



Angela D. Alsobrooks
County Executive

PRINCE GEORGE'S COUNTY GOVERNMENT

OFFICE OF THE COUNTY EXECUTIVE

EXECUTIVE ORDER

No. 2 – 2024

February 14, 2024

WHEREAS, the Office of Central Services provides support to internal and external customers, and is organized into divisions, including: facilities management, real property management, fleet management, inventory, reproduction, mail service, procurement, contract compliance and supplier development and diversity services; and

WHEREAS, the Director of The Office of Central Services serves as the County's Purchasing Agent and requires support from the Contract Administration and Procurement Division, Supplier Development and Diversity Division and Contract Compliance Unit to deliver goods and services to internal and external customers; and

WHEREAS, shifting procurement, contract compliance and supplier diversity functions to one agency will create efficiencies for timely and responsive procurements for County agencies, County businesses and County residents; and

WHEREAS, the County Executive has determined that the creation of a new department to perform interrelated procurement functions will enable the County to carry out these responsibilities more effectively; and

WHEREAS, Section 503 of the Prince George's County Charter provides that the County Executive may propose changes to the organization of the Executive branch, including the establishment or abolition of agencies, and the assignment of functions, powers, and duties among agencies. Reorganization proposals shall be set forth in executive orders in statutory form and be submitted to the Council; and

WHEREAS, there is hereby proposed an Office of Procurement.

NOW THEREFORE, IT IS HEREBY ORDERED, that:

SECTION 1. The Schedule of Legislation of the Charter for Prince George's County, Maryland, be and the same is hereby amended to read as follows:

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Section 4. Office of Central Services.

(a) There shall be an Office of Central Services headed by a Director of Central Services. The Director of Central Services shall be responsible for administering such central services as may be required by law. These central services shall include, but need not be limited to:

- (1) Facilities management [Procurement] and materiel management.
- (2) Printing and reproduction service;
- (3) Mail service;
- [(4)] [Messenger service];

- [(5)] (4) Central warehousing;
- (5) Capital Improvement Program;
- (6) Fleet management; and
- (7) Real Property management and services.

[The Minority Business Opportunity Commission shall operate within the Office of Central Services.]

(Executive Order No. 18-1975; Executive Order No. 9-1984, CB-48-1984; Executive Order No. 9-1996, CB-18-1996; Executive Order No. 10-1999, CB-31-1999)

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Section 19. Office of Procurement.


There shall be an Office of Procurement headed by a Director of the Office of Procurement who shall be the County's Purchasing Agent pursuant to Charter Article VI. The Director of the Office of Procurement shall be responsible for the administration of County laws relating to procurement, supplier diversity and administering such procurement related services as may be required by law. These services shall include, but need not be limited to:

- (1) Procurement;
- (2) Contract compliance;
- (3) Supplier Development and Diversity;
- (4) County Procurement Training and Certification; and
- (5) Purchasing Card Administration.

Additional responsibilities related to the authority assigned by law for the procurement of goods and services for the County.

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SECTION 2. The Order shall be submitted to the County Council pursuant to Section 503 of the Prince Georges' County Charter and, thereafter, shall become effective sixty (60) calendar days after such submission unless disapproved by a majority vote of the full Council.


 Angela D. Alsobrooks
 County Executive