



JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue · San Francisco, California 94102-3688

www.courts.ca.gov

REPORT TO THE JUDICIAL COUNCIL

Item No.: 20-039

For business meeting on: September 25, 2020

Title

Report to the Legislature: *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of January 1 through June 30, 2020*

Agenda Item Type

Information Only

Date of Report

August 1, 2020

Submitted by

Judicial Council staff
Branch Accounting and Procurement
Doug Kauffroath, Director

Contact

Doug Kauffroath, 916-263-2872
doug.kauffroath@jud.ca.gov

Executive Summary

Public Contract Code section 19209 and the *Judicial Branch Contracting Manual* require that the Judicial Council submit a report semiannually to the Joint Legislative Budget Committee and the State Auditor listing (1) all vendors or contractors receiving payments from any judicial branch entity and their associated distinct contracts; (2) for every vendor or contractor receiving more than one payment, the amount of the payment and the type of goods or services provided; and (3) the judicial branch entity receiving the goods or services. Therefore, the Judicial Council staff submitted this report on August 1, 2020, which listed all judicial branch entity contracts that were amended during the reporting period covering January 1 through June 30, 2020.

Relevant Previous Council Action

At its August 26, 2011, business meeting, the Judicial Council approved the *Judicial Branch Contracting Manual*, which included the requirement for the preparation of the two semiannual reports and their submission to the Joint Legislative Budget Committee (JLBC) and the State Auditor. All previous reports were submitted and approved at Judicial Council meetings or through circulating orders.

Analysis/Rationale

Statutory requirement

The Judicial Branch Contract Law (JBCL), enacted March 24, 2011, requires judicial branch entities to comply with the provisions of Public Contract Code section 19206, applicable to state agencies and departments related to the procurement of goods and services. The JBCL applies to all contracts initially entered into or amended by judicial branch entities on or after October 1, 2011. The JBCL also requires the council to adopt a judicial branch contracting manual containing policies and procedures applicable to judicial branch entities related to the procurement of goods and services. The Judicial Council, on August 26, 2011, adopted the manual, which incorporates policies and procedures consistent with the Public Contract Code and, as the code requires, is “substantially similar to the provisions contained in the State Administrative Manual and the State Contracting Manual.”

Reporting requirement

The JBCL requires the Judicial Council, beginning in 2012, to provide reports to the Joint Legislative Budget Committee and the State Auditor twice each year on contracting activities by judicial branch entities under Public Contract Code section 19209. The semiannual reports must contain specific information, including (1) details about contracts and amendments to contracts entered into by judicial branch entities with vendors or contractors, (2) payments received by vendors and contractors, and (3) the nature of the services or goods provided under the contracts and amendments. By statute, each fiscal year, the first report covers the period from July 1 through December 31 and must be submitted by February 1 of the following calendar year. The second report covers the period from January 1 through June 30 and must be submitted by August 1.

As required by the *Judicial Branch Contracting Manual*, revised October 1, 2019, the Judicial Council’s Branch Accounting and Procurement office has lead responsibility for providing the reports to the council for approval and submission to the JLBC and the State Auditor.

The responsibilities for each judicial branch entity are specified in the manual generally as follows:

- **Supreme Court:** The Judicial Council’s Branch Accounting and Procurement office maintains information relating to payments to, and contracts with, the Supreme Court’s vendors. The Supreme Court is responsible for coordinating with the Judicial Council’s Branch Accounting and Procurement office, as appropriate, to ensure the information relating to payments to, and contracts with, the Supreme Court’s vendors is accurate, consistent, and complete.
- **Courts of Appeal:** The Judicial Council’s Branch Accounting and Procurement office maintains information relating to payments to, and contracts with, vendors of each Court of Appeal. Each Court of Appeal is responsible for coordinating with the Judicial Council’s Branch Accounting and Procurement office, as appropriate, to ensure the information relating to payments to, and contracts with, vendors is accurate, consistent, and complete.

- **Superior courts:** The Phoenix Financial System (Phoenix) is the source of information for compiling reports relating to payments during a reporting period by each superior court to vendors, and relating to contracts between vendors and each superior court. Each superior court is responsible for ensuring that information in Phoenix relating to payments to, and contracts with, that superior court's vendors is accurate, consistent, and complete.
- **Habeas Corpus Resource Center (HCRC):** The Judicial Council's Branch Accounting and Procurement office maintains information relating to payments to and contracts with vendors of the HCRC. The HCRC is responsible for coordinating with the Judicial Council's Branch Accounting and Procurement office, as appropriate, to ensure the information relating to payments to, and contracts with, vendors is accurate, consistent, and complete.
- **Judicial Council:** The Judicial Council's Branch Accounting and Procurement office is responsible for maintaining and providing accurate, consistent, and complete information relating to payments to, and contracts with, vendors of the Judicial Council.

Contents of the reports

The reports from the Judicial Council will include a list of all vendors that receive a payment from a judicial branch entity during the reporting period. During the current reporting period, the Judicial Council is reporting 16,186 payments representing \$226.5 million for trial courts and 13,268 payments representing \$397 million for nontrial courts. Public Contract Code section 19209 also requires the Judicial Council to submit additional information on each distinct contract between a vendor and a judicial branch entity, but only if more than one payment was made under the distinct contract during the reporting period. For each distinct contract, the report includes the following information by vendor:

- The judicial branch entity that contracted for the goods or service;
- The amount of payment; and
- The type of service or goods provided.

The reports also include a list of all judicial branch entity contracts that were amended during the reporting period. The reports contain the following information by vendor for each distinct contract that was amended:

- The name of the vendor;
- The type of service or goods provided;
- The nature of the amendment;
- The duration of the amendment; and
- The value of the amendment.

The reports are reviewed to determine if there are any statutory or other restrictions on information disclosure to third parties specifically related to HCRC and lawsuits in process. Such information may be redacted.

In July 2018, the judicial branch implemented the Financial Information Systems for California (FI\$Cal), which is the financial and procurement system for all entities other than the superior courts. The entities using FI\$Cal include the Supreme Court, the Courts of Appeal, the HCRC, and the Judicial Council. The superior courts' data is on the Phoenix System.

The Department of FI\$Cal maintains transparency websites, eProcure and Open FI\$Cal, for all state agencies. As of January 2019, the judicial branch information has been available for viewing on the FI\$Cal websites. Users can see all procurement transactions and historical payment data on FI\$Cal older than 60 days.

The Judicial Council is working collaboratively with the Department of FI\$Cal to develop publicly available reports preformatted to provide the data required by statute. For this report, we extracted the required data from FI\$Cal.

Fiscal Impact and Policy Implications

It is important that each judicial branch entity maintain and provide accurate and consistent information so that the reports provided by the Judicial Council contain accurate and complete information. All judicial branch personnel involved in maintaining and providing the necessary information must have the training, experience, level of responsibility, and accountability necessary to ensure the accuracy, completeness, and consistency of the information maintained and provided. No adverse policy implications will result from acceptance or approval of these reports.

The reports impose no specific implementation requirements or costs, other than the requirement to disclose the attached audit reports through online publication.

Attachments and Links

1. Attachment A: *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of January 1 through June 30, 2020*
2. Link A: The following reports are posted separately for access and review at <http://www.courts.ca.gov/7466.htm> rather than as attachments.
 - Superior court reports, from January 1 through June 30, 2020:
 - *Trial Court Contract Report*
 - *Trial Court Payment Report*
 - Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports, from January 1 through June 30, 2020:
 - *Contract Report*
 - *Payment Report*



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Chief Justice of California
Chair of the Judicial Council

HON. MARSHA G. SLOUGH
Chair, Executive and Planning Committee

HON. DAVID M. RUBIN
Chair, Judicial Branch Budget Committee
Chair, Litigation Management Committee

HON. MARLA O. ANDERSON
Chair, Legislation Committee

HON. HARRY E. HULL, JR.
Chair, Rules Committee

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MR. MARTIN HOSHINO
Administrative Director
Judicial Council

July 30, 2020

Hon. Holly J. Mitchell
Chair, Joint Legislative Budget Committee
State Capitol, Room 5019
Sacramento, California 95814

Ms. Elaine M. Howle
California State Auditor
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Re: *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of January 1 through June 30, 2020*, as required under Public Contract Code section 19209

Dear Senator Mitchell and Ms. Howle:

Pursuant to the requirements under Public Contract Code section 19209, the Judicial Council is submitting the attached report on new contracts, contract payments to vendors from judicial branch entities, and contract amendments during the reporting period January 1 through June 30, 2020.

If you have any questions related to this report, please contact Mr. Doug Kauffroath, Director, Branch Accounting and Procurement, at 916-263-2872, or doug.kauffroath@jud.ca.gov.

Sincerely,

Martin Hoshino
Administrative Director
Judicial Council

July 30, 2020

Page 2

MH/RD/TM/es

Attachment

cc: Diane F. Boyer-Vine, Legislative Counsel
Erika Contreras, Secretary of the Senate
Sue Parker, Chief Clerk of the Assembly
Eric Dang, Policy Consultant, Office of Senate President pro Tempore Toni G. Atkins
Amy Alley, Policy Advisor, Office of Senate President pro Tempore Toni G. Atkins
Alf Brandt, Senior Counsel, Office of Assembly Speaker Anthony Rendon
Gabrielle Zeps, Policy Consultant, Office of Assembly Speaker Anthony Rendon
Anita Lee, Principal Fiscal and Policy Analyst, Legislative Analyst's Office
Tina McGee, Executive Secretary, Legislative Analyst's Office
Jessie Romine, Budget Analyst, Department of Finance
Margie Estrada, Chief Counsel, Senate Judiciary Committee
Mary Kennedy, Chief Counsel, Senate Public Safety Committee
Elisa Wynne, Deputy Staff Director, Senate Budget and Fiscal Review Committee
Christopher Francis, Consultant, Senate Budget and Fiscal Review Committee
Shaun Naidu, Consultant, Senate Appropriations Committee
Hans Hemann, Principal Consultant, Joint Legislative Budget Committee
Eric Csizmar, Consultant, Senate Republican Policy Office
Matt Osterli, Consultant, Senate Republican Fiscal Office
Morgan Branch, Consultant, Senate Republican Policy Office
Alison Merrilees, Chief Counsel, Assembly Judiciary Committee
Gregory Pagan, Chief Counsel, Assembly Public Safety Committee
Jennifer Kim, Consultant, Assembly Budget Committee
Jay Dickenson, Chief Consultant, Assembly Appropriations Committee
Kimberly Horiuchi, Principal Consultant, Assembly Appropriations Committee
Lyndsay Mitchell, Consultant, Assembly Republican Office of Policy & Budget
Gary Olson, Consultant, Assembly Republican Office of Policy & Budget
Daryl Thomas, Consultant, Assembly Republican Office of Policy & Budget
Amy Leach, Minute Clerk, Office of Assembly Chief Clerk
Cory T. Jasperson, Director, Governmental Affairs, Judicial Council
Yvette Casillas-Sarcos, Administrative Coordinator, Governmental Affairs, Judicial Council



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MR. MARTIN HOSHINO
Administrative Director
Judicial Council

Report Title: *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of January 1 through June 30, 2020*

Summary Citation: Public Contract Code section 19209

Date of Report: August 1, 2020

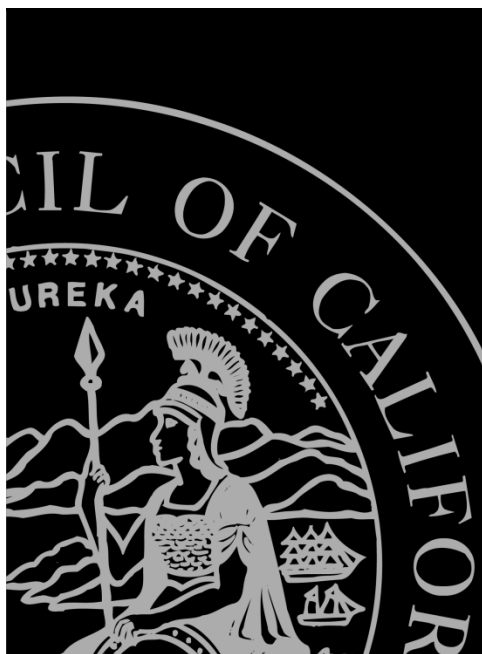
The Judicial Council has submitted a report to the Legislature in accordance with Public Contract Code section 19209. The following summary of the report is provided under the requirements of Government Code section 9795.

The Judicial Branch Contract Law (JBCL), enacted March 24, 2011, requires judicial branch entities to comply with the provisions of the Public Contract Code applicable to state agencies and departments related to the procurement of goods and services. It applies to all contracts entered into or amended by branch entities on or after October 1, 2011.

The JBCL also requires the Judicial Council (beginning in 2012) to report to the Joint Legislative Budget Committee and the State Auditor semiannually on contracting activities by judicial branch entities. The reports contain specific information, including details about payments received by vendors and contractors and their associated contracts, contract amendments entered into by judicial branch entities with vendors or contractors, and the nature of the services or goods provided under the reported contracts and amendments.

This report covers the period of January 1 through June 30, 2020. The report lists contracts associated with these payments, as well as contracts with amendments.

The full report can be accessed at www.courts.ca.gov/7466.htm. A printed copy of the report may be obtained by contacting Mr. Doug Kauffroath, Director, Branch Accounting and Procurement, at 916-263-2872 or doug.kauffroath@jud.ca.gov.



Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of January 1 through June 30, 2020

REPORT TO THE JOINT LEGISLATIVE
BUDGET COMMITTEE AND THE STATE
AUDITOR AS REQUIRED BY PUBLIC
CONTRACT CODE SECTION 19209

August 1, 2020



JUDICIAL COUNCIL
OF CALIFORNIA

ADMINISTRATIVE DIVISION

JUDICIAL COUNCIL OF CALIFORNIA

Hon. Tani G. Cantil-Sakauye

*Chief Justice of California and
Chair of the Judicial Council*

Martin Hoshino

*Administrative Director
Judicial Council*

ADMINISTRATIVE DIVISION

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Chief Administrative Officer

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Doug Kauffroath

Director

Tracy Matthews

*Supervisor and
Primary Author of Report*

Introduction

The Judicial Council submits this report to the Joint Legislative Budget Committee and the California State Auditor under Public Contract Code section 19209 to provide information related to procurement of contracts for the judicial branch. The report includes a list of vendors and contractors as required by Public Contract Code section 19209(b). The report further identifies the amounts of payments to the contractors and vendors, the types of services and goods provided, and the judicial branch entity or entities with which the contractors and vendors contracted to provide those goods and services. The report summary also includes a list of all amended contracts as required by Public Contract Code section 19209(c), identifying the vendors, contractors, and types of services and goods provided under the contract, including any changes to the contract value, type of services or goods, or contract. Judicial branch entities include the Supreme Court, Courts of Appeal, superior courts, Habeas Corpus Resource Center, and Judicial Council.

Contracts included in the report

The operative date of the Judicial Branch Contract Law (JBCL) is October 1, 2011, and only contracts entered into or amended after that date are included in this report. The report is developed semiannually, covering the six-month periods from January 1 through June 30 and July 1 through December 31. This report covers the period from January 1 through June 30, 2020.

Contracts excluded from the report

Public Contract Code section 19204(c) provides that the JBCL “does not apply to procurement and contracting by judicial branch entities that are related to trial court construction, including, but not limited to, the planning, design, construction, rehabilitation, renovation, replacement, lease, or acquisition of trial court facilities.” This section also states that the JBCL “shall apply to contracts for maintenance of all judicial branch facilities that are not under the operation and management of the Department of General Services.” Appropriate exclusions and inclusions based on the above subsections have been made in this report.

Also excluded from the report are the following contracts, which are unique to the superior courts and not subject to the JBCL:

- Contracts (often referred to as memorandums of understanding) between a superior court and the sheriff for court security services;
- Contracts between a court and a court *reporter*, when the court reporter provides services as an independent contractor; and
- Contracts between a court and a court *interpreter*, when the court interpreter provides services as an independent contractor.

Non-Superior Court Data

In July 2018, the judicial branch implemented the Financial Information System for California (FI\$Cal) for all entities other than the superior courts. The entities on FI\$Cal include the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council. (Superior court data are on the Phoenix System.)

The Department of FI\$Cal maintains transparency websites, eProcure, and Open FI\$Cal for all state agencies. As of January 2019, the judicial branch information is available for viewing on the FI\$Cal websites. Users can see all procurement transactions and historical payment data older than 60 days on FI\$Cal.

Along with data from other state departments, procurement and payment transactions for the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council of California are available online, where summary or detailed data can be downloaded into an Excel format.

- Procurement transactions are available on the California eProcure website at https://suppliers.fiscal.ca.gov/psc/psfpd1/SUPPLIER/ERP/c/ZZ_PO.ZZ_SCPRSI_CMP.GBL?FolderPath=PORTAL_ROOT_OBJECT.ZZ_FISCAL_SCPRS.ZZ_SCPRSI_CMP_GB&IsFolder=false&IgnoreParamTempl=FolderPath%2clsFolder. The judicial branch's department number is 0250. Date ranges can be used on the site to limit the volume of information returned.
- Payment transactions are available on the State of California transparency website at <https://fiscalca.opengov.com>. All the entities listed above are included under the judicial branch portion of data. Date ranges can be entered at the top of the page to limit the volume of information returned.

The Judicial Council is working collaboratively with the Department of FI\$Cal to develop publicly available reports preformatted to provide the data required by statute. For this report, we extracted the following reports from FI\$Cal:

- *Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council Contract Report*; and
- *Supreme Court, Courts of Appeals, Habeas Corpus Resource Center, and Judicial Council Payment Report*.

Superior Court Data

The information that relates to superior court contracting is extracted from the Phoenix Financial System. This information includes the:

- *Trial Court Payment Report*; and
- *Trial Court Contract Report*.

Table 1 explains the format of the reports and describes the data elements.

Table 1. Judicial Branch Contract Reports: Comparison of Required Data Elements with Actual Reports to Report Under Public Contract Code Section 19209

		Data Element Column Heading	
Report	Required to Be Reported by Statute	Superior Court Reports	Supreme Court, COA,* HCRC,* and JC* Reports
Payment Report	Vendors and contractors receiving any payment. Identify the: 1. Amount of payment to the contractor or vendor; 2. Type of service or good provided; and 3. Judicial branch entity (JBE) or entities with which the vendor or contractor was contracted to provide that service or good.	• Vendor Name • Vendor ID • Contract Number • Total Payments • Goods/ Services • JBE	• PO/Contract • Goods/Services • Vendor ID • Vendor Name • Amount Payment Summary¹
Contract and Contract Amendment Report	Report each distinct contract between the vendor or contractor and a judicial branch entity. For all contract amendments made, identify: 1. Vendor or contractor; 2. Type of service or good provided under the contract; 3. Nature of the amendment; 4. Duration of the amendment; and 5. Cost of the amendment.	• Court • Contract Number • Vendor ID • Vendor Name • Last Reported Contract Value • Contract Value (New) Contract Value (Changed) • Goods/Services Goods/Services (Changed) • Contract Duration (New) Contract Duration (Changed)	• Entity • Vendor Name • Contract Number • Amendment Number • Type of Goods/Service • Nature of Amendment • Amendment Effective Date • Amendment Value • Duration of Amendment

* COA = Court of Appeal; HCRC = Habeas Corpus Resource Center; JC = Judicial Council.

Statistics

Tables 2 and 3, below, provide statistical information for the January 1 through June 30, 2020, reporting period. Note that the tables may include totals that do not equal 100 percent because of rounding.

Table 2 provides an overall summary of contracts and payments for the reporting period.

¹ All JBEs within Fi\$Cal are identified under the 0250 Department Code.

Table 2. Overall Contract and Payment Statistics, January 1 through June 30, 2020

	Superior Courts
Payments:	
Number	16,186
Dollar amount	\$226.5 million
Number of associated contracts	7,873
Contracts:	
Original contracts	4,678*
Value of original contracts	\$137 million*
Contracts with amendments	1,182
Value of amendments	\$26.6 million**
* Includes only contracts with amendments as required by statute.	
** Includes increases and decreases in contract value, such as changes in contract scope.	
	Nonsuperior Courts
Payments:	
Number	13,268*
Dollar amount	\$397 million
Contracts:	
Contracts	287
Value of original contracts	\$16.3 million*
* Includes all payment activity, including contract payments.	

Table 3 provides a summary of all payments for goods and services by the trial courts during this reporting period. The table shows 16,186 payments representing more than \$226.5 million associated with 7,873 contracts.

Table 3. Trial Court Payment Statistics, Goods, and Services Detail Summary, January 1 through June 30, 2020

Goods/Services	Payments	Value	Contracts
ADVERTISING	86	145175.97	30
BANKING AND INVESTMENT SERV	8	23982.13	2
COLLECTION SERVICES	91	8805619.00	45
CONSULTING SERVICES–TEMP	69	1215266.75	61
CONSULTING/PROFESSIONAL SVCS	3	1024092.16	2
CONTRACTED SERVICES	82	2190658.26	66
COUNTY-PROVIDED SERVICES	133	12243874.41	106
COURT APPOINTED COUNSEL CHA	386	29760980.73	85
COURT INTERPRETER SERVICES	2394	11711418.56	189
COURT ORDERED PROFESSIONAL	874	6439672.12	457
COURT REPORTER SERVICES	215	1686272.15	11
COURT TRANSCRIPTS	1824	6665781.52	19
DUES AND MEMBERSHIPS	187	237745.17	24
EQUIPMENT MAINTENANCE	212	1496427.70	172
EQUIPMENT RENTAL/LEASE	128	2851543.45	93
EQUIPMENT REPAIRS	126	671676.45	104
FACILITIES OPERATION	5	2576.04	4
FEES/PERMITS	124	2368287.93	44
FREIGHT AND DRAYAGE	15	3960.47	5
GENERAL CONSULTANT AND PROF	700	17371898.68	402
GENERAL EXPENSE	18	48182.21	3
GENERAL EXPENSE–SERVICE	337	2899886.31	246
GROUNDS	17	194272.98	11
INFORMATION TECHNOLOGY	6	182986.00	5
INSURANCE	65	681504.92	17
INVESTIGATIVE SERVICES	107	361964.84	41
IT COMMERCIAL CONTRACT	152	8503347.52	130
IT INTER-JURISDICTIONAL CON	24	548174.04	15
IT MAINTENANCE	392	10438608.88	339
IT OTHER	55	1099976.88	37
IT REPAIRS/SUPPLIES/LICENSE	629	15075272.30	517
JANITORIAL	226	9551501.86	160
JUROR COSTS	17	6060.33	2
LABORATORY EXPENSE	33	37210.61	12
LEGAL	114	1700600.68	75
LIBRARY PURCHASES AND SUBSC	438	6127316.31	242
MAINTENANCE AND SUPPLIES	249	3174206.43	198

Goods/Services	Payments	Value	Contracts
MAJOR EQUIPMENT	118	6150373.98	109
MEDIATORS/ARBITRATORS	150	1066692.62	39
MEETINGS, CONFERENCES, EXHI	114	200926.48	30
MINOR EQUIPMENT—UNDER \$5K	1189	13310785.55	1067
OFFICE EXPENSE	1563	5823256.03	1274
OTHER CONTRACT SERVICES	40	1464648.97	29
OTHER FACILITY COSTS—GOODS	135	294775.79	106
OTHER FACILITY COSTS—SERV	66	486284.43	44
OTHER ITEMS OF EXPENSE	11	60714.92	7
OTHER TRAVEL EXPENSE	8	754.00	
OTHER-SPECIAL ITEMS OF EXPENSE	1	1959.10	
PHOTOGRAPHY	12	37893.43	6
POSTAGE	25	856850.14	12
POSTAGE METER	65	4138562.76	35
PRINTING	447	2239326.51	359
RENT/LEASE	66	1805650.16	42
SECURITY	139	8408293.60	102
SHERIFF	387	1018742.25	12
STAMPS, STAMPED ENVELOPES	187	2713960.65	90
TELECOMMUNICATIONS	592	7725727.23	414
TRAINING	212	626282.23	69
UNIFORM ALLOWANCE	8	9477.26	7
VEHICLE OPERATIONS	110	473646.67	49
Grand Total	16186	226463567.5	7873

Because of their size, the detailed reports, including any explanatory footnotes, are posted online separately for access and review. They are:

- Superior court reports, from January 1 through June 30, 2020;
 - *Trial Court Contract Report*; and
 - *Trial Court Payment Report*;
- Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports, from January 1 through June 30, 2020:
 - *Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council Contract Report*; and
 - *Supreme Court, Courts of Appeals, Habeas Corpus Resource Center, and Judicial Council Payment Report*.

Report Information

Trial Court Contract Report

The Phoenix Financial System is not configured to collect information about contracts in a manner that precisely matches the statutory reporting requirements. Below are some key factors to consider when reviewing the contract data related to the superior courts:

- The *Trial Court Contract Report* includes all contracts and amendments completed within the reporting period because including all contracts is more cost-effective than developing a report that includes distinct contracts for only the vendors who received more than one payment in the reporting period. “Vendor” is used synonymously with “contractor” in the report.
- Goods/Services descriptions are determined by the general ledger account(s) entered in the system.
- The only amendment descriptions that can be reported are changes in the overall value or duration of an agreement, or changes in the goods or services provided.
- As with most ERP systems, the Phoenix Financial System cannot distinguish between a true amendment and an error correction. The JCC relies on the trial courts to manually identify error corrections for omission from this report.

Table 4 contains a list of the report fields and their descriptions.

Table 4. Trial Court Contract Report Field Names and Descriptions

Field Name	Field Description
Court	Judicial Branch Entity (JBE), specifically the name of the superior court with the associated contract.
Contract	Unique identifier for the contract; can be system generated or a court-specific number.
Vendor ID	Unique identifier for the vendor; can be system generated or a court-specific vendor identifier.
Vendor Name	Name of the vendor.
Last Reported Contract Value	The most recently reported contract value, when the transaction record is for a contract that has been previously reported. (Only contracts created or amended after January 1, 2012, have been reported.)
Contract Value (New)	Known or estimated original contract value, when the transaction record is for a new contract.
Contract Value (Changed)	The increase or decrease to the contract value, if the contract value changed within the reporting period, which may occur in the same reporting period as a new contract.
Goods/Services	A description of the goods/services based on the general ledger accounts associated with the contract, when the transaction record is for an original contract. (The goods/services are rolled up from subaccounts, so descriptions may appear to be duplicates but are actually separate subaccounts in the rolled-up category.)
Goods/Services (Changed)	A description of the changed goods/services based on the general ledger accounts associated with the contract, when the transaction record refers to an amendment to the goods/services. (The goods/services are rolled up from subaccounts, so descriptions may appear to be duplicates but are actually separate subaccounts in the rolled-up category.)
Contract Duration (New)	When the transaction record is for an original contract, the original contract duration, represented in months or a fraction thereof.
Contract Duration (Changed)	When the transaction record refers to an amendment to the current contract duration, the increase or decrease to the contract duration, represented in months or a fraction thereof.

Trial Court Payment Report

Below are some key factors to consider when reviewing the payment data:

- Goods/Services descriptions are determined by the general ledger account(s) entered in the system.
- A single payment may have multiple lines of data in the file if the payment is for multiple goods or services. Simple sorting by contract number keeps these records together. The reports can also be sorted by court/JBE or by vendor.

Table 5 contains a list of the report fields and their descriptions.

Table 5. Trial Court Payment Report Field Names and Descriptions

Field Name	Field Description
Court	Name of the superior court making the payment.
Contract Number	Unique identifier for the contract under which the payment was made. (If the payment was not associated with a contract, this field will be blank.)
Goods/Services	Description of the goods/services based on the general ledger account associated with the payment. (The goods/services are rolled up from subaccounts, so descriptions may appear to be duplicates but are actually separate subaccounts in the rolled-up category.)
Vendor ID	Unique identifier for the vendor.
Vendor Name	Name of the vendor.
Total Payments	Total payments to a vendor, reported by court, contract, and goods/services under the contract. (Data can be sorted in various ways to obtain totals by court, vendor, contract, goods/services, etc.)

Attachments and Links

1. Link A: The following reports are posted separately for access and review at <http://www.courts.ca.gov/7466.htm> rather than as attachments.
 - Superior court reports, from January 1 through June 30, 2020:
 - *Trial Court Contract Report*
 - *Trial Court Payment Report*
 - Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports, from January 1 through June 30, 2020:
 - *Contract Report*
 - *Payment Report*
2. Link B: Judicial branch payment transactions information in FI\$Cal on the Open FI\$Cal website, <http://open.fiscal.ca.gov/>
3. Link C: Judicial branch procurement transactions information in FI\$Cal on the eProcure website,
https://suppliers.fiscal.ca.gov/psc/psfpd1/SUPPLIER/ERP/c/ZZ_PO.ZZ_SCPRS1_CMP.GBL?FolderPath=PORTAL_ROOT_OBJECT.ZZ_FISCAL_SCPRS.ZZ_SCPRS1_CMP_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder