

41. Who has the responsibility for deciding whether or not the use of a computer for a particular function within your agency is justified?

The Director of the Bureau of Management Services is responsible for determining justifiable use of our computers. The Executive Director makes final determination in the event that program managers do not concur with the determination that is made.

42. On what basis is the decision made? Are there documented systems studies available for review in all cases?

For any large-scale use of ADP, system studies are made to document the requirement, the approach recommended for the use of ADP, resource needs and benefits to be gained by automation. Smaller applications are documented, but a full scale systems study is not made in these cases. Documented systems studies are available for review.

43. Can you cite instances in which a request for a computer system was disapproved for lack of adequate justification.

We have not had any instances in which a computer system was disapproved for lack of adequate justification.

44. Assuming the use of a computer has been fully justified by a proper study, are there procedures for determining whether the requirement can be satisfied by using (sharing) equipment already installed in your agency? Will you describe the procedure?

Since we operate a central data processing facility which is shared by all Commission program managers, we do not have the problem of sharing equipment located in separate installations within the Civil Service Commission.

45. To what extent have you been successful in getting the users to share equipment instead of acquiring their own?

All users of this agency share the equipment installed in the central facility.

46. Do you review the GSA lists of available excess equipment before going to the open market to acquire equipment?

We review all GSA lists of excess equipment.

47. Who makes the determination that excess equipment can or cannot do the job?

The Director, Bureau of Management Services, would make this decision.

48. What has been your experience in making use of excess equipment?

We have made limited use of the excess list, since our needs are not extensive. Some control panels for PCAM have been acquired from the excess list to meet our needs.

49. Assuming it is necessary to acquire equipment from the commercial market, do you normally invite all qualified suppliers to submit proposals? What are the exceptions?

All qualified suppliers are invited to submit proposals without exception.

50. Who makes the final selection of equipment and on what basis is the decision made?

The Chairman of the Civil Service Commission makes the final selection of all computer systems acquired by the Civil Service Commission. All other procurements are finally approved by the Director, Bureau of Management Services. The decision is made on a cost/benefit basis, plus such other considerations that are necessary to meet our data processing needs.

51. Will you describe your program for evaluating the actual results of computer use against the results anticipated when the use of the computer was approved?

The Director, Bureau of Management Services, monitors results in terms of the objectives established for each application. In addition, each program manager determines the efficiency of automated procedures that were established to support those activities for which he is responsible. Weekly reports on computer utilization provide the data base for these evaluations.

52. In general, have your computers produced the benefits that were expected?

Our computers have met expectations for each application that was installed. Significant benefits have been derived from our automated annuity system, nationwide examining, executive inventory, Federal employment statistics, fiscal, and other applications that are supported by the Civil Service Commission's computers.

53. How many computers do you now have, and how many of these are purchased?

We have two computers; both have been purchased.