



JUDICIAL COUNCIL OF CALIFORNIA

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

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REPORT TO THE JUDICIAL COUNCIL

For business meeting on: March 2, 2018

Title

Judicial Branch Semiannual Contract
Reporting Requirement: Executed Contracts
and Vendor Payments for the Period of July 1
through December 31, 2017

Agenda Item Type

Information Only

Date of Report

March 2, 2018

Submitted by

Branch Accounting and Procurement
Doug Kauffroath, Director

Contact

Doug Kauffroath, 916-263-2872
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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 good or service provided, and judicial branch entity receiving the good or service. Therefore, the Judicial Council staff submitted this 13th semiannual report on February 1, 2018, which listed all judicial branch entity contracts that were amended during the reporting period covering July 1 through December 31, 2017.

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 and the State Auditor. Previous reports were submitted and approved at Judicial Council meetings or through circulating orders, as follows:

January 24, 2012: the Judicial Council accepted and approved the first semiannual report for the period October 1 through December 31, 2011.

July 27, 2012: the Judicial Council accepted and approved the second semiannual report for the period January 1 through June 30, 2012.

January 31, 2013: under Circulating Order CO-13-01, the Judicial Council accepted and approved the third semiannual report for the period July 1 through December 31, 2012.

July 30, 2013: under Circulating Order CO-13-04, the Judicial Council accepted and approved the fourth semiannual report for the period January 1 through June 30, 2013.

January 29, 2014: under Circulating Order CO-14-01, the Judicial Council accepted and approved the fifth semiannual report for the period July 1 through December 31, 2013.

July 31, 2014: under Circulating Order CO-14-04, the Judicial Council accepted and approved the sixth semiannual report for the period January 1 through June 30, 2014.

February 19, 2015: under Circulating Order CO-15-01, the Judicial Council accepted and approved the seventh semiannual report for the period July 1 through December 31, 2014.

August 21, 2015: the Judicial Council accepted and approved the eighth semiannual report for the period January 1 through June 30, 2015.

February 26, 2016: the Judicial Council accepted and approved the ninth semiannual report for the period July 1 through December 31, 2015.

July 29, 2016: the Judicial Council accepted and approved the 10th semiannual report for the period January 1 through June 30, 2016.

March 24, 2017: under Circulating Order CO-17-01, the Judicial Council accepted and approved the 11th semiannual report for the period July 1 through December 31, 2016.

May 16, 2017: the Office of Governmental Affairs implemented a procedural change regarding the Judicial Council Semiannual Report on Judicial Branch Contracts. The report will now be submitted as an “Information Only” agenda item to the Judicial Council at the meeting immediately following the statutory due date or submission of the report.

Methodology and Process

Statutory requirement

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 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 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 [SAM] and the State Contracting Manual [SCM].”

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 August 1, 2017, 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 Joint Legislative Budget Committee and the State Auditor. Additionally, the council’s Branch 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 generally as follows:

- **Supreme Court:** the Supreme Court is responsible for providing to the council’s Branch 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 Branch Accounting and Procurement office for Judicial Council reporting purposes.
- **Courts of Appeal:** each Court of Appeal is responsible for providing to the council’s Branch Accounting and Procurement office the information relating to payments to, and contracts with, vendors in the form and format required by the Branch 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 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 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 Branch 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 Branch Accounting and Procurement office for Judicial Council reporting purposes.
- **Judicial Council:** the council's Branch 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 will 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; and
- 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 reports contain 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; and
- 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 the like. Such information may be redacted.

Policy and Cost 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 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. The submission of this report was marginally delayed given the required reporting period for the financial data presented.

Alternatives

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

Attachments and Links

1. Attachment A: *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of July 1 through December 31, 2017*, with the following listed attachments, which because of their size, including any explanatory footnotes, are posted separately for access and review at <http://www.courts.ca.gov/7466.htm>.
 - Superior court reports:
 - *Trial Court Contract Report*, July 1 through December 31, 2017
 - *Trial Court Payment Report*, July 1 through December 31, 2017
 - Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports:
 - *Contract Amendment Report*, July 1 through December 31, 2017
 - *Payment Report*, July 1 through December 31, 2017



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Chair of the Judicial Council

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Chair, Litigation Management Committee

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MR. MARTIN HOSHINO
Administrative Director,
Judicial Council

February 1, 2018

Hon. Holly J. Mitchell
Chair, Joint Legislative Budget Committee
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, 2017, as required under
Public Contract Code section 19209

Dear Senator Mitchell and Ms. Howle:

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, 2017. 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 13th semiannual report submitted under this reporting requirement. The operative date of the Judicial Branch Contract Law was October 1, 2011, and only contracts with 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, 2017. The attachments to this report include the following:

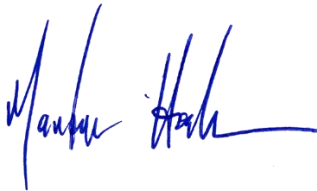
- Superior court reports, from July 1 through December 31, 2017:
 - a. *Trial Court Contract Report*
 - b. *Trial Court Payment Report*
- Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports, from July 1 through December 31, 2017:
 - a. *Contract Amendment Report*
 - b. *Payment Report*

Please 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. The attachments may be accessed at the following address: 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.

Sincerely,



Martin Hoshino
Administrative Director
Judicial Council

Hon. Holly J. Mitchell
Ms. Elaine M. Howle
February 1, 2018
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MH/ML/es

Attachments, available at 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
Jessica Devencenzi, Policy Consultant, Office of Senate President pro Tempore Kevin de León
Alf Brandt, Senior Counsel, Office of Assembly Speaker Anthony Rendon
Misty Feusahrens, Special Assistant, Office of Assembly Speaker Anthony Rendon
Anita Lee, Senior Fiscal and Policy Analyst, Legislative Analyst's Office
Tina McGee, Executive Secretary, Legislative Analyst's Office
Rebecca Kirk, Program Budget Analyst, Department of Finance
Margie Estrada, Chief Counsel, Senate Judiciary Committee
Julie Salley, Consultant, Senate Budget and Fiscal Review Committee
Shaun Naidu, Consultant, Senate Appropriations Committee
Matt Osterli, Consultant, Senate Republican Fiscal Office
Mike Petersen, Consultant, Senate Republican Policy Office
Alison Merrilees, Chief Counsel, Assembly Judiciary Committee
Jennifer Kim, Consultant, Assembly Budget Committee
Daisy Gonzales, Principal Consultant, Assembly Appropriations Committee
Daryl Thomas, Consultant, Assembly Republican Office of Policy & Budget
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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, 2017*

Summary Citation: Public Contract Code section 19209

Date of Report: February 1, 2018

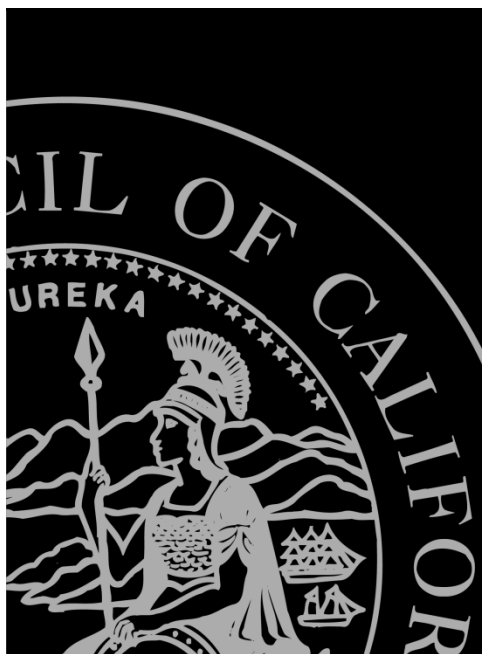
The Judicial Council has submitted a report to the Legislature in accordance with Public Contract Code section 19209. The following summary of the report is provided under the requirements of Government Code section 9795.

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, 2017. The report, including the attachment runs several hundred pages long. Approximately \$205 million in payments was made by the superior courts, and approximately \$202 million was made by the other judicial branch entities during the reporting period. The report lists 10,181 contracts associated with these payments, as well as 1,494 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, Judicial Council, at doug.kauffroath@jud.ca.gov.



Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of July 1 through December 31, 2017

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

February 1, 2018



JUDICIAL COUNCIL
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Hon. Tani G. Cantil-Sakauye

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Chair of the Judicial Council*

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Mr. Zlatko Theodorovic

Director

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Mr. Doug Kauffroath

Director

Ms. Mona Lawson

*Supervisor and
Primary Author of Report*

**Semiannual Report on Contracts for the Judicial Branch for the
Reporting Period of July 1 through December 31, 2017:
Report to the Joint Legislative Budget Committee and the State Auditor
as Required by Public Contract Code Section 19209**

February 1, 2018

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, 2017.

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; and
- 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 office 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
Payment Report	<ul style="list-style-type: none"> • Vendors and contractors receiving any payment. • Report each distinct contract between the vendor or contractor and a judicial branch entity. Identify the: <ol style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> • Vendor Name Vendor ID • Contract Number • Total Payments Goods/ Services • JBE 	<ul style="list-style-type: none"> • Vendor Name PO/Contract • Amount Payment Summary • Entity Name
Contract and Contract Amendment Report	For all contract amendments made, identify: <ol style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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, 2017, 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, 2017
 - 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, 2017
 - 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, 2017

	Superior Courts		Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council
Payments:			
Number	17,225		2,848
Dollar amount	\$ 204,847,667	\$	202,376,500
Number of associated contracts	8,209		1,972
Contracts:			
Original contracts	4,936		*
Value of original contracts	\$ 174,863,635		*
Contracts with amendments	1,256		238
Cost of amendments	\$ 42,641,840**	\$	113,593,437
* 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 \$202,376,500 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, 2017

	Payments
Supreme Court	\$ 3,533,998
Courts of Appeal:	
1st District	1,931,515
2nd District	3,576,542
3rd District	1,417,440
4th District	4,386,886
5th District	1,410,483
6th District	1,683,481
Judicial Council	184,077,592
Habeas Corpus Resource Center	358,564
TOTAL	\$ 202,376,500

Table 4, below, provides a summary of all payments for goods and services by the trial courts during this reporting period. The table shows 17,225 payments representing nearly \$205 million associated with more than 8,209 contracts.

Table 4. Trial Court Payment Statistics, Goods, and Services Detail Summary, July 1 through December 31, 2017

Goods and Services	Payments	Values	Contracts
Advertising	105	\$ 161,548.99	35
Banking and Investment Services	15	36,453.84	5
Collection Services	97	8,626,014.39	48
Consulting Services–Temp	93	1,142,055.32	81
Consulting/Professional Services	8	208,463.28	7
Contracted Services	110	1,163,054.18	90
County-Provided Services	145	13,247,200.76	113
Court-Appointed Counsel	428	23,502,348.31	152
Court Interpreter Services	2,698	12,390,107.19	262
Court-Ordered Professional	1,072	5,896,536.62	653
Court Reporter Services	280	2,615,303.48	9
Court Transcript	1,892	8,674,184.91	20
Dues and Memberships	105	143,145.01	21
Employee Relocation	1	1,668.93	
Equipment Maintenance	243	980,120.08	193

Goods and Services	Payments	Values	Contracts
Equipment Rental/Lease	215	2,672,799.98	160
Equipment Repairs	127	728,841.16	102
Facilities Operation	4	10,935.88	4
Fees/Permit	135	2,229,033.35	47
Freight and Drayage	27	5,331.06	16
General Consultant and Professional	744	16,764,462.12	400
General Expense	12	99,545.12	6
General Expense–Service	382	3,089,464.99	266
Grounds	28	132,056.55	22
Information Technology	5	367,583.48	4
Insurance	140	973,843.17	35
Investigative Services	151	316,340.73	57
IT Commercial Contract	184	9,702,300.03	162
IT Interjurisdictional Contract	15	640,006.04	10
IT Maintenance	424	10,884,691.29	373
IT Other	43	1,122,658.05	27
IT Repairs/Supplies/License	467	8,653,261.88	367
Janitorial	173	6,388,445.18	116
Juror Costs	22	30,232.38	2
Laboratory Expense	35	41,875.09	12
Legal	143	1,795,175.13	93
Library Purchases and Subscriptions	418	4,155,695.84	240
Maintenance and Supplies	265	3,586,718.25	211
Major Equipment	108	5,521,835.64	102
Mediators/Arbitrators	281	1,309,248.12	44
Meetings, Conferences, Exhibits	144	226,015.05	48
Minor Equipment–Under \$5k	971	13,657,534.58	872
Office Expense	1,795	3,933,064.25	1,446
Other Contract Services	56	1,004,003.21	37
Other Facility Costs–Goods	92	126,694.34	73
Other Facility Costs–Services	74	616,136.66	54
Other Items of Expense	31	87,020.21	27
Other Travel Expense	9	1,348.99	1
Other–Special Items of Expense	1	1,800	
Photography	10	34,849.13	7
Postage	21	720,789.06	11
Postage Meter	48	1,095,327.69	27
Printing	483	2,453,330.96	384
Rent/Lease	94	2,490,823.06	61
Security	126	6,458,058.52	84
Sheriff	389	987,740.23	13
Stamps, Stamped Envelopes	214	3,016,006.06	102

Goods and Services	Payments	Values	Contracts
Telecommunications	478	7,069,038.93	278
Training	220	521,106.74	58
Uniform Allowance	4	9,379.96	4
Vehicle Operations	125	327,010.29	55
Grand Total	17,225	\$ 204,847,666.80	8,209

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
Court	Judicial Branch Entity, 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 (New)	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.
Total Contract Duration	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
JBE	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.

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 at <http://www.courts.ca.gov/7466.htm>

1. Superior court reports, from July 1 through December 31, 2017:
 - 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, 2017:
 - a. *Contract Amendment Report*
 - b. *Payment Report*