



## JUDICIAL COUNCIL OF CALIFORNIA

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

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# CIRCULATING ORDER MEMORANDUM TO THE JUDICIAL COUNCIL

Circulating Order Number: CO-17-01

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**Title**

Judicial Branch Semiannual Contract  
Reporting Requirement: Executed Contracts  
and Vendor Payments, July 1 through  
December 31, 2016

**Action Requested**

VOTING MEMBERS ONLY: Vote and  
return by fax. Additionally, return original  
signature page.

**Rules, Forms, Standards, or Statutes Affected**

None

**Please Respond By**

February 7, 2017

**Recommended by**

Judicial Council staff  
Martin Hoshino  
Administrative Director,  
Judicial Council  
Doug Kauffroath, Director  
Branch Accounting and Procurement

**Date of Report**

February 1, 2017

**Contact**

Robert Downs, 916-643-7018  
[robert.downs@jud.ca.gov](mailto:robert.downs@jud.ca.gov)

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### 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, and (2) for every vendor or contractor receiving more than one payment, the amount of the payment, type of service or good provided, and judicial branch entity receiving the good or service. Therefore, the Judicial Council staff recommends submitting this 11th semiannual report, which lists all judicial branch entity contracts amended during the reporting period covering July 1 through December 31, 2016.

## Recommendation

The Judicial Council staff recommends that the Judicial Council, effective February 1, 2017:

1. Accept and approve for submission to the Joint Legislative Budget Committee and the California State Auditor the *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of July 1 Through December 31, 2016* and its related attachment; and
2. Direct the Judicial Council staff to submit the report and attachment to the Legislature.

Text of the report is attached at pages 9 - 20.

## 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 and submission of semiannual reports to the Joint Legislative Budget Committee and the State Auditor. Since then, reports have been approved and submitted at Judicial Council meetings or through circulating orders as follows:

Rpt.	Approval Date	Period	Meeting or Circulating Order #
1	Jan. 24, 2012	Oct. 1–Dec. 31, 2011	Meeting
2	July 27, 2012	Jan. 1–June 30, 2012	Meeting
3	Jan. 31, 2013	July 1–Dec. 31, 2012	CO-13-01
4	July 30, 2013	Jan. 1–June 30, 2013	CO-13-04
5	Jan. 29, 2014	July 1–Dec. 31, 2013	CO-14-01
6	July 31, 2014	Jan. 1–June 30, 2014	CO-14-04
7	Feb. 19, 2015	July 1–Dec. 31, 2014	CO-15-01
8	Aug. 21, 2015	Jan. 1–June 30, 2015	Meeting
9	Feb. 26, 2016	July 1–Dec. 31, 2015	Meeting
10	July 29, 2016	Jan. 1–June 30, 2016	Meeting

## Rationale for Recommendation

### Statutory requirement

The California Judicial Branch Contract Law (JBCL; Pub. Contract Code, §§ 19201–19210), 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. 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 (Pub. Contract Code, § 19206). The Judicial Council, on August 26, 2011, adopted such a 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 [SAM] and the State Contracting Manual [SCM]” (*Id.*)

### **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 details about contracts and amendments to contracts entered into by judicial branch entities with vendors or contractors, payments received by vendors and contractors, and 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 July 1, 2016, the Judicial Council’s Trial Court Administrative Services office has lead responsibility for providing the reports to the council for approval and submission to the Joint Legislative Budget Committee and the State Auditor. Additionally, the council’s State Accounting and Procurement office and its Trial Court Administrative Services office are responsible for coordinating with each other to ensure that all information in the reports is timely, accurate, and consistent in form and format.

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

- **Supreme Court:** The Supreme Court is responsible for providing to the council’s State Accounting and Procurement office the information relating to payments to, and contracts with, the Supreme Court’s vendors in the form and format required by the State Accounting and Procurement office for Judicial Council reporting purposes.
- **Courts of Appeal:** Each Court of Appeal is responsible for providing to the council’s State Accounting and Procurement office the information relating to payments to, and contracts with, vendors in the form and format required by the State Accounting and Procurement office for Judicial Council reporting purposes.
- **Superior Courts:** The Phoenix Financial System is the source of information for compiling reports relating to payments to vendors during a reporting period by each superior court and relating to contracts between vendors and each superior court. Each superior court is responsible for inputting into Phoenix the information relating to payments to, and contracts with, that superior court’s vendors as required for Judicial Council reporting purposes.
- **Habeas Corpus Resource Center (HCRC):** The HCRC is responsible for providing to the council’s State Accounting and Procurement office the information relating to payments to, and contracts with, the HCRC’s vendors in the form and format required by the State Accounting and Procurement office for Judicial Council reporting purposes.

- **Judicial Council:** The council's State Accounting and Procurement office is responsible for maintaining and providing the information relating to payments to, and contracts with, vendors of the Judicial Council.

### **Contents of the reports**

The reports from the Judicial Council include a list of all vendors that receive a payment from a judicial branch entity during the reporting period. 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 good or service
- The amount of payment
- The type of service or good provided

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

- The name of the vendor
- The type of service or good provided
- The nature of the amendment
- The duration of the amendment
- The cost 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, lawsuits in process, and other information that might be subject to non-disclosure and/or laws and regulations pertaining to confidentiality. Such information may be redacted.

These reports also include modifications designed to improve the display of various aspects of contract information. Specifically, the Trial Court Contracts Report has been revised to provide a summary of contract activity during the reporting period for each contract on a single line; previous reports included multiple lines for a single contract, resulting in difficulty when the contracts were sorted.

## Comments, Alternatives Considered, and Policy Implications

### Comments 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, in turn, contain accurate and complete information. All judicial branch personnel involved in maintaining and providing the necessary information must be sufficiently trained, experienced, responsible, and accountable 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.

### Alternatives

No alternatives were considered because the recommendation is consistent with approved council policy and with the provisions of Public Contract Code sections 19201–19210.

### Implementation Requirements, Costs, and Operational Impacts

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

### Attachments

1. *Instructions for Review and Action by Circulating Order*, at page 6
2. *Circulating Order*, at pages 7–8
3. *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of July 1 Through December 31, 2016*, at pages 9–20, with the following listed attachments, which because of their size, including any explanatory footnotes, are posted separately for access and review here at [www.courts.ca.gov/7466.htm](http://www.courts.ca.gov/7466.htm):
  - Superior court reports:
    - Trial Court Contract Report, July 1 through December 31, 2016
    - Trial Court Payment Report, July 1 through December 31, 2016
  - Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports:
    - Contract Amendment Report, July 1 through December 31, 2016
    - Payment Report, July 1 through December 31, 2016

## Instructions for Review and Action by Circulating Order

### Voting members

- Please indicate your **vote, sign, and return by 12 p.m., February 7, 2017**, by one of the following methods:
  1. Reply to the e-mail message with “I approve,” “I disapprove,” or “I abstain.”
  2. Fax the signature pages to the attention of Trial Court Leadership, Judicial Council, at 415-865-4391.
- Additionally, **return the original** signature page to Judicial Council and Trial Court Leadership, Judicial Council of California, 455 Golden Gate Avenue, San Francisco, California, 94102-3688. **Please keep a copy for your records.**
- If you are unable to reply by **February 7, 2017**, please do so as soon as possible thereafter.

### Advisory members

The circulating order is being faxed to you for your information only. There is no need to sign or return any documents.

**CIRCULATING ORDER**  
**Judicial Council of California**  
**Voting and Signature Pages**

Effective immediately, the Judicial Council approves the *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of July 1 Through December 31, 2016*.

My vote is as follows:

☒ Approve

☐ Disapprove

☐ Abstain

\_\_\_\_\_  
Tani G. Cantil-Sakauye, Chair

\_\_\_\_\_/s/  
Marla O. Anderson

\_\_\_\_\_/s/  
Brian John Back

\_\_\_\_\_  
Richard Bloom

\_\_\_\_\_/s/  
Stacy Boulware Eurie

\_\_\_\_\_/s/  
Kyle S. Brodie

\_\_\_\_\_/s/  
Ming W. Chin

\_\_\_\_\_/s/  
Samuel K. Feng

\_\_\_\_\_/s/  
Scott M. Gordon

\_\_\_\_\_/s/  
Harry E. Hull, Jr.

\_\_\_\_\_/s/  
James M. Humes

\_\_\_\_\_/s/  
Audra Ibarra

\_\_\_\_\_/s/  
Hannah-Beth Jackson

\_\_\_\_\_/s/  
Patrick M. Kelly

My vote is as follows:

☒ Approve

☐ Disapprove

☐ Abstain

\_\_\_\_\_  
/s/  
Dalila Corral Lyons

\_\_\_\_\_  
Donna D'Angelo Melby

\_\_\_\_\_  
Douglas P. Miller

\_\_\_\_\_  
/s/  
Gary Nadler

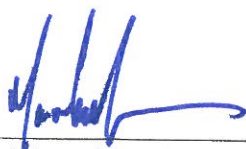
\_\_\_\_\_  
/s/  
Debra Elaine Pole

\_\_\_\_\_  
/s/  
David M. Rubin

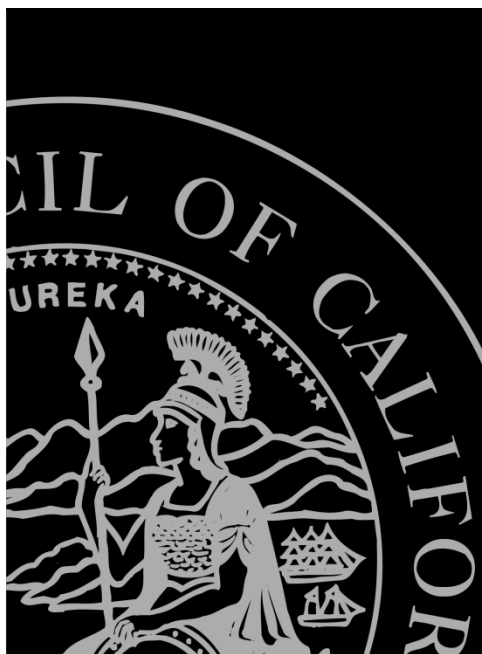
\_\_\_\_\_  
/s/  
Dean T. Stout

Date: February 8, 2017

Attest:

  
\_\_\_\_\_  
Administrative Director and  
Secretary of the Judicial Council





# Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of July 1 Through December 31, 2016

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

February 1, 2017



JUDICIAL COUNCIL  
OF CALIFORNIA

## **JUDICIAL COUNCIL OF CALIFORNIA**

**Hon. Tani G. Cantil-Sakauye**  
*Chief Justice of California and  
Chair of the Judicial Council*

**Mr. Martin Hoshino**  
*Administrative Director  
Judicial Council*

### **ADMINISTRATIVE DIVISION**

**Mr. John Wordlaw**  
*Chief Administrative Officer*

**BUDGET SERVICES**  
**Mr. Zlatko Theodorovic**  
*Director*

### **BRANCH ACCOUNTING AND PROCUREMENT**

**Mr. Doug Kauffroath**  
*Director*

**Ms. Paula Coombs**  
*Supervisor and  
Primary Author of Report*

***Semiannual Report on Contracts for the Judicial Branch for the  
Reporting Period of July 1 Through December 31, 2016:***  
**Report to the Joint Legislative Budget Committee and the State Auditor  
as required by Public Contract Code section 19209**

**February 1, 2017**

## 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 payment(s) 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 are the Supreme Court, Courts of Appeal, superior courts, Habeas Corpus Resource Center (HCRC), and Judicial Council.

Because the operative date of the Judicial Branch Contract Law (JBCL) was October 1, 2011, only contracts entered into or amended after that date are included in this report. Generally the report is developed on a semiannual basis, covering the six-month periods from January 1 through June 30 and July 1 through December 31. This report covers the period from July 1 through December 31, 2016.

### **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 that are unique to the superior courts and are not subject to the JBCL:

- Contracts (often referred to as memoranda of understanding, or MOUs) 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

- Contracts between a court and a court interpreter, when the court interpreter provides services as an independent contractor

### **Other reporting features**

The *Trial Court Contract Report* provides a summary of contract activity during the reporting period for each contract on a single line.

### **Format of the report**

The Judicial Council's Branch Accounting and Procurement division is responsible for preparing this report. The portion of the report that relates to the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council is extracted from the Oracle Financial System. The information that relates to the superior courts is extracted from the Phoenix Financial System. Because two different information management systems are used, the format and data elements of various portions of the report differ. The four portions of the report are listed below.

- Superior courts:
  1. *Trial Court Contract Report*
  2. *Trial Court Payment Report*
- Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council:
  1. *Contract Amendment Report*
  2. *Payment Report*

Table 1 explains the differences in 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
<b>Payment Report</b>	Vendors and contractors receiving any payment. Report each distinct contract between the vendor or contractor and a judicial branch entity. 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	Vendor Name PO/Contract Amount Payment Summary Entity Name
<b>Contract and Contract Amendment Report</b>	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 Vendor ID Vendor Name Last Reported Contract Value Contract Value (New) Contract Value (Changed) Goods/Services (New) Goods/Services (Changed) Contract Duration (New) Contract Duration (Changed) Total Contract Duration	Entity Amendment Number Contract Number Vendor Name Type of Goods/ Service Description Nature of Amendment Duration (months) Cost of Amendment

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

This semiannual report includes all the information required by statute. Portions of the report related to the superior courts contain items of information (vendor ID), as listed above, that are not required for the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council.

The superior court information also includes contracts and contract amendments that were entered into during the reporting period, even if no payments were made. This is additional information not required by the JBCL. The portion of the report related to the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council does not include contracts for which no payment was made during the reporting period. The superior court report consolidates all payments to a vendor or contractor under one contract as one payment for the reporting period.

## Statistics

On the following pages, a series of tables provides statistical information for the July 1 through December 31, 2016, reporting period. Note that some tables may include totals that may not equal 100 percent, due to rounding.

- **Table 2.** Overall Contract and Payment Statistics
- **Table 3.** Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council Payment Statistics Summary
- **Table 4.** Trial Court Payment Statistics, Goods and Services Detail Summary

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

1. Superior court reports, from July 1 through December 31, 2016
  - a. *Trial Court Contract Report*
  - b. *Trial Court Payment Report*
2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports, from July 1 through December 31, 2016
  - a. *Contract Amendment Report*
  - b. *Payment Report*

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

**Table 2. Overall Contract and Payment Statistics, July 1 through December 31, 2016**

	Superior Courts	Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council
<b>Payments:</b>		
Number	17,483	1,847
Dollar amount	\$ 202,747,029	\$ 198,544,581
Number of associated contracts	8,370	2,722
<b>Contracts:</b>		
Original contracts	5,056	*
Value of original contracts	\$ 144,236,825	*
Contracts with amendments	1,304	276
Cost of amendments	\$ 45,044,816**	\$ 178,645,895
* Includes only contracts with amendments as required by statute.		
** Includes increases and decreases to contract value, such as changes in contract scope.		

As described below in table 3, a total of \$198,544,581 was paid to vendors by the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council.

**Table 3. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council Payment Statistics Summary, July 1 through December 31, 2016**

	Payments
<b>Supreme Court</b>	\$ 3,901,259
<b>Courts of Appeal:</b>	
<b>1st District</b>	1,523,138
<b>2nd District</b>	3,548,766
<b>3rd District</b>	1,312,699
<b>4th District</b>	4,269,147
<b>5th District</b>	1,629,751
<b>6th District</b>	1,693,169
<b>Judicial Council</b>	180,101,189
<b>Habeas Corpus Resource Center</b>	565,462
<b>TOTAL</b>	<b>\$ 198,544,581</b>

Table 4 below, provides a summary of all payments for goods and services by the trial courts during this reporting period. The table shows 17,483 payments representing nearly \$203 million associated with more than 8,370 contracts.

Looking at Table 2, of the 5,056 trial court contracts reported, 1,304 were affected by amendments. A small number of contracts may have been affected by changes in account codes. Otherwise, amendments consisted of the following:

- 832 that had an increase in contract value
- 472 that had a decrease in contract value
- 148 that had a change in contract duration

**Table 4. Trial Court Payment Statistics, Goods, and Services Detail Summary, July 1 through December 31, 2016**

<b>Goods and Services</b>	<b>Payments</b>	<b>Values</b>	<b>Contracts</b>
Advertising	149	210,821.23	64
Banking and Investment Services	12	22,876.81	2
Collection Services	93	8,238,143.71	46
Consulting Services—Temp	91	1,497,502.47	78
Consulting/Professional Services	10	228,404.85	8
Contracted Services	79	1,175,255.10	50
County-Provided Services	184	16,595,206.92	154
Court-Appointed Counsel	490	22,202,084.26	157
Court Interpreter Services	2,648	11,499,704.08	267
Court-Ordered Professional	1,013	5,655,044.41	614
Court Reporter Services	320	2,980,093.98	15
Court Transcripts	1,891	9,025,460.74	24
Dues and Memberships	109	138,806.65	12
Employee Relocation	1	100.00	
Equipment Maintenance	240	1,223,161.09	193
Equipment Rental/Lease	225	2,943,689.59	171
Equipment Repairs	109	170,032.71	84
Fees/Permits	140	2,135,608.56	51
Freight and Drayage	19	1,722.68	9
General Consultant	799	18,024,381.55	439
General Expense	10	55,167.88	2
General Expense—Service	338	2,704,936.08	217
Grounds	29	160,294.65	20
Information Technology	4	381,822.02	3
Insurance	107	994,318.37	28
Investigative Services	154	406,833.96	52
IT Commercial Contract	223	8,957,104.64	187
IT Interjurisdictional	15	567,886.34	11
IT Maintenance	415	8,771,499.58	352
IT Other	35	336,167.18	21
IT Repairs/Supplies/License	463	6,802,201.51	360
Janitorial	168	6,139,144.95	116
Juror Costs	30	29,247.37	6
Laboratory Expense	45	45,325.15	11
Legal	133	1,822,493.22	90
Library Purchases and Subscriptions	459	3,774,375.00	256
Maintenance and Supplies	198	3,324,966.58	153
Major Equipment	102	6,385,634.42	98
Mediators/Arbitrators	265	1,317,466.78	51
Meetings, Conferences, Exhibits	132	192,462.53	33
Minor Equipment—Under \$5k	1,167	15,145,349.70	1,065
Office Expense	1,866	4,229,773.69	1,520



Goods and Services	Payments	Values	Contracts
Other Contract Services	58	1,373,872.53	38
Other Facility Costs—Goods	99	114,350.38	72
Other Facility Costs—Services	75	160,586.79	53
Other Items of Expense	13	99,845.11	10
Other Travel Expenses	14	2,029.00	2
Other—Special Items of Expense	2	1,800.00	1
Photography	9	55,192.96	4
Postage	20	505,032.71	7
Postage Meter	53	1,031,241.22	32
Printing	405	3,004,919.40	302
Rent/Lease	98	2,168,467.40	65
Security	117	6,107,384.88	77
Sheriff	352	1,065,466.51	22
Stamps, Stamped Envelopes	224	2,681,082.34	108
Telecommunications	563	6,860,607.46	358
Training	268	651,183.58	73
Uniform Allowance	5	3,512.07	4
Vehicle Operations	128	347,881.82	52
<b>Grand Total</b>	<b>17,483</b>	<b>202,747,029.15</b>	<b>8,370</b>

## Report Information

### Superior courts

#### 1. *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/services provided.
- The Phoenix Financial System cannot distinguish between a true amendment and an error correction. Screens were built to allow superior courts to review

transactions included in the report and exclude changes that were error corrections. This design feature affects the accuracy of the data based on a court's ability/availability to review its transactions.

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

**Table 5. Trial Court Contract Report Field Names and Descriptions**

Field Name	Field Description
<b>Court</b>	Judicial Branch Entity, specifically name of the superior court with the associated contract.
<b>Contract</b>	Unique identifier for the contract; can be system generated or a court-specific number.
<b>Vendor ID</b>	Unique identifier for the vendor; can be system generated or a court-specific vendor identifier.
<b>Vendor Name</b>	Name of the vendor.
<b>Last Reported Contract Value</b>	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.
<b>Contract Value (New)</b>	Known or estimated original contract value, when the transaction record is for a new contract.
<b>Contract Value (Changed)</b>	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.
<b>Goods/Services (New)</b>	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. <b>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.</b>
<b>Goods/Services (Changed)</b>	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. <b>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.</b>
<b>Contract Duration (New)</b>	When the transaction record is for an original contract, the original contract duration, represented in months or a fraction thereof.
<b>Contract Duration (Changed)</b>	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.
<b>Total Contract Duration</b>	The total contract duration, including cumulative changes to the original contract duration, represented in months or a fraction thereof.

## 2. 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/services. Simple sorting by contract number keeps these records together. They can also be sorted by court (JBE) or by vendor.

Table 6 contains a list of the report fields and their descriptions.

**Table 6. Trial Court Payment Report Field Names and Descriptions**

Field Name	Field Description
<b>JBE</b>	Name of the superior court making the payment.
<b>Contract Number</b>	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.
<b>Goods/Services</b>	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.
<b>Vendor ID</b>	Unique identifier for the vendor.
<b>Vendor Name</b>	Name of the vendor.
<b>Total Payments</b>	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.

### **Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council**

Contract and payment information concerning active litigation on capital cases is not reported at the request of the Habeas Corpus Resource Center under statutory and work-product principles.

#### **1. Contract Amendment Report**

Exclusions and explanations in the *Contract Amendment Report* follow:

- Schedule changes that constitute amendments to a contract indicate the cost of amendment as “0.00,” “n/a,” or “not applicable” because no additional cost was involved.
- “Change of cost and schedule of the work” has an associated cost. Cost changes result from any number of reasons, and there is no specificity for this data element in the Oracle Financial System. Further details related to the basis for the cost change require review of the individual contract.

#### **2. Payment Report**

Payments extracted from the Oracle Financial System were reviewed to determine whether they were contractual payments. Any payment types considered “noncontractual items” are excluded from the reporting, including:

- Payroll and other payments to state employees and judicial officers and the related benefits payments;
- Assigned judges’ compensation;

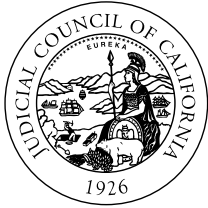
- Appellate court-appointed counsel panel attorney compensation claims (paid on court order);
- Most utilities;
- Postage;
- Travel reimbursements;
- Settlement charges; and
- Trial court allocations.

Some of the above payment types, such as utilities, postage, and travel reimbursements, may be included in the superior court reports.

## Attachments

Because of their size, the following attachments, including any explanatory footnotes, are posted separately for access and review:

1. Superior court reports, from July 1 through December 31, 2016:
  - a. *Trial Court Contract Report*
  - b. *Trial Court Payment Report*
2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports, from July 1 through December 31, 2016:
  - a. *Contract Amendment Report*
  - b. *Payment Report*



# JUDICIAL COUNCIL OF CALIFORNIA

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MR. MARTIN HOSHINO  
*Administrative Director,  
Judicial Council*

February 1, 2017

Chair, Joint Legislative Budget Committee

Attn: Ms. Peggy Collins  
Legislative Office Building  
1020 N Street, Room 553  
Sacramento, California 95814

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

*Re: Semiannual Report on Contracts for the Judicial Branch for the  
Reporting Period of July 1 Through December 31, 2016, as required  
under Public Contract Code section 19209*

Dear Ms. Howle and Ms. Collins:

Attached is the report from the Judicial Council as required under Public Contract Code section 19209 on new contracts, contract payments to vendors from judicial branch entities, and amendments to those contracts during the reporting period July 1 through December 31, 2016. Judicial branch entities are the Supreme Court, Courts of Appeal, superior courts, Habeas Corpus Resource Center, and Judicial Council.

As required, the report includes a listing of (1) all vendors or contractors receiving payments from any judicial branch entity and their associated distinct contracts, and (2) for every vendor or contractor receiving more than one payment, the amount of the payment, type of service or good provided, and the judicial branch entity receiving the good or service. The report also includes all judicial branch entity contracts that were amended during the reporting period. This is the 11th semiannual report submitted under this reporting requirement. The operative date of the Judicial Branch Contract Law was October 1, 2011, and only contracts with

Ms. Elaine M. Howle  
Ms. Peggy Collins  
February 1, 2017  
Page 2

payments or amendments on or after that date are required to be included in the report. These reports cover six-month periods, from January 1 through June 30, and July 1 through December 31, as appropriate. This report reflects the reporting period July 1 through December 31, 2016. The attachments to this report include the following:

- Superior court reports, from July 1 through December 31, 2016:
  - a. *Trial Court Contract Report*
  - b. *Trial Court Payment Report*
- Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports, from July 1 through December 31, 2016:
  - a. *Contract Amendment Report*
  - b. *Payment Report*

Note that this report excludes certain payments and contract amendment information that are statutorily restricted in general or on disclosure to third parties, or excluded from reporting.

The report attachments are very large. To save resources, hard copies are not attached. They may be accessed at the following address: [www.courts.ca.gov/7466.htm](http://www.courts.ca.gov/7466.htm).

If you have any questions related to this report, please contact Mr. Doug Kauffroath, Director, Branch Accounting and Procurement, Judicial Council, at [doug.kauffroath@jud.ca.gov](mailto:doug.kauffroath@jud.ca.gov).

Sincerely,

Martin Hoshino  
Administrative Director  
Judicial Council

Ms. Elaine M. Howle  
Ms. Peggy Collins  
February 1, 2017  
Page 3

MH/PC/es

Attachments, available at [www.courts.ca.gov/7466.htm](http://www.courts.ca.gov/7466.htm)

cc: Diane F. Boyer-Vine, Legislative Counsel

Daniel Alvarez, Secretary of the Senate

E. Dotson Wilson, Chief Clerk of the Assembly

Shaun Naidu, Policy Consultant, Office of Senate President pro Tempore Kevin de León

Alf Brandt, Senior Counsel, Office of Speaker Anthony Rendon

Anita Lee, Senior Fiscal and Policy Analyst, Legislative Analyst's Office

Tina McGee, Executive Secretary, Legislative Analyst's Office

Emma Jungwirth, Program Budget Analyst, Department of Finance

Margie Estrada, Chief Counsel, Senate Judiciary Committee

Julie Salley-Gray, Consultant, Senate Budget and Fiscal Review Committee

Mark McKenzie, Staff Director, Senate Appropriations Committee

Matt Osterli, Consultant, Senate Republican Fiscal Office

Mike Petersen, Consultant, Senate Republican Policy Office

Alison Merrilees, Chief Counsel, Assembly Judiciary Committee

Jazmin Hicks, Consultant, Assembly Budget Committee

Pedro Reyes, Principal Consultant, Assembly Appropriations Committee

Allan Cooper, Consultant, Assembly Republican Office of Policy & Budget

Paul Dress, Consultant, Assembly Republican Office of Policy & Budget

Peggy Collins, Principal Consultant, Joint Legislative Budget Committee

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Laura Speed, Supervising Attorney, 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 July 1 through December 31, 2016*

Summary Citation: Public Contract Code section 19209

Date of Report: February 1, 2017

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. The JBCL applies to all contracts entered into or amended by judicial 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 must 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. The reports exclude payments and contract amendment information that are statutorily restricted or excluded from reporting, information subject to any statutory restrictions on disclosure to third parties, and information on capital cases in active litigation.

This report covers the period of July 1 through December 31, 2016. The report, including the attachment runs several hundred pages long. Approximately \$203 million in payments was made by the superior courts, and approximately \$199 million was made by the other judicial branch entities during the reporting period. The report lists 11,092 contracts associated with these payments, as well as 1,580 contracts with amendments.

The full report can be accessed at [www.courts.ca.gov/7466.htm](http://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, Judicial Council, at [doug.kauffroath@jud.ca.gov](mailto:doug.kauffroath@jud.ca.gov).