

terms and conditions of a contract is referred first to the Purchasing Bureau for resolution. If the vendor/supplier is not satisfied with the resolution, he may appeal the matter within seven days from the date of the decision to the Secretary of General Services or his designee for further consideration. If the matter is not satisfactorily resolved at this level, the vendor/supplier may appeal the matter to the Procurement Appeals Board within seven days from the date of the decision. Decisions of the Procurement Appeals Board within seven days from the date of the decision. Decisions of the Procurement Appeals Board shall be the final administrative decision of the State. All requests for appeals and all responses to appeals must be in writing.

OFFICE OF ADMINISTRATIVE AND FISCAL SERVICES

John A. Kelly, *Director*

301 West Preston Street
Baltimore 21201

Telephone: 383-7490

This Office provides the Department with capability in the areas of fiscal administration, contract awards, Board of Public Works agenda preparation, and casualty claims.

Accounting

This Division is responsible for the fiscal administration of all General Construction Loans. In addition, it manages the State's share of funds that have been appropriated annually since 1969 in the Outdoor Recreation Land Loan for Program Open Space. The Department administers the appropriations for the acquisition of land that will be designated as State Parks and Wildlife areas, while the Department of Natural Resources dispenses the remaining funds as grants to the local subdivisions to acquire Open Space.

Internally, this Division provides administrative support to the operating programs of the Department. This support includes monitoring program expenditures, ordering office materials and supplies, performing budget analyses, and preparing the Department's annual operating budget request. The Accounting Division also manages the disbursement of funds authorized by various bond bills and the Board of Public Works' capital appropriations.

Contract Services Division

This Division is responsible for the management of all capital improvements bidding activities and the preparation and distribution of the Department's portion of the Board of Public

Works agenda items. Contract services also maintains the construction plans and specifications of the State's capital improvements projects, except for those of the Department of Transportation. The Division also processes all contract awards, change orders, and architect/engineer appointments approved by the Board of Public Works. This processing involves notifying successful contractors and consultants of their selection, securing contract bid and performance bonds, and maintaining the files of all the documents involved in these transactions.

Casualty Claims

This Division represents the Department and the State Treasurer's Office in the settlement of losses on property, both real and personal, that is owned by or in the custody of the State of Maryland. Other duties include reviewing plans and specifications of completed new projects in order to delete uninsurable features (thereby reducing premium costs) and writing specifications for projects involving structure demolitions.

WAR MEMORIAL COMMISSION

Chairperson: John A. Jarosinski

Vice-Chairperson: Norris J. Walbert

Appointed by the Secretary of General Services: Charles A. Kreachman, 1979; W. Leroy Maddox, 1981; Thomas W. Simmons, 1982; Meyer Sokolow, 1983

Appointed by the Mayor of Baltimore: Robert B. Watts, 1979; John E. Brandau, 1981; Ruth S. Levy, 1981; Paul C. Wolman, 1982

Executive Secretary: Norman L. Gring

War Memorial Building
Baltimore 21202

Telephone: 685-7530

The War Memorial Commission, created by Chapter 537, Acts of 1924, consists of ten members, five of whom are appointed by the Secretary of General Services with the approval of the Governor, and five of whom are appointed by the Mayor of the City of Baltimore. Each member serves a five-year term and must be a Maryland war veteran. The Commission elects its own Chairperson. It has custody and supervision of the War Memorial Building and the War Memorial Plaza, which were erected to honor the men of Maryland who fought in World War I. The maintenance cost is shared equally by the State and the City of Baltimore. The building is open and available for meetings of veterans' groups and civic