyst	2	-	-	2		3	-	220		1	-	1	110
Assistant/ Budget Analyst	-	-	-	-		-	3	-		3	-	3	330
TOTAL THIS PAGE	14	-	-	14	-	15	4	1,520		5	-	5	550
TOTAL OTHER PAGES	-	-	-	-	-	-	-	-		-	-	-	-
A. TOTAL OFFICE SPACE	14	-	-	14	-	15	4	1,520		5	-	5	550
SPECIAL PURPOSE SPACE					# of Staff/Items		Square Feet			Number of Items		Square Feet	
Large Conference Room (25 people)					-	1	500			-		-	
Waiting Area (seating)					-	1	120			-		-	
Kitchenette (sink and millwork)					-	1	80			-		-	
Team Room (10-12ppl)					-	1	240			-		-	
Huddle Room (4-6ppl)						1	120			-		-	
Fax/Copy/Mail Room					-	1	80			-		-	
Storage Room					-	1	160			-		-	
Focus Room					-	2	140			-		-	
					-	-	-			-		-	
										-		-	
										-		-	
										-		-	
			b. Total Special Purpose			1,440			Grand Totals		1,440		
			Sub-Total (a and b):			2,960			Total Space		3,510		
			TOTAL SQUARE FEET:			2,960			Years:		3,510		

DCE SPACE AND PERSONNEL: Present and Projected Requirements													
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Admin		-	3	3			3	150		-	-	-	-
Admin Officer I	1	-	-	1	-		1	50		-	-	-	-
Admin Officer III	3	-	-	3	-		3	150		-	-	-	-
Admin Spec III	-	1	-	-	-	-	-	-		-	-	-	-
Administrator II	5		-	5	-		5	250		-	-	-	-
Adminstrator III	7	-	-	7	-		8	350		1	-	1	50
Administrator IV	5	5	-	5	-	6		550		1	-	1	110
Administrator VI	1	1	-	1	-	1		110		-	-	-	-
Building Construction Inspector	5	18	-	5	-		8	250			3	3	150
Capital Const Eng-Arch II	8	-	-	8	-	9		880		1	-	1	110
Capital Const Eng-Arch Senior	8	-	-	8	-	9		880		1	-	1	110
Capital Const Eng-Arch Supervisor	5	-	-	5	-	5	-	550		-	-	-	-
Interns							4			4		4	200
TOTAL THIS PAGE	48	25	3	51	-	30	32	4,170		8	3	11	730
TOTAL OTHER PAGES	49	3	3	52	-	9	46	5,970		3	-	3	150
A. TOTAL OFFICE SPACE:	97	28	6	103	-	39	78	10,140		11	3	14	880
SPECIAL PURPOSE SPACE					# of Staff/Items		Square Feet			Number of Items		Square Feet	
CONFERENCE ROOM 1 (Partitioned)					1		600			-		-	
CONFERENCE ROOM 2					1		300			-		-	
Kitchenette - with sink and millwork					3		240			-		-	
STORAGE ROOM (keycard access)					2		160			-		-	
COPIER ROOM (with millwork)					1		200			-		-	
COPIERS					2		30			-		-	
RECEPTIONIST OPEN AREA (adjacent to offices w/ desk & seating)					-		115			-		-	
FOCUS ROOM					2		140			-		-	
FILE ROOM (16 lateral / 16 letter)(keycard access)					1		500			-		-	
HOTELING STATIONS (Part time/Field shared workstations)					15		525			-		-	
					-		-			-		-	
					b. Total Special Purpose		2,810			Grand Totals		2,810	
					Sub-Total (a and b):		12,950			Total Space		13,830	
					TOTAL SQUARE FEET: —————>		12,950			Years:		13,830	

Revised July 2013

DCE | SPACE AND PERSONNEL
DCE | PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)
Form 680-1
(Use with Form 680-1)

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Capital Const Maint Eng-Arch II	27	-	1	28	-	31		3,080		3	-	3	330
Capital Maint Proj Eng-Arch II Supervisor	6	-	-	6	-	6		660		-	-	-	-
Capital Projects Asst Director	1	-	-	1	-	1		110		-	-	-	-
Consultant	-	1	-	-	-	-	-	-		-	-	-	-
Control Agency Procure. Assoc. Lead	1	-	-	1	-		1	50		-	-	-	-
Exec. Associate I	1	-	-	1	-		1	50		-	-	-	-
Executive VIII	1	-	-	1	-	1		150		-	-	-	-
Maint. Eng Manager	1	-	-	1	-	1		110		-	-	-	-
Program Manager III	4	2	1	5	-	5		550		-	-	-	-
Program Manager IV	2	-	1	3	-	3		330		-	-	-	-
Program Manager Senior I	1	-	-	1	-	1		110		-	-	-	-
Program Manager Senior II	3	-	-	3	-	3		330		-	-	-	-
	48	3	3	51	-	52	2	5,530		3	-	3	330

Revised July 2013

DCE | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)
Form 680-1
(Use with Form 680-1)

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Program Senior Manager III	1	-	-	1	-	1	-	110		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
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TOTAL THIS PAGE:	1	-	-	1	-	1	-	110		-	-	-	-

Revised July 2013

EEO | SPACE AND PERSONNEL: Present and Projected Requirements

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
EEO Director of Fair Practice & EEO	1	-	-	1	-	1	-	200		-	-	-	-
Investigator	-	-	-	-	-	1	-	-		1	-	1	110
Investigator	-	-	-	-	-	-	1	-		1	-	1	50
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
TOTAL THIS PAGE	1	-	-	1	-	3	1	200		2	-	2	160
TOTAL OTHER PAGES	-	-	-	-	-	-	-	-		-	-	-	-
A. TOTAL OFFICE SPACE:	1	-	-	1	-	3	1	200		2	-	2	160
			b. Total Special Purpose				-		Grand Totals		-		
			Sub-Total (a and b):				200		Total Space		360		
			TOTAL SQUARE FEET:				200		Years:		360		

Human Resources SPACE AND PERSONNEL: Present and Projected Requirements													
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
HR Director	1	-	-	1	-	1	-	110		-	-	-	-
HR Deputy Director	1	-	-	1	-	1	-	110		-	-	-	-
HR Supervisor	1			1		1		110					
HR Officer III (Supervisor)	2	-	-	2	-	1	-	110		-	-	-	-
HR Officer II (Recruiter)	2	-	-	2	-	-	2	100		-	-	-	-
HR Officer II (Medical Svcs.)	1	-	-	1	-	-	1	50		-	-	-	-
Administrator II (Training)	1	-	-	1	-	-	1	50		-	-	-	-
*Personnel Associate II	1	-	-	1	-	-	-	-		-	-	-	-
HR Officer II	-	-	-	-	-	-	2	-		2	-	2	100
Interns	-	-	-	-	-	-	2	-		2	-	2	100
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
TOTAL THIS PAGE	10	-	-	10	-	4	8	640		4	-	4	200
TOTAL OTHER PAGES	-	-	-	-	-	-	-	-		-	-	-	-
A. TOTAL OFFICE SPACE:	10	-	-	10	-	4	8	640		4	-	4	200
SPECIAL PURPOSE SPACE					# of Staff/Items		Square Feet			Number of Items		Square Feet	
Training/Conference Room					15		300			-		-	
File cabinets / wire rack storage units (keycard access)					12		260			-		-	
(fileroom / supply room area)													
*Reception open area					1		105			-		-	
(to include space for 3 people in waiting area)					-		-			-		-	
Kitchenette (to include sink and milwork)					1		80			-		-	
Fax/Copy/Mail room, open space					1		80			-		-	
Focus room					2		140			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
			b. Total Special Purpose				965			Grand Totals		965	
			Sub-Total (a and b):				1,605			Total Space		1,805	
			TOTAL SQUARE FEET:		→		1,605			Years:		1,805	

MCP Special Purpose SPACE AND PERSONNEL: Present and Projected Requirements													
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
	-	-	-	-	-	-	-	-		-	-	-	-
TOTAL THIS PAGE	-	-	-	-	-	-	-	-		-	-	-	-
TOTAL OTHER PAGES	144	-	-	144	10	24	22	5,790	-	7	-	7	650
A. TOTAL OFFICE SPACE	144	-	-	144	10	24	22	5,790		7	-	7	650
SPECIAL PURPOSE SPACE					# of Staff/Items		Square Feet			Number of Items		Square Feet	
<u>HEADQUARTERS</u>													
<i>Storage Room</i>					1		80			-		-	
<i>File Room</i>					1		100			-		-	
<i>Conference Room</i>					1		240			-		-	
<i>Kitchenette (with sink & millwork)</i>					1		80			-		-	
<i>Fax/Copy/Mail Room</i>					1		80			-		-	
<i>Receptionist*</i>					1		125			-		-	
BALTIMORE DIVISION - OPS BUREAU													
<i>Receptionist*</i>					1		125						
<i>Property and Evidence Room</i>					1		200			-		-	
<i>Interview Room</i>					1		80			-		-	
<i>Conference Room</i>					1		120			-		-	
<i>Police Locker Rooms/Male & Female - To include bathroom stalls & 2 showers per each</i>					2		1,200			-		-	
<i>Security Locker Area (open area with 30 lockers)</i>					1		120			-		-	
<i>Kitchenette (with sink & millwork)</i>					1		80			-		-	
<i>Roll Call Area (Open area with chairs, tv, podium)</i>					1		400			-		-	
<i>Storage Room (bicycles, segway, etc.)</i>					1		300			-		-	
<i>Storage Room (office)</i>					1		80			-		-	
<i>Fax/Copy/Mail Room</i>					1		80			-		-	
SUPPORT SERVICES BUREAU													
<i>Receptionist*</i>					1		125						
<i>Master Storage</i>					1		800			-		-	
<i>Training Classroom (computer lab - also to include gun lockers)</i>					1		900			-		-	
<i>Training Storage Room (keycard access)</i>					1		200			-		-	
<i>Mat Room (Mat Flooring - to be professionally installed)</i>					1		800			-		-	

<i>Simulator Room (high ceilings - 10ft)(connected to training room with locked door)</i>	1	1,400		-	-
<i>Armory (Block Walls, no drop ceilings, keycard access)</i>	1	300		-	-
<i>Fax/Copy/Mail Room</i>	1	80		-	-
<i>Kitchenette (with sink & millwork)</i>	1	80		-	-
<i>Security Card Processing Area (Open area storefront or lobby)(to include 1 office and 3 cubi</i>	1	400		-	-
<i>Waiting Area for Security Card Processing (only chairs)</i>	20 people	200		-	-
<i>Emergency Communications</i>	1	200		-	-
ADMIN SERVICES BUREAU					
<i>Interview Room</i>	1	80		-	-
<i>Secured File Room (Keycard access)</i>	1	220		-	-
<i>Receptionist* (to be an additional desk in Headquarters reception area as the 2 units will be</i>	1	75		-	-
K-9					
<i>Canine Storage</i>	1	80		-	-
<i>Grooming/Laundry (plumbing, laundry hook ups)</i>	1	160		-	-
<i>Kennels (10 cages)</i>	-	600		-	-
<i>Dog Run (Can be interior or exterior, exterior preferred)(need plumbing and drainage)</i>	1	120		-	-
	-	-		-	-
	-	-		-	-
	-	-		-	-
	-	-		-	-
	-	-		-	-
	-	-		-	-
	<i>b. Total Special Purpose</i>	10,310		Grand Totals	10,310
	<i>Sub-Total (a and b):</i>	16,100		Total Space	16,750
	<i>TOTAL SQUARE FEET:</i> —————→	16,100		Years:	16,750

Revised July 2013

MCP Headquarters | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)
Form 680-1
(Use with Form 680-1)

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Chief of Police	1	-	-	1	-	1	-	150		-	-	-	-
Deputy Chief of Police	1	-	-	1	-	1	-	110		-	-	-	-
Major	3	-	-	3	-	3	-	330		-	-	-	-
Management Assoc.	1	-	-	1	-	1	-	110		-	-	-	-
Admin. Specialist*	1	-	-	1	-	-	-	-		-	-	-	-
Executive Officer	-	-	-	-	-	1	-	-		1	-	1	110
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	7	-	-	7	-	7	-	700		1	-	1	110

Revised July 2013

MCP OPS Bureau | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)
Form 680-1
(Use with Form 680-1)

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Captain	1	-	-	1	-	1	-	110		-	-	-	-
Lieutenant	2	-	-	2	-	2	-	220		-	-	-	-
Administrative Aide*	1	-	-	1	-	-	-	-		-	-	-	-
Administrator I	1	-	-	1	-	1	-	110		-	-	-	-
Sergeant	8	-	-	8		6	-	440		2	-	2	220
Police Officer	32	-	-	32	-	-	7	350		-	-	-	-
Security Officer	62	-	-	62	-	-	8	400		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	107	-	-	107	-	10	15	1,630		2	-	2	220

Revised July 2013

**MCP Support Services Bureau | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)**

**Form 680-1
(Use with Form 680-1)**

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Captain	1	-	-	1	-	1	-	110		-	-	-	-
Lieutenant	2	-	-	2	-	2	-	220		-	-	-	-
Admin Aide*	1	-	-	1	-	-	-	-		-	-	-	-
Administrator III/Camera Storage	1	-	-	1	-	1	-	210		-	-	-	-
Computer Network Specialist II	1	-	-	1	-	1	-	110		-	-	-	-
Agency Buyer	1	-	-	1	-	1	-	110		-	-	-	-
Police Officer	1	-	-	1	1	1	-	210		1	-	1	110
Training Supervisor	1	-	-	1	-	1	-	110		-	-	-	-
Investigator	1	-	-	1	-	2	-	110		1	-	1	110
Intelligence Officer	1	-	-	1	-	1	-	110		-	-	-	-
Supply Officer II (located in Master	1	-	-	1	-	-	1	50		-	-	-	-
	12	-	-	12	1	11	1	1,350		2	-	2	220

Revised July 2013

**MCP Admin Services Bureau | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)**

**Form 680-1
(Use with Form 680-1)**

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Captain	1	-	-	1	-	1	-	110		-	-	-	-
Lieutenant	2	-	-	2	-	2	-	220		-	-	-	-
Admin. Aide*	1	-	-	1	-	-	-	-		-	-	-	-
Sergeant	5	-	-	5	-	5	-	550		-	-	-	-
Investigator	1	-	-	1	-	2	-	110		1	-	1	110
SCPC Supervisor**	1	-	-	1	-	1	-	110		-	-	-	-
Admin. Specialists**	3	-	-	3	-	-	3	150		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	14	-	-	14	-	11	3	1,250		1	-	1	110

Revised July 2013

MCP K-9 | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)
Form 680-1
(Use with Form 680-1)

POSITION TITLE	GRADE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
		FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Supervisor	SLE005	1	-	-	1	-	1	-	110		-	-	-	-
Police Officers	SLE003	5	-	-	5	-	-	4	100		2	-	2	100
	-	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-	-		-	-	-	-
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	-	-	-	-	-	-	-	-	-		-	-	-	-
TOTAL THIS PAGE:		6	-	-	6	-	1	4	210		2	-	2	100

Revised July 2013

MTC SPACE AND PERSONNEL: Present and Projected Requirements													
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Chief Judge Tax Court	1	-	-	1	-	1	-	300		-	-	-	-
Judge Tax Court	4	-	-	4	-	4	-	800		-	-	-	-
Clerk Tax Court	1	-	-	1	-	1	-	150		-	-	-	-
Administrator IV	1	-	-	1	-	1	-	110		-	-	-	-
Executive Associate	1	-	-	1	-	1	-	110		-	-	-	-
Office Secy I	1	-	-	1	-	-	1	50		-	-	-	-
Office Clerk I	-	1	-	1	-	-	2	50		-	1	1	50
Law Clerk	1	-	-	1	-	-	3	50		2	-	2	100
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
TOTAL THIS PAGE	10	1	-	11	-	8	6	1,620		2	1	3	150
TOTAL OTHER PAGES	-	-	-	-	-	-	-	-		-	-	-	-
A. TOTAL OFFICE SPACE:	10	1	-	11	-	8	6	1,620		2	1	3	150
SPECIAL PURPOSE SPACE					# of Staff/Items		Square Feet			Number of Items		Square Feet	
Courtroom Currently space for three Judges, Office Clerk,					-		825			-		-	

OAG SPACE AND PERSONNEL: Present and Projected Requirements													
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Principal Counsel	1	-	-	1	-	1	-	250		-	-	-	-
Deputy Counsel	1	-	-	1	-	1	-	200		-	-	-	-
Sr Counsel	5	-	-	5	-	5	-	750		-	-	-	-
Assist Attorneys General	3	-	4	7	-	10	-	770		3	-	3	330
Management Associate	1	-	-	1	-		1	50		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
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	-	-	-	-	-	-	-	-		-	-	-	-
TOTAL THIS PAGE	11	-	4	15	-	17	1	2,020		3	-	3	330
TOTAL OTHER PAGES	-	-	-	-	-	-	-	-		-	-	-	-
A. TOTAL OFFICE SPA	11	-	4	15	-	17	1	2,020		3	-	3	330
SPECIAL PURPOSE SPACE					# of Staff/Items		Square Feet			Number of Items		Square Feet	
Law Library (built in adjustable shelving)					-		300			-		-	
Conference Room					-		300			-		-	
Copier/Supply Room					-		80			-		-	
File Room (14 Lateral File Cabinets)					-		225			-		-	
Kitchenette (with sink and millwork)					-		80			-		-	
Storage (50 boxes of files)					-		100			-		-	
Receptionist Area (insided secured suite)					-		115			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
			b. Total Special Purpose					1,200		Grand Totals		1,200	
			Sub-Total (a and b):					3,220				Total Space	
						TOTAL SQUARE FEET:			3,220			Years:	

OFM SPACE AND PERSONNEL: Present and Projected Requirements													
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Asst Secretary-Facilities	1	-	-	1	-	1	-	150		-	-	-	-
Director of Operations	1	-	-	1	-	1	-	110		-	-	-	-
Director of Administration	1	-	-	1	-	1	-	110		-	-	-	-
Administrator V	1	-	-	1	-	1	-	110		-	-	-	-
Program Manager I	1	-	-	1	-	1	-	110		-	-	-	-
Administrator II	1	-	-	1	-	1	-	110		-	-	-	-
Administrator I	2	-	-	2	-	2	-	220		-	-	-	-
Administrative Officer II	1	-	-	1	-	1	-	110		-	-	-	-
Administrative Specialist II (Assistant)	1	-	-	1	-	1	-	110		-	-	-	-
*Administrative Specialist II	3	-	-	3			3	150		-	-	-	-
**Data Analysis Supervisor	-	-	-	-	-	1	-	-		1	-	1	110
**Data Analysis Technician	-	-	-	-	-	-	4	-		4	-	4	200
TOTAL THIS PAGE	13	-	-	13	-	11	7	1,290		5	-	5	310
TOTAL OTHER PAGES	-	-	-	-	-	-	2	100		2	-	2	100
A. TOTAL OFFICE SPACE:	13	-	-	13	-	11	9	1,390		7	-	7	410
SPECIAL PURPOSE SPACE					# of Staff/Items		Square Feet			Number of Items		Square Feet	
*Customer Service Center (closed room)					3 Staff		-			-		-	
**Operations Center (closed room)					7 Staff		-			-		-	
Building Systems Branch - Storage Equipment Room (Secured - Key card access)					1		100			-		-	
Copier/File Room/Office Supplies Room					2		160			-		-	
Conference Room					11		220			-		-	
Kitchenette (with sink and countertops)					1		80			-		-	
CMMS Supply Room					1		80						
Operations Center Supply room (secured - key card access)					1		80			-		-	
					b. Total Special Purpose		720			Grand Totals		720	
					Sub-Total (a and b):		2,110			Total Space		2,520	
					TOTAL SQUARE FEET:		2,110			Years:		2,520	

Revised July 2013

OFM | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)
Form 680-1
(Use with Form 680-1)

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
**Administrator II		-	-	-	-	-	2	-		2	-	2	100
	-	-	-	-	-	-	2	-		2	-	2	100

Revised July 2013

External Affairs SPACE AND PERSONNEL: Present and Projected Requirements													
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Director of Public Information	1	-	-	1	-	1	-	110		-	-	-	-
Director of Marketing & Public Engagement	1	-	-	1	-	1	-	110		-	-	-	-
Outreach Coordinator	1	-	-	1	-	1	-	110		-	-	-	-
Digital Media Producer	1	-	-	1	-	1	-	110		-	-	-	-
External Affairs & Social Media Officer	1	-	-	1	-	1	-	110		-	-	-	-
Assistant Secretary	1	-	-	1	-	1	-	150		-	-	-	-
Director of Office Policy	-	-	-	-	-	1	-	-		1	-	1	110
Director of Compliance & Audits	-	-	-	-	-	1	-	-		1	-	1	110
Compliance & Audit Specialist	-	-	-	-	-	-	1	-		1	-	1	50
Office Policy Specialist	-	-	-	-	-	-	1	-		1	-	1	50
Executive Assistant to Assistant Secretary	-	-	-	-	-	1	-	-		1	-	1	110
Hotel workstations/Interns (cubicles)	5	-	-	5	-	-	5	250		-	-	-	-
TOTAL THIS PAGE	11	-	-	11	-	9	7	950		5	-	5	430
TOTAL OTHER PAGES	-	-	-	-	-	-	-	-		-	-	-	-
A. TOTAL OFFICE SPACE:	11	-	-	11	-	9	7	950		5	-	5	430
SPECIAL PURPOSE SPACE					# of Staff/Items		Square Feet			Number of Items		Square Feet	
<i>Conference Room</i>					1		400			-		-	
<i>Electronics Storage Room (keycard access)</i>					1		100			-		-	
<i>Marketing/Promotional Storage Room (keycard access)</i>					1		230						
<i>Fax/Copy/Mail Room</i>					1		80			-		-	
<i>Kitchenette (with Sink and millwork)</i>					1		80			-		-	
<i>Audio/Visual Room (soundproof - recording sessions) (secured keycard access)(20x30)</i>					1		600			-		-	
<i>Huddle Room (4-6ppl)</i>					1		120			-		-	
					-		-			-		-	
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ORE Assistant Secretary SPACE AND PERSONNEL: Present and Projected Requirements													
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Asst. Secretary	1	-	-	1	-	1	-	150		-	-	-	-
Dir.of Operations	1	-	-	1	-	1		150		-	-	-	-
Office Manager (located near storage room)	1	-	-	1	-	1	-	110		-	-	-	-
Executive Assistant	1			1			1	50					
Portfolio Manager	1	-	-	1	-		1	50		-	-	-	-
Chief, Lease&Proc	1			1	-	1	-	110					
Dep. Chief, Lease&Proc	1	-	-	1	-	1	-	110		-	-	-	-
Sr. ARM	2	-	-	2	-		2	100		-	-	-	-
ARM (1 Contract)	4	-	1	5	-		6	250		1	-	1	50
Brokers	8	-	-	8	-	-	8	400		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
TOTAL THIS PAGE	21	-	1	22	-	5	18	1,480		1	-	1	50
TOTAL OTHER PAGES	22	4	3	28	-	5	18	1,450		-	-	-	-
A. TOTAL OFFICE SPACE:	43	4	4	50	-	10	36	2,930		1	-	1	50
SPECIAL PURPOSE SPACE					# of Staff/Items		Square Feet			Number of Items		Square Feet	
Conference Room /30 Staff- Large (w / subdividable room partitions)					30		600			-		-	
File Room					50 file cal		750			-		-	
Storage Room					1		160						
Kitchenette (sink and millwork)					1		80			-		-	
Fax/Copy/Mail Room					1		80						
Receptionist					-		135			-		-	
Huddle Room (4-6ppl)					2		240			-		-	
Team Room (10-12ppl)					1		240			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
			b. Total Special Purpose			2,285			Grand Totals		2,285		
			Sub-Total (a and b):			5,215			Total Space		5,265		
			TOTAL SQUARE FEET:			5,215			Years:		5,265		

ORE LCU | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)
Form 680-1
(Use with Form 680-1)

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Chief, Lease Const./Comp.	1	-		1	-	1	-	110		-	-	-	-
Deputy Chief, Lease Const./Comp.				1		1		110					
Sr. Lease Const Mgr (1 Contract)	2	-	1	3	-	-	3	150		-	-	-	-
Junior Lease Constr. Mngr.	1	-	-	1	-	-	1	50					
Lease Comp. Mgr	1	-	-	1	-	1		110		-	-	-	-
Sr. Lease Comp. Officer	1	-	-	1	-	-	1	50		-	-	-	-
Lease Comp. Officer	1	-	-	1	-	-	1	50		-	-	-	-
Lease Comp. Officer (Contract)	2			2			2	100					
Compliance Coordinator (Contract)	1	-	-	1	-	-	1	50		-	-	-	-
										-	-	-	-
										-	-	-	-
										-	-	-	-
										-	-	-	-
	10	-	1	12	-	3	9	780		-	-	-	-

Revised July 2013

ORE Land | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)
Form 680-1
(Use with Form 680-1)

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Chief, Land Acq. & Disposal	1	-	-	1	-	1	-	110		-	-	-	-
Sr Acq. Agent	2	-	-	2	-	-	2	100		-	-	-	-
Contract Acq. Agent	1	-	1	1	-	-	1	50		-	-	-	-
Jr. Paralegal	1	-	-	1	-	-	1	50		-	-	-	-
Sr. Paralegal	1		-	1	-	-	1	50		-	-	-	-
Chief, Val & Appraisal	1	-	-	1	-	1	-	110		-	-	-	-
Asst. Chief, Val. & App.		1	-	1	-	-	1	50		-	-	-	-
Sr. Review Appr.	-	3	-	3	-	-	3	150		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
				-		-	-	-		-	-	-	-
TOTAL THIS PAGE:	7	4	1	11	-	2	9	670		-	-	-	-

Revised July 2013

OSP SPACE AND PERSONNEL: Present and Projected Requirements													
POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Executive Aide X CPO	-	-	1	1	-	1	-	200		-	-	-	-
Executive Aide X DCPO	2	-	-	2	-	2	-	300		-	-	-	-
Administrator	1	-	-	1	-	1	-	110		-	-	-	-
Chief Admin Officer	-	-	1	1	-	1	-	110		-	-	-	-
Director	1			1		1		110		-	-	-	-
Director	3	-	-	3	-	3	-	330		-	-	-	-
Procurement Manager III	6	-	3	9	-	9	-	990		-	-	-	-
Program Manager Sr II	4	-	1	5	-	5	-	550		-	-	-	-
Program Manager Sr I	2	-	-	2	-	2	-	220		-	-	-	-
Procurement Manager II	2	-	1	3	-	7	-	330		4	-	4	440
Procurement Manager I	5	-	-	5	-	5	-	550		-	-	-	-
Program Manager IV	1	-	-	1	-	1	-	110		-	-	-	-

Procurement Officer IV	2	-	1	3	-	-	9	150		6	-	6	300
	-	-	-	-	-	-	-	-		-	-	-	-
TOTAL THIS PAGE	29	-	8	37	-	38	9	4,060		10	-	10	740
TOTAL OTHER PAGES	56	2	2	60	-	1	91	3,060		32	-	32	1,550
A. TOTAL OFFICE SPACE:	85	2	10	97	-	39	100	7,120		42	-	42	2,290
SPECIAL PURPOSE SPACE					# of Staff/Items		Square Feet			Number of Items		Square Feet	
Kitchenette (with sink and millwork)					4		320			-		-	
Storage					2		320			-		-	
Conference room to seat 25					25		500			-		-	
Fax/Copy/Mail Room					2		160			-		-	
Focus Room					8		560			-		-	
Team Room (1 Senior Level Team Room to be keycard access)					5		1,200			-		-	
Training Room for 40 people					40		1,200			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
					-		-			-		-	
			b. Total Special Purpose				4,260			Grand Totals		4,260	
			Sub-Total (a and b):				11,380					Total Space	
			TOTAL SQUARE FEET:				→		11,380			Years:	

OSP | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)

Form 680-1
(Use with Form 680-1)

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Procurement Officer III	13	1	4	18	-	-	28	900		10	-	10	500
Program Manager II	1	-	-	1	-	1		110		-	-	-	-
Internal Auditor Program Supervisor	-	-	1	1	-	-	1	50		-	-	-	-
Administrator V	1	-	-	1	-	-	1	50		-	-	-	-
IT Sys Tech Spec Supervisor	1	-	-	1	-	-	1	50		-	-	-	-
IT Sys Tech Spec	1	-	-	1	-	-	1	50		-	-	-	-
Program Manager I	2	-	-	2	-	-	3	100		1	-	1	50

Procurement Officer II													
	22	-	5	27	-	-	55	1,350		28	-	28	1,400
Administrator III													
	5	-	-	5	-	-	9	250		4	-	4	200
Procurement Officer I													
	2	-	-	2	-	-	6	100		4	-	4	200
IT Tech Support Spec													
	1		-	1	-	-	2	50		1	-	1	50
	49	1	10	60	-	1	107	3,060		48	-	48	2,400

Revised July 2013

OSP | SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)
Form 680-1
(Use with Form 680-1)

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
IT Functional Analyst II (eMMA Help Desk Tier I)		-	2	-	-	-	3	100		1	-	1	50
Database Specialist I	1	-	-	1	-	-	2	50		1	-	1	50
Admin Officer I	2	-	-	2	-	-	2	100		-	-	-	-
Procurement Assoc II	1	-	-	1	-	-	1	50		-	-	-	-
Admin Specialist II	1	1	-	2	-	-	2	100		-	-	-	-
Admin Specialist I	1	-	-	1	-	-	1	50		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
	-	-	-	-	-	-	-	-		-	-	-	-
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	-	-	-	-	-	-	-	-		-	-	-	-
TOTAL THIS PAGE:	6	1	2	7	-	-	11	450		2	-	2	100