

## Procurement Staff Assignments

**Procurement Drop Box: Procurement@mcpsmd.org**

**P-Card Drop Box: Pcard@mcpsmd.org**

**Contractor Obligation Drop Box: ContractorObligation@mcpsmd.org**

**July 9, 2020**

### Buyer Team I

**Mrs. Angela McIntosh Davis, Team Leader (301) 279-3171**  
**Angela\_S\_McIntosh-Davis@mcpsmd.org**

Audit Contract  
 Consulting Services/Legal/Services  
 Financial Services  
 Health and Welfare Benefits  
 Office Supplies System Contract  
 Professional Development /Special Ed Services

**Mr. Caleb Young, Buyer I (301) 279-3090**  
**Caleb\_Young@mcpsmd.org**

Art Supplies, Equipment and Tools/Ceramic Supplies  
 Food and Nutrition Services, Supplies and Uniforms  
 Two-Way Radios  
 Vending Machines

### Buyer Team II

**Mrs. Eulalia (Laly) Bowers, Buyer II (301) 279-3637**  
**Laly\_A\_Bowers@mcpsmd.org**

Aftermarket Automotive Parts  
 Alcohol/Drug Testing Services/ Physicals  
 Asbestos Abatement/Pest control/ Energy Management  
 Bus Carriers Contract  
 Copiers and Fax Machines- Purchase, Maintenance and Supplies  
 Custodial Supplies and Equipment  
 Lamps (Light Bulbs)  
 Maintenance of Facilities - Electrical/Plumbing, HVAC/Security  
 Purchase of School Buses  
 Recycle and Trash Removal

**Mrs. Anissa Black, Buyer I (301) 279-3123**  
**Anissa\_B\_Black@mcpsmd.org**

Air Filters  
 Automotive Equipment, Supplies, Repairs and Services  
 Batteries  
 Heavy Equipment and Parts (Lawn Tractors/ Mowers/Lifts)  
 Industrial Tech Education Supplies and Equipment  
 Maintenance Supplies (Lumber/Flooring/Building)  
 Science Kits  
 Science Supplies and Equipment  
 Transportation Services for Students  
 Uniforms, MCPS Staff (other than Food Services)  
 Vehicle Purchases

### Buyer Team III

**Mrs. Laurie Checco, Buyer II (301) 279-3097**  
**Laurie\_S\_Checco@mcpsmd.org**

Audio Visual Equipment and Supplies  
 Computers and Supplies  
 eRate: Phone, Utility, and Internet Providers  
 Furniture for Schools and Offices  
 Information Technology/ PA Systems/Telephone Equipment School  
 Maintenance Upgrades Facilities/ PLAR  
 Photography Services  
 Playground Equipment/Scoreboards  
 Printers (Toner and Supplies)

**Mrs. Julie Johnson, Buyer I (301) 279-3306**  
**Julie\_E\_Johnson@mcpsmd.org**

Athletic and PE Supplies and Equipment/Portable Bleachers  
 Early Childhood Supplies and Equipment  
 Elementary Math Supplies and Equipment  
 Musical Instruments and Sheet Music/Band Uniforms  
 Photographic Supplies and Equipment  
 Special Education Supplies and Equipment  
 Water Cooler Rental/Bottle Water

### Media Processing and Warehouse

**Ms. Tina Marie Booth, Buyer II Department of Materials Management (301) 279-3510**  
**TinaMarie\_M\_Booth@mcpsmd.org**

Art and School Papers  
 Book Binding  
 Health Room Supplies  
 Magazine Subscriptions  
 MDK12 Digital Online Services

Media Services and Library/Media Center Orders  
 Media Supplies and Equipment  
 Office and School Supplies  
 Office Papers, Virgin, and Recycled

**Mrs. Regina P. McDonald, Contract Administrator (301) 279-3136**  
**Regina\_J\_Powell@mcpsmd.org**

Epipens/Narcan  
 Instructional Software  
 Professional Services Agreements  
 Psychological Assessment Materials  
 Scantron Equipment and Forms  
 Special Education Related Services

**Ms. Kim Houser, Business Services Analyst (301) 279-3638**  
**Kimberly\_M\_Houser@mcpsmd.org**

FMS User Support  
 Procurement Technical Help Desk Analyst  
 Purchasing Card (P-Card) Administration and Training  
 Supplier Information Management

**Mrs. Sheila Hurst, Materials Management Support Specialist (301) 279-3814**  
**Sheila\_A\_Hurst@mcpsmd.org**

Assistance for New and Modernized School Furniture Purchases

### Buyer's Assistant II

**Mrs. Tammy Lyles (301) 279-3683**  
**Tammy\_M\_Jarman@mcpsmd.org**

Contractor Obligation

**Mrs. Juana Ormeno (301) 279-3907**  
**Juana\_E\_Ormeno@mcpsmd.org**

Office Depot Orders, Returns, and Corrections

**Mrs. Robyn Graney (301) 279-3636**  
**Robyn\_Graney@mcpsmd.org**

Change Order Management