

## ACTIVITY REPORTING AND PROPOSAL FORM

### JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

<b>DATE</b>	6/11/2013
<b>PREPARED BY</b>	Zlatko Theodorovic
<b>OFFICE NAME</b>	<u>Fiscal Services Office</u>
<b>JUDICIAL COUNCIL DIRECTIVE NUMBER</b>	141
<b>JUDICIAL COUNCIL DIRECTIVE</b>	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to review, as part of the AOC-wide review of its contracting processes, the contracting process utilized by the Office of Court Construction and Management.
<b>SEC RECOMMENDATION</b>	The contracting process utilized by OCCM needs to be improved. This process should be reviewed as part of the AOC-wide review of its contracting processes.
<b>RESPONSE (check applicable boxes)</b>	
<input type="checkbox"/> This directive has been completed and implemented:  <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:  <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<input checked="" type="checkbox"/> Other:  EXTENSION BEING REQUESTED TO OCTOBER 2013.  This directive is being addressed as part of the AOC's ongoing contract process improvement efforts. In addition, the requirements of the relatively new Judicial Branch Contracting Manual has resulted in better standardization, less cost for contracted services, and better compliance with procurement practices for the non-capital projects divisions and offices. For the capital projects area, recommendations by a consultant (Pegasus) for procurement, contract administration and project management are being implemented.  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.	

 File Attachment

**TIMELINE AND RESOURCES FOR IMPLEMENTATION**

**IMPLEMENTATION  
DATE OR  
PROJECTED  
IMPLEMENTATION  
DATE**

**RESOURCES  
REQUIRED FOR  
IMPLEMENTATION**

**ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)**

**PROCEDURES/  
POLICIES UPDATED  
OR DEVELOPED**

Project management and procurement process procedures are being finalized.

 File Attachment

**TRAINING  
UPDATED OR  
DEVELOPED**

 File Attachment

**SAVINGS**

 File Attachment

**COST**

 File Attachment

**EFFICIENCIES**

 File Attachment

**SERVICE LEVEL  
IMPACT**

 File Attachment

**OTHER**

 File Attachment

**ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL**

**ADOC REVIEW**

Administrative Director of the Courts Review Date: 6/13/2013

**EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW**

**E&P REVIEW**

Executive and Planning Review Date: