

Amendment #2 – 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 36 of the RFP (DCE 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 | |
| Program Senior Manager III | 1 | - | - | 1 | - | 110 | - | 110 |

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 | |
| Program Senior Manager III | 1 | - | - | 1 | - | 110 | - | 110 |
| Administrator III (BAU) | 2 | - | - | 2 | - | 220 | - | 220 |
| Administrator I (BAU) | 2 | - | - | 2 | - | - | 100 | 100 |

The following language is deleted from Section 1.1 of the RFP:

1.1 Type and amount:

- 89,720 net square feet (NSF) of administrative office space with client contact

And Replaced with the following language:

1.1 Type and amount:

- 90,040 net square feet (NSF) of administrative office space with client contact

The following language is deleted from Amendment 1 of the RFP, which replaced the date proposals must be received in Section 2.6 of the RFP:

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

And Replaced with the following language:

1. Proposal must be received on Tuesday, July 16, 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

| <u>AGENCY</u> | <u>TOTAL SF REQUIRED</u> |
|--|---------------------------------|
| Business Enterprise Administration (BEA) | 9,340 |
| Department of Budget Management (DBM) | 3,510 |
| Design, Construction & Energy (DCE) | 14,150 |
| 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 | 90,040 |

| 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 | | | | | | |
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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 | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
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| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | 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

| 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 | 6,290 | | 3 | - | 3 | 150 |
| A. TOTAL OFFICE SPACE: | 97 | 28 | 6 | 103 | - | 39 | 78 | 10,460 | | 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): | | | 13,270 | | | Total Space | | 14,150 | | |
| | | | TOTAL SQUARE FEET: | | | 13,270 | | | Years: | | 14,150 | | |

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 | | - | - | - | - |
| Administrator III (BAU) | 2 | - | - | 2 | - | 2 | - | 220 | | - | - | - | - |
| Administrator I (BAU) | 2 | - | - | 2 | - | - | 2 | 100 | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| TOTAL THIS PAGE: | 5 | - | - | 5 | - | 3 | 2 | 430 | | - | - | - | - |

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 | | |

| 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 | |

Revised July 2013

| 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 |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
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| | 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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| | - | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | - | | - | - | - | - |
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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 | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| 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 | | | - | | - | |
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| | | | | | - | | - | | | - | | - | |
| | | | 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 |
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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 | | - | | | - | | - | |
| 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 | | | - | | - | |
| | | | | | - | | - | | | - | | - | |
| | | | | | - | | - | | | - | | - | |
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| | | | | | - | | - | | | - | | - | |
| | | | | | - | | - | | | - | | - | |
| | | | 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 | | | - | | - | |
| | | | | | - | | - | | | - | | - | |
| | | | | | - | | - | | | - | | - | |
| | | | | | - | | - | | | - | | - | |
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| | | | | | - | | - | | | - | | - | |
| | | | | | - | | - | | | - | | - | |
| | | | 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 | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| | - | - | - | - | - | - | - | - | | - | - | - | - |
| TOTAL THIS PAGE: | 6 | 1 | 2 | 7 | - | - | 11 | 450 | | 2 | - | 2 | 100 |