



## JUDICIAL COUNCIL OF CALIFORNIA

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

[www.courts.ca.gov](http://www.courts.ca.gov)

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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on March 15, 2019

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Title

Report to the Legislature: *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of July 1 through December 31, 2018*

Agenda Item Type

Information Only

Date of Report

February 1, 2019

Submitted by

Branch Accounting and Procurement  
Doug Kauffroath, Director

Contact

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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 goods or services provided, and (3) judicial branch entity receiving the goods or services. Therefore, the Judicial Council staff submitted this report on February 1, 2019, which listed all judicial branch entity contracts that were amended during the reporting period covering July 1 through December 31, 2018.

### 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 August 1, 2018, the Judicial Council’s Branch Accounting and Procurement (BAP) office has lead responsibility for providing the reports to the council for approval and submission to the JLBC and the State Auditor. Additionally, the council’s BAP 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 BAP office the information relating to payments to, and contracts with, the Supreme Court’s vendors in the form and format required for Judicial Council reporting purposes.
- **Courts of Appeal:** Each Court of Appeal is responsible for providing to the council’s BAP office the information relating to payments to, and contracts with, vendors in the form and format required 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 BAP office the information relating to payments to, and contracts with, the HCRC's vendors in the form and format required for Judicial Council reporting purposes.
- **Judicial Council:** The council's BAP 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 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 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 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 FI\$Cal Department 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. In an effort to create efficiencies by eliminating unique reporting, we refer you to the eProcure and Open FI\$Cal websites for this accessible information.

Procurement transactions for the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Center on Judicial Performance, and Judicial Council of California can be found on the California eProcure website with other state departments' data. Summary or detailed data can be downloaded into Excel format. The judicial branch's department number is 0250. Date ranges can be used on the site to limit the volume of information returned. The link is:

[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](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).

Payment transactions for the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Center on Judicial Performance, and Judicial Council of California can be found on the State of California transparency website with other state departments' data. Summary or detailed data can be downloaded into Excel format. The link is <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.

## **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 July 1 through December 31, 2018*
2. Link A: Because of their size, 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:
    - *Trial Court Contract Report*, July 1 through December 31, 2018
    - *Trial Court Payment Report*, July 1 through December 31, 2018
3. Link B: The judicial branch information in FI\$Cal is on the Open FI\$Cal website at <http://open.fiscal.ca.gov/>.

4. Link C: The judicial branch procurement transactions information in FI\$Cal is on the eProcure website at:  
[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.](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)



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HON. TANI G. CANTIL-SAKAUYE  
*Chief Justice of California  
Chair of the Judicial Council*

HON. DOUGLAS P. MILLER  
*Chair, Executive and Planning Committee*

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

HON. KENNETH K. SO  
*Chair, Policy Coordination and  
Liaison Committee*

HON. HARRY E. HULL, JR.  
*Chair, Rules and Projects Committee*

HON. MARSHA G. SLOUGH  
*Chair, Technology Committee*

Hon. Marla O. Anderson  
Hon. Richard Bloom  
Hon. C. Todd Botke  
Hon. Stacy Bouluware Eurie  
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Mr. Michael M. Roddy  
Ms. Andrea K. Wallin-Rohmann  
Hon. Rebecca Wightman

MR. MARTIN HOSHINO  
*Administrative Director,  
Judicial Council*

February 1, 2019

Hon. Holly J. Mitchell  
Chair, Joint Legislative Budget Committee  
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, 2018, as required under  
Public Contract Code section 19209*

Dear Senator Mitchell and Ms. Howle:

The Judicial Council submits the following report 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, 2018. Judicial branch entities are the Supreme Court, Courts of Appeal, superior courts, Habeas Corpus Resource Center, and Judicial Council.

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

Sincerely,

Martin Hoshino  
Administrative Director  
Judicial Council

Hon. Holly J. Mitchell  
Ms. Elaine M. Howle  
February 1, 2019  
Page 2

MH/ML/es

Attachment

cc: Diane F. Boyer-Vine, Legislative Counsel  
Erika Contreras, Secretary of the Senate  
E. Dotson Wilson, Chief Clerk of the Assembly  
Eric Dang, Policy Consultant, Office of Senate President pro Tempore Toni Atkins  
Alf Brandt, Senior Counsel, Office of Assembly Speaker Anthony Rendon  
Jason Sisney, 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  
Emma Jungwirth, Program Budget Analyst, Department of Finance  
Margie Estrada, Chief Counsel, Senate Judiciary Committee  
Christopher Francis, 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  
Jay Dickenson, Chief Consultant, Assembly Appropriations Committee  
Kimberly Horiuchi, Principal Consultant, Assembly Appropriations Committee  
Daryl Thomas, Consultant, Assembly Republican Office of Policy & Budget  
Paul Dress, Consultant, Assembly Republican Office of Policy & Budget  
Amy Leach, Minute Clerk, Office of Assembly Chief Clerk  
Jennifer Troia, Principal Consultant, Joint Legislative Budget Committee  
Cory T. Jaspersen, Director, Governmental Affairs, Judicial Council  
Peter Allen, Director, Public Affairs, Judicial Council  
Yvette Casillas-Sarcos, Administrative Coordinator, Governmental Affairs,  
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Hon. Rebecca Wightman

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, 2018*

Summary Citation: Public Contract Code section 19209

Date of Report: February 1, 2019

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.

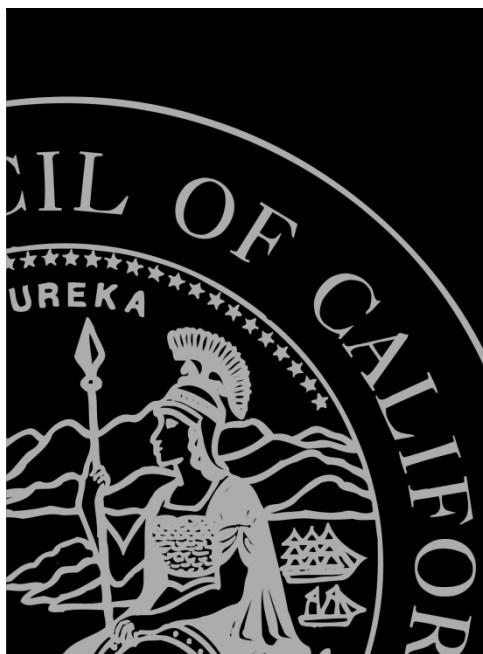
The Judicial Branch Contract Law (JBCL), enacted March 24, 2011, requires judicial branch entities to comply with the provisions of the Public Contract Code applicable to state agencies and departments related to the procurement of goods and services. The JBCL applies to all contracts entered into or 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 report contains 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, 2018. 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](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).





# **Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of July 1 through December 31, 2018**

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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, 2019



JUDICIAL COUNCIL  
OF CALIFORNIA

## **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**

**John Wordlaw**

*Chief Administrative Officer*

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*Director*

## **BRANCH ACCOUNTING AND PROCUREMENT**

**Doug Kauffroath**

*Director*

**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, 2018:  
Report to the Joint Legislative Budget Committee and  
the State Auditor as Required by  
Public Contract Code Section 19209**

**February 1, 2019**

**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, the Courts of Appeal, the superior courts, the Habeas Corpus Resource Center (HCRC), and the Judicial Council.

The operative date of the Judicial Branch Contract Law (JBCL) was October 1, 2011, and only contracts entered into or amended after that date are included in this report. 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, 2018.

**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.

## **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, the Courts of Appeal, the Habeas Corpus Resource Center (HCRC), and the Judicial Council. The superior courts' data is on the Phoenix System.

The FI\$Cal Department 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.

Procurement transactions for the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Center on Judicial Performance, and Judicial Council of California can be found on the California eProcure website with other state departments' data. Summary or detailed data can be downloaded into Excel format. The link is:

[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](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).

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 for the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Center on Judicial Performance, and Judicial Council of California can be found on the State of California transparency website with other state departments' data. Summary or detailed data can be downloaded into Excel format. The link is <https://fiscalca.opengov.com>. All of 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.

## **Superior Court Data**

The Judicial Council's Branch Accounting and Procurement (BAP) office is responsible for preparing this report. The information that relates to the superior courts is extracted from the Phoenix System. This report includes the:

- *Trial Court Contract Report*; and
- *Trial Court Payment 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
<b>Payment Report</b>	<ul style="list-style-type: none"> <li>• Vendors and contractors receiving any payment.</li> <li>• Report each distinct contract between the vendor or contractor and a judicial branch entity.</li> </ul> Identify the: <ol style="list-style-type: none"> <li>1. Amount of payment to the contractor or vendor;</li> <li>2. Type of service or goods provided; and</li> <li>3. Judicial branch entity or entities with which the vendor or contractor was contracted to provide that service or good.</li> </ol>	<ul style="list-style-type: none"> <li>• Vendor Name/Vendor ID</li> <li>• Contract Number</li> <li>• Total Payments Goods/Services</li> <li>• JBE</li> </ul>
<b>Contract Report</b>	For all contract amendments made, identify: <ol style="list-style-type: none"> <li>1. Vendor or contractor;</li> <li>2. Type of service or goods provided under the contract;</li> <li>3. Nature of the amendment;</li> <li>4. Duration of the amendment; and</li> <li>5. Cost of the amendment.</li> </ol>	<ul style="list-style-type: none"> <li>• Court Contract Vendor ID/Vendor Name</li> <li>• Last Reported Contract Value</li> <li>• Contract Value (New) Contract Value (Changed)</li> <li>• Goods/Services (New) Goods/Services (Changed)</li> <li>• Contract Duration (New) Contract Duration (Changed)</li> <li>• Total Contract Duration</li> </ul>

This semiannual report includes all the information required by statute, as well as contracts and contract amendments that were executed during the reporting period, even if no payments were made. The 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 provide statistical information for the July 1 through December 31, 2018, 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.** Trial Court Payment Statistics, Goods, and Services Detail Summary

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 July 1 through December 31, 2018;
- *Trial Court Contract Report*; and
- *Trial Court 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, 2018**

	Superior Courts
<b>Payments:</b>	
Number	16,894
Dollar amount	\$ 207,929,771
Number of associated contracts	7,988
<b>Contracts:</b>	
Original contracts	4,972*
Value of original contracts	\$156,633,465*
Contracts with amendments	1,098
Cost of amendments	\$43,665,368**
* Includes only contracts with amendments as required by statute.	
** Includes increases and decreases in contract value, such as changes in contract scope.	
	Non-Superior Courts
<b>Payments:</b>	
Number	10,992*
Dollar amount	\$248.5m
<b>Contracts:</b>	
Contracts	3,812**
Value of original contracts	\$723m*
* Includes all payment activity, including contract payments	
** Includes period activity plus data converted from legacy system to FI\$Cal.	

Table 3, below, provides a summary of all payments for goods and services by the trial courts during this reporting period. The table shows 16,894 payments representing nearly \$208 million associated with 7,988 contracts.

**Table 3. Trial Court Payment Statistics, Goods, and Services Detail Summary, July 1 through December 31, 2018**

<b>Goods / Services</b>	<b>Payments</b>	<b>Value</b>	<b>Contracts</b>
ADVERTISING	110	\$199,099.11	36
BANKING AND INVESTMENT SERV	16	33,099.35	4
COLLECTION SERVICES	91	7,531,411.48	45
CONSULTING SERVICES–TEMP	96	938,590.47	83
CONSULTING/PROFESSIONAL SVCS	1	10,605.45	
CONTRACTED SERVICES	100	2,176,362.34	79
COUNTY-PROVIDED SERVICES	156	12,856,292.36	122
COURT APPOINTED COUNSEL CHA	420	25,941,570.26	144
COURT INTERPRETER SERVICES	2,786	14,427,205.54	348
COURT ORDERED PROFESSIONAL	998	6,834,264.02	572
COURT REPORTER SERVICES	292	2,792,353.11	11
COURT TRANSCRIPTS	1,867	8,574,375.33	15
DUES AND MEMBERSHIPS	115	206,644.57	20
EQUIPMENT MAINTENANCE	224	1,252,511.57	181
EQUIPMENT RENTAL/LEASE	188	2,226,323.61	132
EQUIPMENT REPAIRS	123	362,268.69	101
FEES/PERMITS	130	2,498,094.98	52
FREIGHT AND DRAYAGE	16	3,897.49	5
GENERAL CONSULTANT AND PROF	762	13,091,292.11	401
GENERAL EXPENSE	13	84,646.81	6
GENERAL EXPENSE–SERVICE	357	4,140,762.01	244

<b>Goods / Services</b>	<b>Payments</b>	<b>Value</b>	<b>Contracts</b>
GROUNDS	25	99,960.03	16
INFORMATION TECHNOLOGY	3	353,489.70	2
INSURANCE	105	1,273,584.95	38
INVESTIGATIVE SERVICES	152	413,349.74	62
IT COMMERCIAL CONTRACT	162	9,770,919.78	143
IT INTER-JURISDICTIONAL CON	16	461,085.06	11
IT MAINTENANCE	437	12,294,834.69	371
IT OTHER	48	1,049,742.41	33
IT REPAIRS/SUPPLIES/LICENSE	452	9,624,599.46	364
JANITORIAL	167	6,742,570.46	113
JUROR COSTS	19	20,287.01	3
LABORATORY EXPENSE	25	42,151.78	9
LEGAL	133	1,858,079.47	88
LIBRARY PURCHASES AND SUBSC	394	4,062,322.96	226
MAINTENANCE AND SUPPLIES	225	2,650,340.18	185
MAJOR EQUIPMENT	105	6,131,408.31	98
MEDIATORS/ARBITRATORS	227	1,277,014.94	45
MEETINGS, CONFERENCES, EXHI	136	286,360.34	34
MINOR EQUIPMENT–UNDER \$5K	983	12,679,609.47	878
OFFICE EXPENSE	1,688	4,454,308.75	1,379
OTHER CONTRACT SERVICES	49	889,717.07	33
OTHER FACILITY COSTS–GOODS	104	205,594.53	82
OTHER FACILITY COSTS–SERV	67	410,889.09	49
OTHER ITEMS OF EXPENSE	26	9,846.92	22
OTHER TRAVEL EXPENSE	8	1,894.00	1



Goods / Services	Payments	Value	Contracts
OTHER-SPECIAL ITEMS OF EXPENSE	1	1,800.00	
PHOTOGRAPHY	20	56,059.65	14
POSTAGE	24	750,295.39	10
POSTAGE METER	47	751,450.34	21
PRINTING	469	2,216,664.77	378
RENT/LEASE	86	2,142,742.59	54
SECURITY	122	6,608,550.66	79
SHERIFF	412	1,009,164.09	15
STAMPS, STAMPED ENVELOPES	210	3,554,895.17	106
TELECOMMUNICATIONS	494	6,536,684.55	298
TRAINING	256	635,895.01	71
UNIFORM ALLOWANCE	5	1,690.37	5
VEHICLE OPERATIONS	131	418,246.26	51
<b>Grand Total</b>	<b>16,894</b>	<b>\$207,929,770.61</b>	<b>7,988</b>

## 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/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 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
<b>Court</b>	Judicial Branch Entity (JBE), specifically the 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.

## ***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 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
<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.

## **Attachments and Links**

1. Link A: Because of their size, 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 July 1 through December 31, 2018:
    - *Trial Court Contract Report*
    - *Trial Court Payment Report*
2. Link B: The judicial branch payment transactions information in FI\$Cal is on the Open FI\$Cal website at <http://open.fiscal.ca.gov/>.
3. Link C: The judicial branch procurement transactions information in FI\$Cal is on the eProcure website at:  
[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](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).