

AGENCY SUMMARY OFFICE OF CENTRAL SERVICES (OCS)

Agency Links:

Office of Central Services (OCS): [Website](#)
OCS: [FY 2024 Approved Budget](#)
OCS: [FY 2024-2029 Approved CIP Budget](#)
OCS: FY 2024 Budget Review Report
OCS: [FY 2025 Budget Review Report](#)

Leadership

Jonathan R. Butler, Director

Leslie Jackson-Jenkins, Deputy Director
Michael Brown, Deputy Director
John-Paul Bombardier, Deputy Director

Core Services

- Acquire, manage, and maintain County vehicle fleet operations.
- Provide outreach and technical training for small and minority business development.
- Develop, implement, and publish service level agreements for all procurement transaction types.
- Maintain clean, safe, and reliable County government buildings and systems.
- Provide cohesive real estate acquisition; leasing; development monitoring; and disposition services for Prince George's County-owned real property.

Organizational Structure

The Department has six (6) Divisions: Contracts Administration and Procurement; General Services; Facilities Operations and Management; Fleet Management; Administration; and Supplier Development and Diversity.

FY 2024 Top Priorities

- Increase fleet electrification and meet the requirements of CR-028-2014 Green Fleet Policy.
- Increase new certifications for County-based small and minority businesses.
- Improve end-user procurement experience by streamlining the purchasing process and optimizing the County's electronic procurement platform.
- Expand the Prince George's County Supply Schedule, thus enabling County agencies to increase procurement spend with County-based small and minority contractors.
- Increase the percentage of County government buildings (managed by OCS) with a Facilities Condition Index rating of "Good."

FY 2024 CIP Projects

- OCS managed 24 Projects in FY 2024, with no new projects and one (1) project completed (4560005 / Medical Unit Renovation and Expansion)

Senior Legislative Budget Officer: **Sylvia S. Singleton**

BACKGROUND

Pursuant to the Schedule of Legislation section, [Section 4](#) of the County Charter, the **Office of Central Services** was established to administer centralized support services for County Government. It is headed by a Director of Central Services who 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: procurement and material management; printing and reproduction services; mail service; messenger service; central warehousing; fleet management; and property management and services.

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

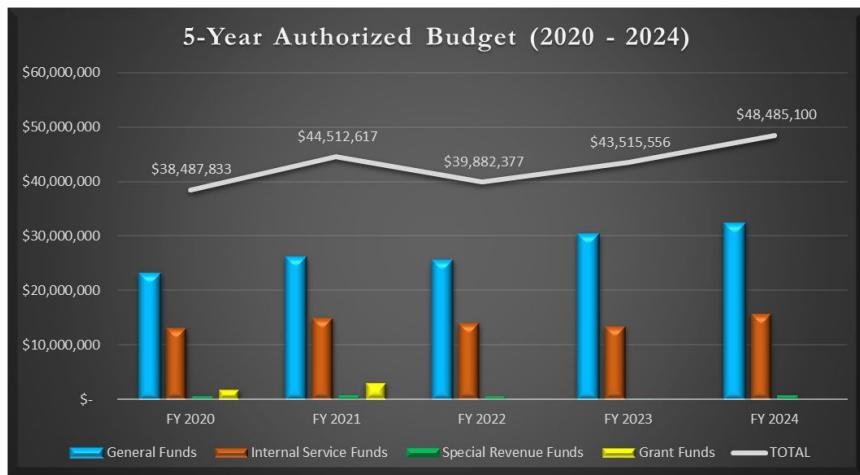
Capital Improvement Projects (CIP) – OCS has responsibility for the planning and construction of County buildings and all related activities. Beginning in FY 2024, the Office of Central Services will manage CIP projects previously managed internally by the Police Department and the Department of Corrections in an effort to centralize CIP project management.

Note: Beginning in FY 2025 the Office of Procurement was created and took over the procurement of goods, services, and construction functions from OCS.

Created By: Sylvia S. Singleton
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Operating Budgetary Resources - Below is the 5-year overview of resources allocated to OCS from FY 2020-24.



CIP Budgetary Resources - Below is the 5-year overview of resources allocated to OCS from FY 2020-2024.

