

proficiency testing, and could adopt rules that affected agencies conduct the computer proficiency tests. In these cases, the affected agencies would probably be responsible for minimal testing costs.

- Computer purchases may be necessary to equip the center. These costs would likely be paid from the GRF.
- DAS may decide to extend the computer proficiency tests to counties that use the state testing services. Any additional costs for county testing would probably be paid out of the GRF. However, the bill does not require computer proficiency testing for non-state agencies or local governments.

Local Fiscal Highlights

- No direct fiscal effect on political subdivisions.

Detailed Fiscal Analysis

This bill would create the State Computer Purchasing Committee, whose responsibility is to provide for the review of state agencies' computer purchases. The committee's foremost duty is to select an Administrator of Computer Purchasing, who would coordinate the purchase of computer systems and software by all state agencies. In line with these computer-related provisions, the bill also requires computer proficiency for every employee whose duties include operating a computer.

State Computer Purchasing Committee

The State Computer Purchasing Committee would comprise 15 members of directors of four state agencies, four legislators, and seven representatives of business, to be appointed by the governor. The bill does not specify the number of meetings to be held by the committee, but leaves this determination to the members. The committee would be part of the Department of Administrative Services (DAS) for administrative purposes only. DAS would provide the committee with necessary support staff and supplies. This bill stipulates the business sector members of the committee would receive a per diem compensation and all members would receive reimbursement for duty-related expenses. The following table gives a rough estimate of expenses for seven committee members attending four meetings a year. As the table suggests, unless the committee would meet often, the travel and per diem costs would be minimal.

Travel Rate (A)	Ave. # Miles, Round-trip (B)	Total travel expenses/meeting (C) = (A)*(B)	Maximum meal and misc. expenses/day (D)	Maximum lodging expenses/night plus tax (E)	Number of meetings/year (F)	Number of travelers (G)	Total costs (C+D+E)* (F*G)
\$.28	150	\$42	\$50	\$67	4	7	\$4,500

The Committee would select the Administrator of Computer Purchasing, who would be responsible for approving all computer-related contracts and producing an annual list of acceptable contractors for the state. The Administrator would serve at the pleasure of the State Computer Purchasing Committee, thus would be exempt. The Administrator's salary and benefits would be approximately \$97,500 for FY 2000, with salary increases of up to five percent annually thereafter. Any additional support staff, supplies, and office space would be provided by DAS. Although LBO has yet to receive a response from DAS regarding costs associated with this bill, it is likely that at least one support position would be needed to assist the Administrator's and the Committee's activities. This office also assumes DAS would have sufficient office space to house the Administrator and support. Equipment, such as a computer, might also be an additional expense for DAS.

Approval for State Computer Contracts

The Administrator of Computer Purchasing would review contracts for the purchase or lease of computer equipment, software, and services. This extra scrutiny could affect the timeframe of state services and could affect expenditures for the state. The Administrator could disapprove of risky or costly contracts, thus saving the state thousands or millions of dollars. Conversely, the Administrator might find existing contracts that are subquality; the qualified list

that the Administrator creates may contain more expensive contractors than state agencies currently use. The potential extra processing time for contracts could delay state projects. These pros and cons would be weighed by the Administrator as he or she adopts rules pertaining to state computer contracts, as specified by the bill.

Employee Computer Proficiency

The bill also requires DAS to adopt rules to establish a testing program to determine computer proficiency for state employees. Any new hires, as well as employees who would operate any computer systems or software upon installation of a new computer system, would be subject to the computer proficiency testing. Although the rules may allow affected agencies to operating the testing programs, DAS may decide to conduct much of this testing through its Office of Test Services. The bill also requires employees who have failed the tests to be placed on probation. These probationary employees must be retested at least once every two weeks for six months, or until the employees pass the tests. Although computer proficiency is required for every employee who operates a computer, rules adopted by DAS would determine minimum proficiency levels. This would allow for different levels of proficiency in non-technological positions.

Should DAS operate the computer proficiency testing, expenditures would increase for the agency. DAS may need to create tests and pay for related paper costs and potential consultant fees, or fees to DAS' Computer Services staff. However, if the tests are managed as under present testing services, costs could be charged to user agencies. DAS could also choose to extend computer testing services to counties. Additional costs for testing to the counties would probably be paid through the GRF.

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