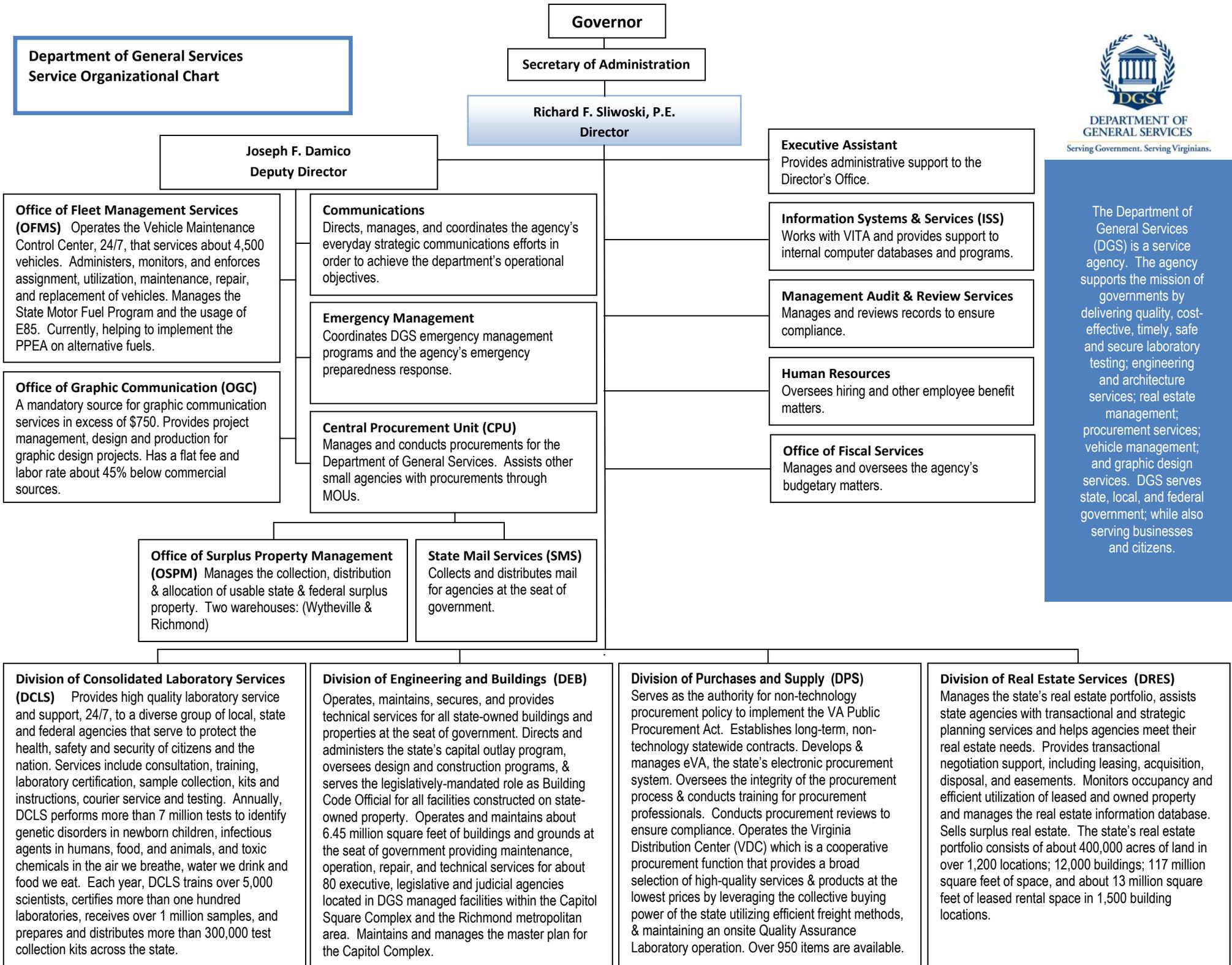


**Department of General Services
Service Organizational Chart**



**DEPARTMENT OF
GENERAL SERVICES**
Serving Government. Serving Virginians.

The Department of General Services (DGS) is a service agency. The agency supports the mission of governments by delivering quality, cost-effective, timely, safe and secure laboratory testing; engineering and architecture services; real estate management; procurement services; vehicle management; and graphic design services. DGS serves state, local, and federal government; while also serving businesses and citizens.



Office of Fleet Management Services (OFMS) Operates the Vehicle Maintenance Control Center, 24/7, that services about 4,500 vehicles. Administers, monitors, and enforces assignment, utilization, maintenance, repair, and replacement of vehicles. Manages the State Motor Fuel Program and the usage of E85. Currently, helping to implement the PPEA on alternative fuels.

Office of Graphic Communication (OGC)
A mandatory source for graphic communication services in excess of \$750. Provides project management, design and production for graphic design projects. Has a flat fee and labor rate about 45% below commercial sources.

Office of Surplus Property Management (OSPM) Manages the collection, distribution & allocation of usable state & federal surplus property. Two warehouses: (Wytheville & Richmond)

State Mail Services (SMS)
Collects and distributes mail for agencies at the seat of government.

Communications
Directs, manages, and coordinates the agency's everyday strategic communications efforts in order to achieve the department's operational objectives.

Emergency Management
Coordinates DGS emergency management programs and the agency's emergency preparedness response.

Central Procurement Unit (CPU)
Manages and conducts procurements for the Department of General Services. Assists other small agencies with procurements through MOUs.

Division of Consolidated Laboratory Services (DCLS) Provides high quality laboratory service and support, 24/7, to a diverse group of local, state and federal agencies that serve to protect the health, safety and security of citizens and the nation. Services include consultation, training, laboratory certification, sample collection, kits and instructions, courier service and testing. Annually, DCLS performs more than 7 million tests to identify genetic disorders in newborn children, infectious agents in humans, food, and animals, and toxic chemicals in the air we breathe, water we drink and food we eat. Each year, DCLS trains over 5,000 scientists, certifies more than one hundred laboratories, receives over 1 million samples, and prepares and distributes more than 300,000 test collection kits across the state.

Division of Engineering and Buildings (DEB)
Operates, maintains, secures, and provides technical services for all state-owned buildings and properties at the seat of government. Directs and administers the state's capital outlay program, oversees design and construction programs, & serves the legislatively-mandated role as Building Code Official for all facilities constructed on state-owned property. Operates and maintains about 6.45 million square feet of buildings and grounds at the seat of government providing maintenance, operation, repair, and technical services for about 80 executive, legislative and judicial agencies located in DGS managed facilities within the Capitol Square Complex and the Richmond metropolitan area. Maintains and manages the master plan for the Capitol Complex.

Division of Purchases and Supply (DPS)
Serves as the authority for non-technology procurement policy to implement the VA Public Procurement Act. Establishes long-term, non-technology statewide contracts. Develops & manages eVA, the state's electronic procurement system. Oversees the integrity of the procurement process & conducts training for procurement professionals. Conducts procurement reviews to ensure compliance. Operates the Virginia Distribution Center (VDC) which is a cooperative procurement function that provides a broad selection of high-quality services & products at the lowest prices by leveraging the collective buying power of the state utilizing efficient freight methods, & maintaining an onsite Quality Assurance Laboratory operation. Over 950 items are available.

Division of Real Estate Services (DRES)
Manages the state's real estate portfolio, assists state agencies with transactional and strategic planning services and helps agencies meet their real estate needs. Provides transactional negotiation support, including leasing, acquisition, disposal, and easements. Monitors occupancy and efficient utilization of leased and owned property and manages the real estate information database. Sells surplus real estate. The state's real estate portfolio consists of about 400,000 acres of land in over 1,200 locations; 12,000 buildings; 117 million square feet of space, and about 13 million square feet of leased rental space in 1,500 building locations.