

products and services required by the Department. The Division also provides mailroom services, monitors the use of Departmental motor vehicles, and maintains liaison with building management on upkeep of grounds and facilities. Requests for proposals and contract awards are reviewed by the Division for compliance with State purchasing regulations. Additionally, the Division coordinates data and word processing, operates the Department's central computer, and carries out Labor Market Information functions.

DIVISION OF BUSINESS DEVELOPMENT

James Peiffer, *Director*

217 E. Redwood St.
Baltimore, MD 21202 333-6988

Through an aggressive marketing program, the Division of Business Development secures new economic activity for the State. The Division advises and assists business and industry on plant location and expansion. It offers particular expertise in such matters as sites, buildings, labor, industrial training, taxes, and financing.

NATIONAL MARKETING

Herbert Thweatt, *Manager* 333-6970

MARKETING RESOURCES

Vacancy, *Manager* 333-6980

MARYLAND BUSINESS ASSISTANCE CENTER

Susan Sanabria, *Manager* 333-6975

Within the Division of Business Development, the Maryland Business Assistance Center (MBAC) informs business and industry about State programs and services. The Center provides the business community with a direct point of contact with State government and offers professional help for companies seeking to expand in Maryland. The Center also serves as an advocate for business in dealing with government-related issues and problems.

SMALL BUSINESS DEVELOPMENT CENTER

Elliott Rittenhouse, *Director* 333-6996

OFFICE OF TECHNOLOGY DEVELOPMENT

Vacancy, *Director* 333-6985

MARYLAND INTERNATIONAL DIVISION

Eric Feldmann, *Director*

World Trade Center, Suite 752
401 E. Pratt St.
Baltimore, MD 21202 333-8180

The Maryland International Division (MID) directs and coordinates the State's efforts to promote international business development. The goal is to expand job and income opportunities through international trade, commerce and reverse investment programs. The Division was created by the Secretary of Economic and Employment Development and funded by the General Assembly in 1988.

The Division helps Maryland firms sell their products and services in the international marketplace. It also encourages foreign companies to locate new international business enterprises in Maryland and to retain or expand such enterprises here. The Division coordinates its work with federal, State and local agencies. State international marketing activities are coordinated and implemented by the Division under the authority of the Governor and the Governor's International Cabinet.

Within the Division are the Office of International Trade and the Office of International Business Development.

OFFICE OF INTERNATIONAL TRADE

Harold R. Zassenhaus, *Executive Director*

World Trade Center, Suite 752
401 E. Pratt St.
Baltimore, MD 21202 333-4295

The Office of International Trade was created in 1985 to promote international trade opportunities and activities for the citizens of Maryland (Chapter 119, Acts of 1985). To achieve that end, the Office strives to increase public awareness of international trade options, provides technical assistance to businesses seeking overseas markets, and helps export businesses increase sales to existing markets or develop new ones. The Office works with other State agencies, local economic development offices, universities, federal and quasi-federal agencies, and trade associations to expand the international trade assistance available to the Maryland business community.

An outreach program for firms with export potential is provided by the Office along with in-depth counseling and market information tailored to the particular needs of each firm. The Office issues publications on techniques of international trade and services available to improve that trade. Monthly, the Office newsletter informs Maryland businesses of market trends and international mar-