

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	6/11/2013
PREPARED BY	Zlatko Theodorovic
OFFICE NAME	<u>Fiscal Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	93
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to ensure that the budget and fiscal management measures implemented by the AOC enable the Finance Division to improve the timeliness of processing contracts to better serve courts, contractors, vendors, and others.
SEC RECOMMENDATION	This division must make a commitment to processing contracts in more timely fashion, with an eye toward better serving courts, contractors, vendors, and others.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>A group of division directors has been convened to review and make improvements to the contracting process (the Contracts Advisory Team or CAT). CAT meetings have resulted in the identification of business process improvements many of which have and are being implemented by the divisions and Business Services Unit (BSU). These improvements include regularly scheduled meetings between BSU and various divisions to improve the communication process and the timeliness of the contract documents. The CAT meetings also focus on monitoring upcoming contract inventories in the various divisions as well as tracking those that are currently being processed by the Business Services Unit. Monitoring and tracking contract inventories has resulted in more timely submittals to BSU, as well as quicker turnarounds to the requesting division.</p> <p>The Fiscal Services Office will continue to evaluate and monitor its contracting processes on an ongoing basis to ensure the timeliness of processing contracts in service to the courts, contractors, vendors and others.</p> <p>It should be recognized that the administration and maintenance of policies and procedures is an ongoing process of continuous improvement, and although milestones can be achieved, this is an ongoing process.</p>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
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<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
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Other:

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TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE

June 2013

RESOURCES REQUIRED FOR IMPLEMENTATION

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

PROCEDURES/ POLICIES UPDATED OR DEVELOPED

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TRAINING UPDATED OR DEVELOPED

 File Attachment

SAVINGS

Additional deployment of electronic requisitions is being accomplished with AOC staff without the assistance of contracted consultants.

 File Attachment

COST

 File Attachment

EFFICIENCIES


Various improvements have streamlined the contracting process: sending contractors their original of a contract or amendment immediately after execution rather than during distribution of the AOC copy (which requires time to certify funding); distributing electronic copies rather than hard copies of contracts and amendments; additional internal deployment of electronic requisitions (e.g., iProcurement); and meeting with key division and Office personnel to determine upcoming contract needs and associated timing.

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SERVICE LEVEL IMPACT

Average turnaround time has been improved. The number of contracts and amendments processed this fiscal year compared to last fiscal year (e.g., fiscal year-to-date), has increased.

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<input type="checkbox"/> OTHER	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  File Attachment </div>
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL	
ADOC REVIEW	Administrative Director of the Courts Review Date: <input type="text" value="6/13/2013"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW	
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="6/17/2013"/>