



Judicial Council of California . Administrative Office of the Courts

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REPORT TO THE JUDICIAL COUNCIL

For business meeting on: July 27, 2012

Title	Agenda Item Type
Judicial Branch Semiannual Contract Reporting Requirement: Report Listing Executed Contracts and Vendor Payments	Action Required
	Effective Date
	July 19, 2012
Rules, Forms, Standards, or Statutes Affected	Date of Report
None	July 27, 2012
Recommended by	Contact
Administrative Office of the Courts Zlatko Theodorovic, Director and CFO Finance Division	John A. Judnick, 415-865-7450 john.judnick@jud.ca.gov

Executive Summary

The Administrative Office of the Courts (AOC) recommends that the Judicial Council approve for submission to the Joint Legislative Budget Committee and the State Auditor reports required under Public Contract Code section 19209 and the *Judicial Branch Contracting Manual (JBCM)* approved by the Judicial Council on August 26, 2011. The report is required to provide 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. Also reported are all judicial branch entity contracts that were amended during the reporting period. This is the second semiannual report and covers the period January 1 through June 30, 2012.

Recommendation

The Administrative Office of the Courts recommends that the Judicial Council, effective July 27, 2012:

1. Accept the reports submitted for the reporting period January 1 through June 30, 2012 for the:
 - Superior Courts and
 - Supreme Court, Courts of Appeal, Judicial Council/AOC, and Habeas Corpus Resource Center; and
2. Approve the submission of the reports by the AOC to the Joint Legislative Budget Committee and the State Auditor by August 1, 2012.

Previous Council Action

The Judicial Council was required under the recently enacted California Judicial Branch Contract Law¹ to adopt a judicial branch contracting manual containing policies and procedures related to the procurement of goods and services by judicial branch entities.² At its August 26, 2011, business meeting the Judicial Council approved the Judicial Branch Contracting Manual that included the requirement for the preparation of the two semiannual reports and their submission to the Joint Legislative Budget Committee and the State Auditor.

At the Judicial Council's January 24, 2012 meeting the Judicial Council accepted the first semi-annual reports for the reporting period October 1 through December 31, 2011, and approved their submission to the Joint Legislative Budget Committee and the State Auditor.

Rationale for Recommendation

Statutory requirement

The Judicial Branch Contract Law enacted March 24, 2011, requires the judicial branch entities to comply with the provisions of the Public Contract Code (Pub. 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 required manual must incorporate policies and procedures consistent with the Public Contract Code and be “substantially similar to the provisions contained in the State Administrative Manual [SAM] and the State Contracting Manual [SCM].” Adoption of the manual by the council on August 26, 2011, complied with this requirement.

¹ Pub. Contract Code, sections 19201–19210 (Sen. Bill 78, Stats. 2011, ch. 10, effective March 24, 2011; amended by Sen. Bill 92, Stats. 2011, ch. 36, effective June 28, 2011) (Judicial Branch Contract Law).

² Pub. Contract Code, sections 19206 and 19205. Section 19205 defines “judicial branch entity” as “any superior court, court of appeal, the California Supreme Court, the Judicial Council, the Habeas Corpus Resource Center, or the Administrative Office of the Courts.”

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 Pub. Contract Code, § 19209). The 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 year, one report is to cover the period from January 1 through June 30 and be provided by August 1. The other report must cover the period from July 1 through December 31 and be provided by February 1 of the following year.

Council approval of the reports is consistent with the council's policy for such matters (described under "Previous Council Action") and with its responsibility under Public Contract Code. As required by the *Judicial Branch Contracting Manual (JBCM)*, as revised April 24, 2012:

The AOC Finance Division has lead responsibility for presenting the reports to the Judicial Council for approval for submission to the Joint Legislative Budget Committee and the State Auditor.

The AOC Finance Division and TCAS^[3] are responsible for coordinating with each other to ensure that all information to be included in the Judicial Council reports is reported timely, accurately, and in a consistent form and format.

Additionally, responsibilities for each judicial branch entity are specified in the JBCM, as revised April 24, 2012:

Supreme Court: The AOC Finance Division maintains information relating to payments to and contracts with the Supreme Court's Vendors. The Supreme Court is responsible for coordinating with the AOC Finance Division, as appropriate, to ensure the information relating to payments to, and contracts with, the Supreme Court's Vendors is accurate, consistent, and complete.

Courts of Appeal: The AOC Finance Division maintains information relating to payments to and contracts with Vendors of each Court of Appeal. Each Court of Appeal is responsible for coordinating with the AOC Finance Division, as appropriate, to ensure the information relating to payments to, and contracts with, Vendors is accurate, consistent, and complete.

Superior Courts: The Phoenix Statewide Financial System (Phoenix) is the source of information for compiling reports relating to payments during a

³ Since June 1, 2012, TCAS (the former Trial Court Administrative Services Division of the AOC) has been known as the Administrative Services Division.

reporting period by each Superior Court to Vendors and relating to contracts between Vendors and each Superior Court. Each Superior Court is responsible for ensuring that the information in Phoenix relating to payments to, and contracts with, that Superior Court's Vendors is accurate, consistent, and complete.

Habeas Corpus Resource Center (HCRC): The AOC Finance Division maintains information relating to payments to and contracts with Vendors of the HCRC. The HCRC is responsible for coordinating with the AOC Finance Division, as appropriate, to ensure the information relating to payments to, and contracts with, the HCRC's Vendors is accurate, consistent, and complete.

Judicial Council/AOC: The AOC Finance Division is responsible for maintaining and providing accurate, consistent, and complete information relating to payments to, and contracts with, Vendors of the Judicial Council/AOC.

Contents of the reports

The Judicial Council reports 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 will include 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 will also include a list of all judicial branch entity contracts that were amended during the reporting period. The report will 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 will be reviewed to determine if there are any statutory or other restrictions on information disclosure to third parties specifically related to HCRC, lawsuits in process, etc. Information such as this may be redacted.

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 entity personnel involved in maintaining and providing the necessary information must have the appropriate training, experience, level of responsibility, and accountability as is necessary to ensure the accuracy, completeness, and consistency of the information maintained and provided.

Alternatives

No alternatives were considered as 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 reports through online publication.

Relevant Strategic Plan Goals and Operational Plan Objectives

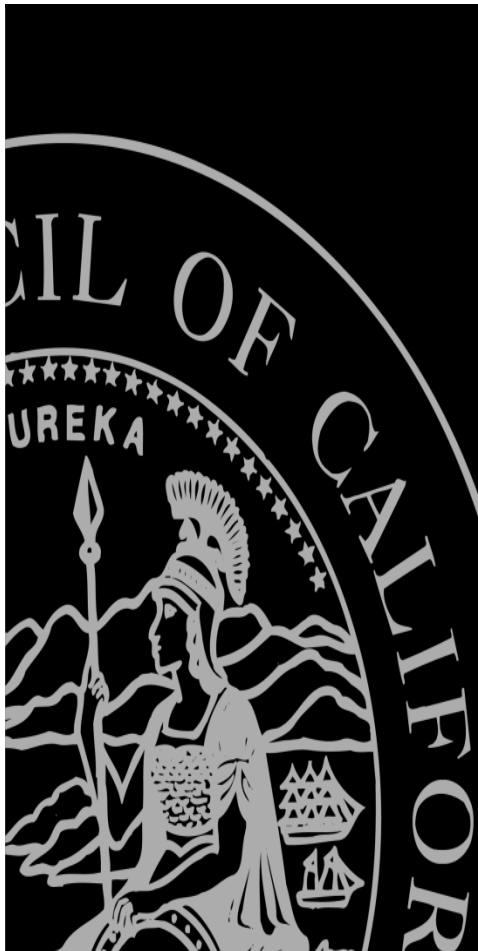
The recommendations contained in this report pertain to statutory requirements. They also relate to increasing the transparency and accountability concerning judicial branch activities and, in particular, to several of the objectives of the strategic and operational plans. Specifically, they relate to Goals I (Access, Fairness, and Diversity) and II (Independence and Accountability) because of the requirements that the branch maintain the highest standards of accountability for its use of public resources and adherence to its statutory and constitutional mandates.

Attachment

Semiannual Report on Contracts for the Judicial Branch for the Reporting Period January 1 through June 30, 2012 with the following listed attachments. Due to their length, the attachments to the report to the Legislature and the State Auditor that are listed below, including any explanatory footnotes, are posted separately for access and review.

1. Superior Court reports:
 - a. Trial Court Contract Report, January 1, 2012–June 30, 2012
 - b. Trial Court Payment Report, January 1, 2012–June 30, 2012

2. Supreme Court, Courts of Appeal, HCRC, and Judicial Council/AOC reports:
 - a. Contract Amendment Report, January 1, 2012–June 30, 2012
 - b. Payment Report, January 1, 2012–June 30, 2012
 - c. Legal Services Payment Report, January 1, 2012–June 30, 2012



Semiannual Report on
Contracts for the
Judicial Branch for
the Reporting Period
January 1 through
June 30, 2012

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

AUGUST 2012



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Director

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*Senior Manager and
Primary Author of Report*

**Semiannual Report on Contracts for the Judicial Branch for the
Reporting Period January 1 through June 30, 2012**

**Report to the Joint Legislative Budget Committee and the State Auditor
As Required by Public Contract Code section 19209**

August 2012

Introduction

The Judicial Council is providing this report to the Joint Legislative Budget Committee and the 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 or contractors as required by Public Contract Code section 19209(b). The report further identifies the amount of payment to the contractor or vendor, the type of service or good provided, and the judicial branch entity or entities with which the vendor or contractor was contracted to provide that good or service. The report also includes a list of all contract amendments as required by Public Contract Code section 19209(c) and identifies the vendor or contractor, the type of service or good provided under the contract, the nature of the amendment, the duration of the amendment, and the cost of the amendment. Judicial branch entities are the Supreme Court, Courts of Appeal, Superior Courts, Habeas Corpus Resource Center, and the Judicial Council/Administrative Office of the Courts (AOC).

Because the operative date of the Judicial Branch Contract Law was October 1, 2011, only contracts entered into or amended after that date were included in the first semi-annual report produced in January 2012 that covered the period October 1 through December 31, 2011. This report and all future reports will cover the six-month period from July 1 through December 31, or January 1 through June 30, as appropriate. This is the second semi-annual report and it covers the period January 1 through June 30, 2012.

A discussion of the report format and the report preparation process follows.

Contracts Excluded from the Report

Public Contract Code section 19204(c) provides that the Judicial Branch Contract Law (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.” However, 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 have been made in this report. Also excluded from the report are certain contracts that are unique to the Superior Courts and are subject to other statutory schemes as listed below:

- Security services MOU under the Superior Court Law Enforcement Act of 2002 (Gov. Code, § 69920 et seq.);
- Court reporters providing services as independent contractors as Government Code section 69941 et seq. specifies a statutory scheme;
- Court interpreters providing services as independent contractors as Government Code section 71800 specifies a statutory scheme and is subject to Judicial Council policy (Judicial Branch Payment Policies for Contract Court Interpreters).

Format of the Report

The AOC Finance Division is responsible for preparing the portion of the report that relates to the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council/AOC and extracts data for the report from the Oracle Financial System. The Trial Court Administrative Services Division (TCAS; as of June 1, 2012, known as the Administrative Services Division) is responsible for preparing the portion of the report that relates to the Superior Courts and extracts data for the report from the Phoenix Financial System. Because the AOC Finance Division and TCAS have different computer systems, the format and data elements of various portions of the report are different. 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 (COA), Habeas Corpus Resource Center (HCRC), and Judicial Council/AOC:

3. Contract Amendment Report
4. Payment Report (includes a two page Legal Services Payment Report)

The comparison chart that follows explains the differences in format and data element descriptions.

Judicial Branch Contract Reports			
Comparison of Required Data Elements to Report According to Pub. Contract Code Section 19209 with the Actual Reports			
Report	Required to be Reported by Statute	Data Element Column Heading	
		Superior Court Reports	Supreme Court, COA, HCRC, and JC/AOC Reports
Payment Report	<p>Vendors and contractors receiving any payment</p> <p>Report each distinct contract between the vendor or contractor and a judicial branch entity</p> <p>Identify the:</p> <ol style="list-style-type: none"> 1. amount of payment to the contractor or vendor 2. type of service or good provided 3. judicial branch entity or entities with which the vendor or contractor was contracted to provide that service or good. 	<p>Vendor Name Vendor ID</p> <p>Contract Number</p> <p>Total Payments Goods / Services</p> <p>JBE</p>	<p>Vendor Name</p> <p>PO/Contract</p> <p>Amount Payment summary</p> <p>Entity Name</p>
Contract and Contract Amendment Report	<p>For all contract amendments made identify:</p> <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 5. cost of the amendment 	<p>JBE Amendment Number Contract Number Month Year</p> <p>Vendor Name Vendor ID Goods / Services Nature of Amendment Contract Duration Contract Value or Amendment</p>	<p>Entity Amendment Number Contract Number</p> <p>Vendor Name</p> <p>Type of Goods/Service Desc Nature of Amendment Duration (months) Cost of Amendment</p>

The report includes all information required by statute. The portions of the report relating to the Superior Courts contain information as listed above (vendor ID, month and year of amendment) that is not required for the portions of the report relating to the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council/AOC.

The Superior Courts information, however, includes contracts 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 relating to the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council/AOC 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

There are four tables that are contained in this section that provide summary information concerning the reports being presented. They are:

Table 1 Overall Statistics for Reporting Period January 1 through June 30, 2012

Table 2 Supreme Court, Courts of Appeal, Habeas Corpus Resource Center and Judicial Council/Administrative Office of the Court: Payment Statistics Summary

Table 3 Supreme Court, Courts of Appeal, Habeas Corpus Resource Center and Judicial Council/Administrative Office of the Court: List of Vendors Receiving Payments Over or Approx. \$1Million From the Administrative Office of the Courts

Table 4 Trial Court Payment Statistics: Goods and Services Detail Summary

The actual detailed reports, including any explanatory footnotes, are posted separately for access and review due to their length. They are:

1. Superior Court reports:
 - a. Trial Court Contract Report, January 1–June 30, 2012
 - b. Trial Court Payment Report, January 1–June 30, 2012
2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council/AOC reports:
 - a. Contract Report, January 1–June 30, 2012
 - b. Payment Report, January 1–June 30, 2012
 - c. Legal Services Payment Report, January 1–June 30, 2012

Table 3 provides a specific extract from the contract payment report of the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center and the Judicial Council/Administrative Office of the Courts. This extract was prepared to provide additional information concerning the primary purpose of the payments made by the Administrative Office of the Courts which account for approximately 92% (\$212,447,812 of the \$230,127,997) of the total in Table 2, excluding legal services payments, made by the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center and the Judicial Council/Administrative Office of the Courts.

The column labeled primary purpose in Table 3 provides a short description of the purpose of the payments. The payments generally represent payments made by the Administrative Office of the Courts for the benefit of the trial courts. Table 3 lists 45 vendors with payments over or approximately \$1 million made by the Administrative Office of the Court for the primary benefit of the trial courts that account for approximately 74% of the Administrative Office of the Courts total vendor payments. Examples provided include dependency counsel, case management system consultants, consultants for the data center (CCTC), network consultants or equipment for the Lan/Wan, and grants.

Table 1
Overall Statistics for Reporting Period January 1 through June 30, 2012

	Superior Courts	Supreme Court, COA, HCRC, JC/AOC
Payments:		
Number	14,884	3,040
Dollar Amount	\$ 176,205,230	\$ 233,200,858
Number of associated contracts *	8,278	1,454
For legal services:		
Number of vendors	**	25
Dollar Amount	**	\$ 3,072,861
Contracts:		
Original contracts	14,013	***
Value of original contracts	133,705,762	***
Contracts with amendments	1,943	173
Cost of amendment	\$ 31,267,136	\$ 13,505,906
Report pages:		
Payments	487	64
Legal Services payments	**	2
Contracts	499	***
Contracts with amendments	**	6

* Includes any new contracts without any associated payments during the period.

** Included in the payment and contracts reports as applicable.

*** Report only includes contracts with amendments as required by statute.

Table 2
Supreme Court, Courts of Appeal, Habeas Corpus Resource Center and Judicial Council/AOC:
Payment Statistics Summary

	Vendors	Approx. # of Pages	Payments
Supreme Court	88	4	\$ 3,397,068
Courts of Appeal:			
1st District	30	1	1,528,233
2nd District	98	5	3,165,222
3rd District	51	2	2,767,915
4th District	117	5	3,599,980
5th District	69	3	1,362,462
6th District	52	2	1,694,357
Administrative Office of the Courts	849	40	212,447,812
Habeas Corpus Resource Center	50	2	164,948
	1,404	64	\$ 230,127,997
Legal services contract report	50	2	\$ 3,072,861
	1,454	74	\$ 233,200,858

Table 3
Supreme Court, Courts of Appeal, Habeas Corpus Resource Center and Judicial Council/AOC:
List of Vendors Receiving Payments Over or Approx. \$1 Million From the AOC

Vendor Name	Primary Purpose	Payment Type	Detailed Report Page #	Total Payments in Period To Vendor	
Corvel Enterprise Comp., Inc.	Works. Comp.	Consultants - Admin.	11	\$ 1,030,202.92	
					\$ 1,030,202.92
All Star Consulting Inc.	V2 &V3	Consultants - Info. Sys.	2	\$ 992,464.87	
Ascent Services Group	Various IT	Consultants - Info. Sys.	3	1,393,662.11	
Deloitte Consulting, LLP	CCMS	Consultants - Info. Sys.	13	19,493,326.70	
Epi-Use, America, Inc.	Phoenix system	Consultants - Info. Sys.	14	1,008,874.25	
Mono Group, Inc.	CCTC/Lan/Wan	Consultants - Info. Sys.	24	923,198.61	
Science Applications Int'l Corporation	CCTC	Consultants - Info. Sys.	31	19,205,449.68	
Software Management Consultants, Inc.	Various IT	Consultants - Info. Sys.	33	986,174.70	
					\$ 44,003,150.92
Chamblin-Landes Construction, Inc.	Facility	Facility Modifications	9	\$ 1,437,333.90	
ABM Engineering Services	Facility	Facility Mod/Repairs	1	9,346,337.00	
Del Amo Construction, Inc	Facility	Facility Modifications	12	1,424,631.70	
Enovity, Inc.	Facility	Facility Mod/Repairs	14	6,708,665.58	
Jacobs Project Management Co.	Facility	Facility Mod/Repairs	19	2,244,143.09	
Pride Industries One, Inc.	Facility	Facility Mod/Repairs	28	5,024,719.61	
San Mateo County Superior Court	Facility	Facility Mod/Repairs	31	1,334,526.67	
Long Beach Judicial Partners LLC	Facility	Facility Modifications	22	1,003,502.70	
Mark Scott Construction, Inc.	Facility	Facility Modifications	23	2,007,881.98	
					\$ 30,531,742.23
Alameda Superior Court	Grants	Grants	2	\$ 1,595,935.29	
Countra Costa Superior Court	Grants	Grants	11	\$ 990,712.10	
Fresno Superior Court	Grants	Grants	15	1,614,325.49	
Kern County Superior Court	Grants	Grants	20	1,187,642.48	
Los Angeles County Superior Court	Grants	Grants	22	1,012,515.83	
Orange County Superior Court	Grants	Grants	26	2,749,208.80	
Sacramento Superior Court	Grants	Grants	29	1,456,930.96	
San Bernardino County Superior Court	Grants	Grants	30	1,490,623.47	
San Diego County Superior Court	Grants	Grants	30	2,094,258.87	
Santa Clara County Superior Court	Grants	Grants	31	1,884,552.45	
State Bar of California	Equal Access	Grants and Consultants	36	10,003,215.85	
					\$ 26,079,921.59
Key Government Finance Inc.	Cisco/network	Maintenance - Hardware	20	\$ 1,979,473.94	
Oracle America, Inc.	Database	Maintenance - Software	26	1,990,484.70	
SAP Public Services, Inc.	Database	Maintenance - Software	31	1,216,139.65	
					\$ 5,186,098.29
Attorneys for Families & Children	Dependency	Private Counsel	5	\$ 1,221,314.34	
Children Law Center of Los Angeles	Dependency	Private Counsel	9	12,093,014.60	
Dependency Advocacy Center	Dependency	Private Counsel	13	1,015,153.47	
Dependency Legal Group of San Diego	Dependency	Private Counsel	13	4,869,579.28	
East Bay Children's Law Offices, Inc.	Dependency	Private Counsel	13	1,056,934.57	
Juvenile Dependency Counselors	Dependency	Private Counsel	19	914,019.48	
Law Foundation of Silicon Valley	Dependency	Private Counsel	21	1,095,406.38	
Los Angeles Dependency Lawyers, Inc.	Dependency	Private Counsel	22	6,670,160.38	
Wilson, Dale S.	Dependency	Private Counsel	40	1,544,677.38	
					\$ 30,480,259.88
Howroyd Wright Employment Agency	Facility - OCCM	Purchased Clerical Svs.	17	\$ 3,427,703.96	
					\$ 3,427,703.96
Los Angeles County	Facility	Rent / Maintenance	22	\$ 6,496,705.96	
Fresno County	Facility	Rent / Maintenance	15	1,718,986.45	
					\$ 8,215,692.41
California Highway Patrol	SC/Appellate	Security	7	\$ 2,233,272.83	
					\$ 2,233,272.83
AT&T	Lan/Wan Equip	Various Telecomm.	4	\$ 5,957,982.19	
					\$ 5,957,982.19
45 Vendors Receiving Payments Over or Approx. \$1 million				\$ 157,146,027.22	74%
Total Payments to Vendors During Reporting Period				\$ 212,447,812.00	100%

Table 4
Trial Court Payment Statistics:
Goods and Services Detail Summary

Goods / Services	Payments	Value
Advertising	124	\$ 139,779.34
Banking and Investment Services	15	63,666.42
Collection Services	70	10,303,278.96
Consulting Services - Temp Help	64	556,745.63
Contracted Services	38	283,459.16
County Provided Services	112	8,468,592.58
Court Appointed Counsel Charges	631	22,036,877.91
Court Order Professional Services	642	4,354,658.36
Dues and Memberships	126	207,793.00
Employee Relocation	1	280.00
Equipment Maintenance	327	1,459,021.68
Equipment Rental/Lease	694	3,090,377.53
Equipment Repairs	399	434,281.26
Fees/Permits	127	2,344,724.45
Freight/Drayage	80	6,216.94
General Consultant and Professional	726	16,313,333.57
General Expense	4	905.85
General Expense - Service	323	1,773,038.34
Grounds	11	11,919.78
Insurance	29	619,193.68
Investigative Services	129	403,152.68
IT Commercial Contract	165	9,276,570.08
IT - Interjurisdictional Contracts	18	2,418,965.35
IT Maintenance	433	10,770,569.31
IT Other	39	232,561.41
IT Repairs/Supplies/License	509	6,268,782.64
Janitorial	223	8,839,446.24
Juror Costs	46	40,553.15
Laboratory Expense	40	52,349.64
Legal	133	1,630,916.99
Library Purchases and Subscriptions	706	6,475,046.84
Maintenance and Supplies	238	672,849.83
Major Equipment	122	5,320,089.74
Mediators/Arbitrators	722	2,109,178.26
Meetings, Conferences, Exhibits & Shows	173	185,696.12
Minor Equipment, Under \$5,000	1,102	10,405,572.73
Office Expense	2,709	6,040,356.00
Other Contract Services	53	1,186,994.04
Other Facility Costs - Goods	100	95,089.75
Other Facility Costs - Services	69	1,019,616.19
Other Items of Expense	1	2,975.85
Other Travel Expense	3	200.00
Photography	10	50,265.30
Postage	26	443,584.13
Postage Meter	141	3,956,871.36
Printing	686	4,406,260.93
Rent/Lease	120	2,309,459.67
Security	103	5,934,481.49
Sheriff	381	1,252,439.26
Stamps, Stamped Envelopes	245	4,140,970.17
Telecommunications	509	6,896,073.85
Training	237	386,879.34
Vehicle Operations	150	512,336.87
	14,884	\$ 176,205,299.65

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 relating to the Superior Courts.

- The Trial Court Contract Report includes all contracts and amendments completed within the reporting period. This was done because it was more cost-effective to include all contracts rather than to develop a report that only includes distinct contracts for all vendors who received more than one payment in the reporting period. “Vendor” is often used synonymously with “contractor” in the report.
- Goods/Services descriptions are determined by the general ledger account(s) entered in the system.
- For purposes of this report, the only amendment descriptions that can be reported are changes in the overall value or duration of an agreement, or if the goods/services change.
- The 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 will affect the accuracy of the data based on a court’s ability/availability to review its transactions.
- A single contract will have multiple lines of data in the file. This is because there may be a one-to-many relationship between a contract and the goods/services on the contract, and if there are amendments, there can be a one-to-many relationship between a contract and the value or duration. Simple sorting by contract number and amendment number will keep these records together. They can also be sorted by court (JBE-judicial branch entity) or by vendor.

Contract Report Fields

Field Name	Field Description
Month	Calendar month that the current transaction record pertains to.
Year	Calendar year that the current transaction record pertains to.
JBE	Judicial branch entity - Name of the Superior Court with the associated contract.
Vendor ID	Unique identifier for the vendor.
Vendor Name	Name of the vendor.
Contract Number	Unique identifier for the contract.

Amendment Number	Unique identifier for the version of the contract whether it is the Original or an Amendment. This is a system-generated number across all contracts and therefore may not be consecutive within a contract.
Contract Value OR Amendment Value	When the transaction record is for the Original Amount of the contract, the value in this field refers to the known or estimated Contract Value when the contract first became effective. When the transaction record refers to a Contract Amendment Value, the value will indicate the increase or decrease to the Contract Value.
Field Name	Field Description
Goods/Services	Description of the goods/services based on the general ledger accounts associated with the contract. Note that a single contract may require several lines to represent multiple goods and services. NOTE: The goods/services are rolled up from sub-accounts, so descriptions may appear duplicate, but are really separate sub-accounts in the rolled-up category.
Contract Duration	Contract Duration is represented in months or a fraction thereof. When the transaction record refers to a Contract Amendment Value, the value will indicate the increase or decrease to the Contract Duration.
Nature of Amendment	This field represents the type of amendment. Original - Represents the original value, duration, and goods/services of the contract. Increase Contract Value - Represents an increase from the original value of the contract. Decrease Contract Value - Represents a decrease from the original value of the contract. Increase Contract Duration - Represents an increase in the duration (or term) of the contract. As an example an increase of six months would be represented as 6.00. Decrease Contract Duration - Represents a decrease in the duration (or term) of the contract. As an example a decrease of six months would be represented as -6.00. Change Goods/Services - Represents a change (addition or deletion) in the goods/services provided under the contract.

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. This is because there may be a one-to-many relationship between a payment and the goods/services. Simple sorting by contract number will keep these records together. They can also be sorted by court (JBE-judicial branch entity) or by vendor.

Field Name	Field Description
JBE	Judicial branch entity - 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 sub-accounts, so descriptions may appear duplicate, but are really separate sub-accounts in the rolled-up category.
Vendor ID	Unique identifier for the vendor.
Vendor Name	Name of the vendor.
Total Payments	These are the total payments to a vendor, reported by court, contract, and goods/services under the contract. Data is delivered so that it may be sorted in any fashion to total on court, vendor, contract, goods/services , etc.

Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council/AOC:

General rules applicable to these portions of the report:

Contract and payment information concerning the Habeas Corpus Resource Center that is exempt from disclosure under the JBCL was excluded from the report as was payment information relating to contracts for matters in active litigation that are protected from disclosure under the attorney-client privilege.

3. Contract Amendment Report

Exclusions and explanations:

- Litigation contracts that are amended do not have the costs of the amendments reported;
- Changes of schedule that constitute an amendment to the contract have the cost of amendment as “n/a” or “not applicable” as there was no additional cost involved;
- “Change of cost and schedule of the work” has an associated cost unless (as indicated by an *) it is associated with active litigation and therefore not reported. Cost changes can result from any number of reasons and there is no specificity for this data element in the Oracle Financial System. Any further details related to the basis of the cost change require review of the individual contract.

4. Payment Report

Payments extracted from the Oracle Financial System were reviewed to determine whether they were contractual payments. Any payments related to what are considered “non-contractual items” were excluded from the reporting, including:

- Payroll and other payments to state employees and judicial officers and the related benefit payments.
- Assigned judges’ compensation.
- Appellate court-appointed counsel panel attorney compensation claims (paid on court order).
- Most utilities (e.g., included in the report are AT&T payments).
- Postage.
- Travel reimbursements.
- Settlement charges.
- Trial court allocations.

Some of the above payment types above were included in the Superior Court reports, such as utilities, postage, and travel reimbursements.

Attachments:

Due to their length, the attachments to this report that are listed below, including any explanatory footnotes, are posted separately for access and review.

1. Superior Court reports:
 - a. Trial Court Contract Report, January 1–June 30, 2012
 - b. Trial Court Payment Report, January 1–June 30, 2012
2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council/AOC reports:
 - a. Contract Amendment Report, January 1–June 30, 2012
 - b. Payment Report, January 1–June 30, 2012
 - c. Legal Services Payment Report, January 1–June 30, 2012