



Judicial Council of California · Administrative Office of the Courts

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

www.courts.ca.gov

CIRCULATING ORDER MEMORANDUM
TO THE JUDICIAL COUNCIL

Circulating Order Number: -CO-13-04

Title

Judicial Branch Semiannual Reporting Requirement: Report Listing Executed Contracts and Vendor Payments for the Period January 1 through June 30, 2013

Action Requested

VOTING MEMBERS ONLY: Vote and return by fax. Additionally, return original signature page.

Rules, Forms, Standards, or Statutes Affected

None

Please Respond By

July 30, 2013

Recommended by

Steven Jahr

Administrative Director of the Courts
Curt Soderlund, Chief Administrative Officer,
Administrative Office of the Courts

Date of Report

July 23, 2013

Contact

John A. Judnick, 415-865-7450
john.judnick@jud.ca.gov

Executive Summary

Public Contract Code section 19209 and the *Judicial Branch Contracting Manual* (JBCM), initially approved by the Judicial Council on August 26, 2011, require that a report be submitted 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 service or goods provided, and the judicial branch entity receiving the goods or service. The report also lists all judicial branch entity contracts that were amended during the reporting period. This fourth semiannual report, covering the period January 1 through June 30, 2013, must be submitted to the Legislature by August 1, 2013.

Recommendation

The Administrative Office of the Courts (AOC) recommends that the Judicial Council accept and approve for submission to the Joint Legislative Budget Committee and the State Auditor the following report and related attachments: *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period January 1 through June 30, 2013*. The report includes information for the Supreme Court, Courts of Appeal, superior courts, Judicial Council/AOC, and Habeas Corpus Resource Center.

Previous Council Action

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 and approved the first semiannual report for the period October 1 through December 31, 2011, for submission to the Joint Legislative Budget Committee and the State Auditor. At its July 27, 2012, meeting the Judicial Council accepted and approved the second semiannual report for the period January 1 through June 30, 2012. The Judicial Council on January 31, 2013, under Circulating Order CO-13-01, accepted and approved the third semiannual report for the period July 1 through December 31, 2012.

Rationale for Recommendation

Statutory requirement

The Judicial Branch Contract Law (JBCL) 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 Judicial Council on August 26, 2011, adopted the manual, which incorporate policies and procedures consistent with the Public Contract Code and, as required, 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 JLBC and the State Auditor twice each year on contracting activities by judicial branch entities under (Pub. Contract Code, § 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 must cover the period from January 1 through June 30 and must be submitted by August 1.

As required by the *Judicial Branch Contracting Manual* (JBCM), revised April 24, 2012, the AOC's Fiscal Services Office has lead responsibility for providing the reports to the Judicial Council for approval and submission to the Joint Legislative Budget Committee and the State Auditor. Additionally, the AOC's Fiscal Services Office (formerly the AOC Finance Division) and its Trial Court Administrative Services Office are responsible for coordinating with each other to ensure that all information in the Judicial Council reports is timely, accurate, and consistent in form and format.

The responsibilities for each judicial branch entity are specified in the JBCM:

Supreme Court: The Supreme Court is responsible for providing to the AOC Finance Division the information relating to payments to, and contracts with, the Supreme Court's Vendors in the form and format as required by the AOC Finance Division for Judicial Council reporting purposes.

Courts of Appeal: Each Court of Appeal is responsible for providing to the AOC Finance Division the information relating to payments to, and contracts with, Vendors in the form and format as required by the AOC Finance Division for Judicial Council reporting purposes.

Superior Courts: The Phoenix Statewide Financial System (Phoenix) 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 AOC Finance Division the information relating to payments to, and contracts with, the HCRC's Vendors in the form and format as required by the AOC Finance Division for Judicial Council reporting purposes.

Judicial Council/AOC: The AOC Finance Division is responsible for maintaining and providing the information relating to payments to, and contracts with, Vendors of the Judicial Council and the 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. No adverse policy implications will result from acceptance or approval of these reports.

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 audit reports through online publication.

Attachments

The *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period January 1 through June 30, 2013* is attached. The report's attachments because of their size, including any explanatory footnotes, are posted separately for access and review.

1. Superior court reports:
 - a. Trial Court Contract Report, January 1–June 30, 2013
 - b. Trial Court Payment Report, January 1–June 30, 2013
2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council/AOC reports:
 - a. Contract Amendment Report, January 1–June 30, 2013
 - b. Payment Report, January 1–June 30, 2013



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

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

STEVEN JAHR
Administrative Director of the Courts

August 1, 2013

Hon. Mark Leno
Chair, Joint Legislative Budget Committee
Legislative Office Building
1020 N Street, Room 553
Sacramento, California 95814
Attn: Ms. Peggy Collins

Ms. Elaine M. Howle
California State Auditor
Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Re: Semiannual Report on Judicial Branch Contracts as required under Public Contract Code section 19209

Dear Senator Leno and Ms. Howle:

Attached is the Judicial Council report required under Public Contract Code section 19209 on contract payments and contracts that were amended between vendors and judicial branch entities during the reporting period of January 1 through June 30, 2012. 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).

As required by Public Contract Code section 19209, the reports include a listing of: (1) all vendors or contractors receiving payments from any judicial branch entity and the 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 a list of all judicial branch entity contracts that were amended during the reporting period. This is the fourth 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 after that date are required to be included in the report. 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. The attachments to the report are:

Attachment 1: Superior court reports:

- a. Trial Court Contract Report, January 1–June 30, 2013
- b. Trial Court Payment Report, January 1–June 30, 2013

Attachment 2: Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council/AOC reports:

- c. Contract Amendment Report, January 1–June 30, 2013
- d. Payment Report, January 1–June 30, 2013

Note that the report does not include certain payments or contract amendment information that is statutorily restricted, subject to any statutory restrictions on disclosure to third parties, or excluded from reporting.

The report attachments are very large. To save resources, hard copies are not attached. They may be accessed at the following address <http://www.courts.ca.gov/7466.htm>.

If you have any questions related to this report, please contact Zlatko Theodorovic, Director, AOC Fiscal Services Office, at 916-263-1397.

Sincerely,



Steven Jahr
Administrative Director of the Courts

SJ/JJ

Attachments

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

Hon. Mark Leno
Ms. Elaine M. Howle
August 1, 2013
Page 3

cc: Members of the Judicial Council
Members of the Joint Legislative Budget Committee
Diane F. Boyer-Vine, Legislative Counsel
Gregory P. Schmidt, Secretary of the Senate
E. Dotson Wilson, Chief Clerk of the Assembly
Margie Estrada, Policy Consultant, Office of Senate President pro Tempore Darrell Steinberg
Fredericka McGee, General Counsel, Office of Assembly Speaker John Pérez
Allan Cooper, Consultant, Assembly Republican Fiscal Office
Marvin Deon II, Consultant, Assembly Budget Committee
Matt Osterli, Consultant, Senate Republican Fiscal Office
Joe Stephenshaw, Consultant, Senate Budget and Fiscal Review Committee
Jody Patel, AOC Chief of Staff
Curt Soderlund, AOC Chief Administrative Officer
Curtis L. Child, Director, AOC Chief Operations Officer
Zlatko Theodorovic, Director, AOC Fiscal Services Office
Cory T. Jaspersen, Director, AOC Office of Governmental Affairs
Andi Liebenbaum, Senior Governmental Affairs Analyst, AOC Office of Governmental Affairs
Pat Haggerty, Assistant Director, AOC Fiscal Services Office
John A. Judnick, Senior Manager, AOC Internal Audit Services Office
Doug Kauffroath, Senior Manager, Trial Court Administrative Services Office
AOC Office of Communications



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

STEVEN JAHR
Administrative Director of the Courts

Report title: Semiannual Report on Contracts for the Judicial Branch for the Reporting Period
January 1 through June 30, 2013

Statutory citation: Public Contract Code section 19209

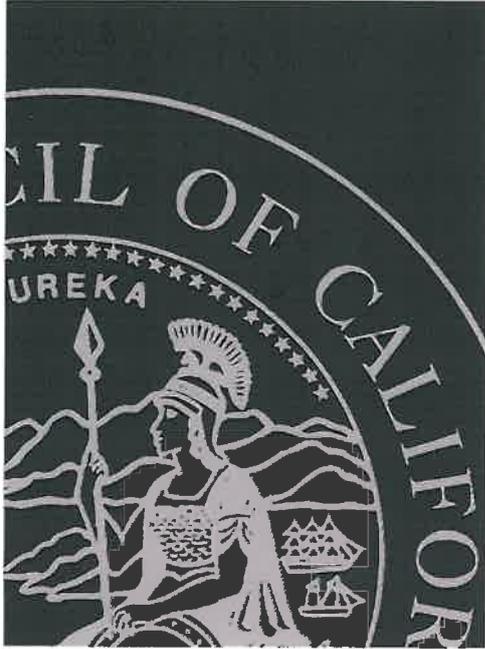
Date of report: August 1, 2013

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 the 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 Judicial Council, beginning in 2012, to report to the Joint Legislative Budget Committee and the State Auditor twice each year on contracting activities by judicial branch entities. The reports must contain specified 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 do not include payments or contract amendment information that is statutorily restricted or excluded from reporting, information subject to any statutory restrictions on disclosure to third parties, and active litigation on capital cases.

This is the fourth semiannual report and covers January 1 through June 30, 2013. The report is approximately 800 pages (including attachments). Payments made in excess of \$750,000 to 53 vendors for \$134,991,502 account for approximately 72 percent of the total payments of \$188,524,521 for non-superior court judicial branch entities. For the period there were also 7,796 contracts totaling approximately \$163 million with 13,066 payments for the superior courts. There were 492 contracts with amendments totaling approximately \$47 million (\$45.9 million for the superior courts). The full report can be accessed at <http://www.courts.ca.gov/7466.htm>. A printed copy of the report may be obtained by contacting Zlatko Theodorovic, Director, AOC Fiscal Services Office, at zlatko.theodorovic@jud.ca.gov.



Semiannual Report on Contracts for the Judicial Branch for the Reporting Period January 1 through June 30, 2013

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

AUGUST 1, 2013



**JUDICIAL COUNCIL
OF CALIFORNIA**

ADMINISTRATIVE OFFICE
OF THE COURTS

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Zlatko Theodorovic
Director
FISCAL SERVICES OFFICE

Jody Patel
Chief of Staff
**JUDICIAL COUNCIL AND
COURT LEADERSHIP SERVICES DIVISION**

John Judnick
*Senior Audit Manager and
Primary Author of Report*

**Semiannual Report on Contracts for the Judicial Branch for the Reporting
Period January 1 through June 30, 2013:
Report to the Joint Legislative Budget Committee and the State Auditor as
Required by Public Contract Code Section 19209**

August 1, 2013

Introduction

The Judicial Council submits this report to the Joint Legislative Budget Committee and the State Auditor pursuant to 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 amount 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 vendors and contractors was contracted with to provide those goods and services. The report also includes a list of all contract amendments as required by Public Contract Code section 19209(c), and identifies the vendors and contractors, the types of services and goods provided under the contract, the nature of the amendments, the duration of the amendments, and the cost of the amendments. Judicial branch entities are the Supreme Court, Courts of Appeal (COA), superior courts, Habeas Corpus Resource Center (HCRC), and 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 are included in this report. This report and all future reports are semiannual and cover the six-month periods from January 1 through June 30 and July 1 through December 31. This is the fourth semiannual report and covers the period January 1 through June 30, 2013.

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.” 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 certain contracts that are unique to the superior courts and are subject to other statutory schemes as listed below:

- Security services memorandum of understanding under the Superior Court Law Enforcement Act of 2002 (Gov. Code, § 69920 et seq.);

- Court reporters providing services as independent contractors as specified by Government Code section 69941 et seq.; and
- 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*).

An audit report issued by the California State Auditor (auditor) in March 2013 stated:

To ensure complete reports to the Legislature, the AOC should review and modify its methodology for excluding certain transactions from the semiannual report to ensure that the AOC is not inadvertently excluding legitimate procurements. Further, the AOC's methodology should ensure that all procurements or contracts—such as those related to court security, court reporters, and interpreters when such services result in payment by a judicial branch entity to a vendor or contractor—are included in the semiannual report unless specifically excluded by state law.

The AOC is in the process of reviewing its methodology for excluding certain transactions from the semiannual report. We are pleased the auditor did agree in the report that the AOC has a valid argument for excluding certain contracts and procurements—and specifically those contracts and procurements pertaining to court security services provided by the county sheriffs, services provided by independent contractor court reporters, and services provided by independent contractor court interpreters—from the substantive provisions of the California Judicial Branch Contract Law. The AOC nonetheless appreciates the auditor's perspective that the semiannual reporting requirements described in the Public Contract Code were intended to serve as a tool to aid the Legislature's budget oversight and to provide greater transparency for the public with regard to the judicial branch's contracting and procurement activities. To facilitate the Legislature's budget oversight and to provide greater transparency for the public, staff is evaluating whether to recommend to the Judicial Council the inclusion of payments for such services in future semiannual reports as recommended by the auditor as part of an overall update of the *Judicial Branch Contracting Manual* later this year.

If recommended to and approved by the Judicial Council, the effective date for including payments for services provided by the county sheriffs (but only to the limited extent a superior court might have an obligation to pay for certain services given that the sheriff, and not the superior court, is generally responsible for the cost of court security under the Superior Court Security Act of 2012), independent contractor court reporters, and independent contractor court interpreters, will be no earlier than the reporting period starting January 1, 2014.

Format of the Report

The AOC Fiscal Services Office 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 Office (TCAS) 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 Fiscal Services Office and TCAS have different information management systems, 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/AOC:

3. Contract Amendment Report
4. Payment Report

The chart below explains the differences in the format of the reports and describes the data elements.

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 (JBE) 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>

This semiannual report includes all the information required by statute. Portions of the report related to the superior courts contain items of information as listed above (vendor ID, month and year of amendment) that are not required for the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council/AOC.

The superior court information includes contracts that were entered into during the reporting period, even if no payments were made. This is additional information and is 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/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

Four tables that provide statistical information for the January 1 through June 30, 2013, reporting period on the following pages are:

Table 1 Overall Contract and Payment Statistics

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

Table 3 Supreme Court, Courts of Appeal, Habeas Corpus Resource Center and Judicial Council/AOC: List of Vendors Receiving Payments In Excess of \$750,000 From the AOC

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:
 - a. Trial Court Contract Report, January 1–June 30, 2013
 - b. Trial Court Payment Report, January 1–June 30, 2013
2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council/AOC reports:
 - a. Contract Amendment Report, January 1–June 30, 2013
 - b. Payment Report, January 1–June 30, 2013

Table 1 Overall Contract and Payment Statistics Reporting Period: January 1 through June 30, 2013		
	Superior Courts	Supreme Court, COA, HCRC, JC/AOC
Payments:		
Number	13,066	3,552
Dollar Amount	\$ 162,679,142	\$ 188,524,521
Number of associated contracts	7,796 *	2,346
Contracts:		
Original contracts	12,445	***
Value of original contracts	\$ 107,495,315	***
Contracts with amendments	1,848	243
Cost of amendment	\$ 5,878,470	\$ 25,323,812
Report pages:		
Payments	341	72
Contracts	353	***
Contracts with amendments	**	8
<p>* 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.</p>		

Table 2 Supreme Court, Courts of Appeal, Habeas Corpus Resource Center and Judicial Council/AOC Payment Statistics Summary Reporting Period: January 1 through June 30, 2013			
	Vendors	Approx. # of Pages	Payments
Supreme Court	95	4	\$ 3,536,150
Courts of Appeal:			
1st District	34	2	1,538,579
2nd District	104	6	3,704,923
3rd District	60	3	2,266,882
4th District	95	5	4,105,979
5th District	71	3	1,327,519
6th District	52	3	1,655,333
Administrative Office of the Courts	768	44	170,086,722
Habeas Corpus Resource Center	54	2	302,434
TOTAL	1,333	72	\$ 188,524,521

Table 3 on the next page provides summary information about the contract payments in excess of \$750,000 made by the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and the Judicial Council/Administrative Office of the Courts. Payments made in excess of \$750,000 to vendors, totaling \$134,991,502, account for approximately 72 percent of the of the total payments made by the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council/Administrative Office of the Courts. A total \$188,524,521 was paid to vendors by the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council/Administrative Office of the Courts (Table 3).

The Primary Purpose column in Table 3 provides a short description of the purpose of the payments made by the Administrative Office of the Courts for the benefit of the trial courts. Table 3 lists 53 vendors that received payments in excess of \$750,000. These vendors account for approximately 72 percent of the AOC's total vendor payments. The primary categories listed in this table are:

- Information services
- Facilities
- Grants
- Dependency counsel
- Appellate court payments for administrators

When analyzed, Table 3 shows that almost all of the contracts and associated payments are not for the benefit of, or to assist, the AOC but are for other judicial branch entities.

Table 4, Trial Court Payment Statistics: Goods and Services Detail Summary, on page 8 is a summary of all payments for goods and services by the trial courts during this reporting period. The table shows that there were over 13,000 payments representing nearly \$163 million. These payments were made through almost 7,800 purchase orders and contracts. While "Office Expense" is the largest category in terms of number of payments (2,312 or 17.7% of the total), it only represents 3.5% (\$5.68 million of the \$162.7 million total) of the total value of payments for the period. The Court Appointed Counsel service category is the largest value category at \$19.7 million (or 12%) of the \$162.7 million total, yet it represents only 4% or 535 of the 13,066 total payments.

Table 3
Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council/AOC
List of Vendors Receiving Payments In Excess of \$750,000 From the AOC
Reporting Period: January 1 through June 30, 2013

Vendor Name	Primary Purpose	Payment Type	Detailed Report Page #	Total Payments in Period To Vendors	
All Star Consulting Inc.	Consultants - IS	Consultants - Info. Systems	2	\$ 890,949	
Ascent Services Group	Consultants - IS	Consultants - Info. Systems	3	793,358	
AT&T	Lan/Wan Equip	Various Telecomm.	4	5,471,243	
EPI - Use America, Inc.	Consultants - IS	Consultants - Info. Systems	15	896,318	
Oracle America, Inc.	Systems - Database	Maintenance - Software	28	3,667,385	
Science Applications Int'l Corporation	Data Center Services	Consultants - Info. Systems	35	8,012,660	
Software Management Consultants, Inc.	Consultants - IS	Consultants - Info. Systems	37	803,841	\$ 20,535,754
Howard Wright Employment Agency	Human Resources	Purchased Clerical Services	18	\$ 1,063,804	\$ 1,063,804
ABM Engineering Services	Facilities	Facility Mod./Maint./Repairs	1	\$ 12,633,197	
Augustine Company	Facilities	Facility Mod./Imp. To Assets	4	840,806	
Enovity, Inc.	Facilities	Facility Mod./Maint./Repairs	15	6,248,793	
Jacobs Project Management Co.	Facilities	Facility Mod./Maint./Repairs	20	811,875	
Mackone Development, Inc.	Facilities	Facility Mod./Imp. To Assets	24	1,570,007	
Mark Scott Construction, Inc.	Facilities	Facility Mod./Imp. To Assets	24	946,541	
Mitsubishi Electric & Electronics USA, Inc.	Facilities	Facility Mod./Imp. To Assets	25	1,961,507	
Orange County Superior Court	Facilities	Facility Mod./Maint./Repairs	28	1,482,331	
Pride Industries One, Inc.	Facilities	Facility Mod./Maint./Repairs	30	6,641,303	
Riverside County Superior Court	Facilities	Facility Mod./Maint./Repairs	32	843,589	
San Bernardino County	Facilities	Facility Mod./Repairs & Rent	32	2,212,014	
San Diego County	Facilities	Facility Mod./Maint./Repairs	33	793,313	
Ventura County	Facilities	Facility Mod./Maint./Repairs	42	861,227	\$ 37,846,502
CTFS Lake Hills, LLC	Facilities	Rent	13	\$ 771,621	
Fresno County	Facilities	Rent	15	1,827,059	
Los Angeles County	Facilities	Rent & Maintenance	23	3,190,219	
Symphony Tower, LLC (4th Dist.)	Facilities	Rent & Maintenance	53	1,089,294	
621 Capitol Mall, LLC (3rd Dist.)	Facilities	Rent	69	978,385	\$ 7,856,578
Alameda Superior Court	Grants	Government Grants	1	\$ 978,252	
Fresno County Superior Court	Grants	Government Grants	16	1,138,028	
Los Angeles County Superior Court	Grants	Government Grants	23	6,378,155	
Orange County Superior Court	Grants	Government Grants	28	1,780,822	
Riverside County Superior Court	Grants	Government Grants	32	855,408	
Sacramento County Superior Court	Grants	Government Grants	32	861,453	
San Bernardino County Superior Court	Grants	Government Grants	33	1,708,423	
San Diego County Superior Court	Grants	Government Grants	33	1,422,066	
Santa Clara County Superior Court	Grants	Government Grants	34	1,634,548	
State Bar of California	Grants	Grants and Consultants	39	5,028,099	\$ 21,785,253
Legal Aid Society of San Diego, Inc.	Legal	Legal Services	22	\$ 846,919	
Neighborhood Legal Services	Legal	Legal Services	27	1,774,867	\$ 2,621,786
Attorneys for Families & Children	Dependency	Private Counsel	4	\$ 1,221,314	
Children Law Center	Dependency	Private Counsel	10	9,499,005	
Dependency Advocacy Center	Dependency	Private Counsel	14	1,217,232	
Dependency Legal Group of San Diego	Dependency	Private Counsel	14	5,672,071	
East Bay Children's Law Offices, Inc.	Dependency	Private Counsel	14	1,044,503	
Juvenile Dependency Counselors	Dependency	Private Counsel	20	924,619	
Law Foundation of Silicon Valley	Dependency	Private Counsel	22	1,277,974	
Los Angeles Dependency Lawyers, Inc.	Dependency	Private Counsel	23	7,051,986	
Wilson, Dale S.	Dependency	Private Counsel	43	1,788,140	\$ 29,696,845
Central Calif. Appellate Program (5th Dist.)	Court Counsel	Administrators	45	\$ 1,048,681	
First District Appellate Project	Court Counsel	Administrators	48	1,400,174	
Appellate Defenders, Inc. (4th Dist.)	Court Counsel	Administrators	49	2,132,816	
California Appellate Project (2nd Dist.)	Court Counsel	Administrators	57	2,426,922	
Sixth District Appellate Program	Court Counsel	Administrators	65	795,539	
California Appellate Project (Supreme)	Court Counsel	Administrators	66	2,876,558	
Central Calif. Appellate Program (3rd Dist.)	Court Counsel	Administrators	70	929,961	\$ 11,610,652
California Highway Patrol	Security - SC/Appellate	Security	7	\$ 1,974,329	\$ 1,974,329
53 Vendors Receiving Payments Over \$750,000				\$ 134,991,502	72%
Total Payments to Vendors During Reporting Period				\$ 188,524,521	100%

Table 4
Trial Court Payment Statistics: Goods and Services Detail Summary
Reporting Period: January 1 through June 30, 2013

Goods/Services	Payments	Value	Contracts
ADVERTISING	109	126,176.16	31
BANKING AND INVESTMENT SERV	14	44,155.80	4
COLLECTION SERVICES	79	10,653,014.65	31
CONSULTING SERVICES - TEMP	69	754,572.51	56
CONTRACTED SERVICES	57	839,729.29	51
COUNTY-PROVIDED SERVICES	115	8,205,770.74	85
COURT APPOINTED COUNSEL CHA	535	19,727,146.79	159
COURT ORDERED PROFESSIONAL	602	4,011,631.97	54
DUES AND MEMBERSHIPS	135	214,789.24	13
EQUIPMENT MAINTENANCE	310	1,303,262.90	247
EQUIPMENT RENTAL/LEASE	284	3,005,649.94	222
EQUIPMENT REPAIRS	371	1,344,621.99	310
FEES/PERMITS	125	2,228,782.63	37
FREIGHT AND DRAYAGE	47	11,877.89	38
GENERAL CONSULTANT AND PROF	640	14,073,439.75	363
GENERAL EXPENSE	10	4,685.60	1
GENERAL EXPENSE - SERVICE	362	1,850,550.08	239
GROUNDS	24	44,430.87	14
INFORMATION TECHNOLOGY	4	37,741.17	2
INSURANCE	27	490,092.84	10
INVESTIGATIVE SERVICES	126	347,357.02	38
IT COMMERCIAL CONTRACT	198	8,377,272.41	157
IT INTER-JURISDICTIONAL CON	15	1,986,250.22	8
IT MAINTENANCE	433	9,839,403.11	341
IT OTHER	29	237,766.30	17
IT REPAIRS/SUPPLIES/LICENSE	458	7,843,959.89	354
JANITORIAL	176	7,530,970.18	117
JUROR COSTS	32	33,929.45	1
LABORATORY EXPENSE	36	81,592.06	13
LEGAL	118	1,642,906.69	75
LIBRARY PURCHASES AND SUBSC	623	6,655,361.99	336
MAINTENANCE AND SUPPLIES	297	1,832,161.21	228
MAJOR EQUIPMENT	121	4,956,574.13	108
MEDIATORS/ARBITRATORS	481	1,757,403.77	53
MEETINGS, CONFERENCES, EXHI	144	172,588.45	36
MINOR EQUIPMENT - UNDER \$5K	899	6,325,292.39	759
OFFICE EXPENSE	2,312	5,680,956.18	1,857
OTHER CONTRACT SERVICES	43	644,795.40	28
OTHER FACILITY COSTS - GOODS	124	118,521.39	90
OTHER FACILITY COSTS - SERV	87	(433,704.58)	63
OTHER ITEMS OF EXPENSE	4	76,271.04	1
OTHER TRAVEL EXPENSE	4	250.00	1
PHOTOGRAPHY	14	48,776.35	9
POSTAGE	23	613,432.24	8
POSTAGE METER	130	4,486,977.04	84
PRINTING	656	3,729,510.61	522
RENT/LEASE	98	2,155,841.54	54
SECURITY	112	5,775,028.50	64
SHERIFF	383	651,134.03	9
STAMPS, STAMPED ENVELOPES,	202	3,339,685.37	78
TELECOMMUNICATIONS	428	6,332,211.46	198
TRAINING	200	421,421.54	51
UNIFORM ALLOWANCE	4	4,404.75	3
VEHICLE OPERATIONS	135	440,090.37	66
FACILITIES OPERATION	1	326.26	1
EMPLOYEE RELOCATION	1	300.00	1
Grand Total	13,066	162,679,141.57	7,796

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 often 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.
- A single contract has 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 keeps 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 of the current transaction record .
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.

Field Name	Field Description
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, will not necessarily 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.
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. The goods/services are rolled up from subaccounts, so descriptions may appear to be duplicates but are really separate subaccounts 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: The original value, duration, and goods/services of the contract. Increase Contract Value: An increase from the original value of the contract. Decrease Contract Value: A decrease from the original value of the contract. Increase Contract Duration: An increase in the duration (or term) of the contract. For example, an increase of six months would be represented as 6.00. Decrease Contract Duration: A decrease in the duration (or term) of the contract. For example, a decrease of six months would be represented as -6.00. Change Goods/Services: 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 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.

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 really 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 to totals by 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 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 an amendment to the contract indicate the cost of amendment as “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 of 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 “non-contractual 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
- Trial court allocations

Some of the above payment types may be included in the superior court reports, such as utilities, postage, and travel reimbursements.

Attachments

Because of their size, the following attachments, including any explanatory footnotes, are posted separately for access and review.

1. Superior court reports:
 - a. Trial Court Contract Report, January 1–June 30, 2013
 - b. Trial Court Payment Report, January 1–June 30, 2013
2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council/AOC reports:
 - a. Contract Amendment Report, January 1–June 30, 2013
 - b. Payment Report, January 1–June 30, 2013