



JUDICIAL COUNCIL OF CALIFORNIA

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*Chief Justice of California
Chair of the Judicial Council*

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Chair, Litigation Management Committee*

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MR. MARTIN HOSHINO
*Administrative Director,
Judicial Council*

August 1, 2017

Hon. Holly J. Mitchell
Chair, Joint Legislative Budget Committee
Legislative Office Building
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 January 1 Through June 30, 2017, as required under
Public Contract Code section 19209*

Dear Senator Mitchell and Ms. Howle:

Attached is the report from the Judicial Council as 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 January 1 through June 30, 2017. Judicial branch entities are the Supreme Court, Courts of Appeal, superior courts, Habeas Corpus Resource Center, and Judicial Council.

As required, the report includes 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. The report also includes all judicial branch entity contracts that were amended during the reporting period. This is the 12th 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 on or after that date are required to be included

Hon. Holly Ms. Elaine M. Howle

August 1, 2017

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in the report. These reports cover six-month periods, from January 1 through June 30, and July 1 through December 31, as appropriate. This report reflects the reporting period January 1 through June 30, 2017. The attachments to this report include the following:

- Superior court reports, from January 1 through June 30, 2017:
 - a. *Trial Court Contract Report*
 - b. *Trial Court Payment Report*

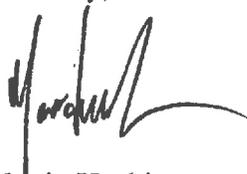
- Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports, from January 1 through June 30, 2017:
 - a. *Contract Amendment Report*
 - b. *Payment Report*

Note that this report excludes certain payments and contract amendment information that are statutorily restricted in general or 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: www.courts.ca.gov/7466.htm.

If you have any questions related to this report, please contact Mr. Doug Kauffroath, Director, Branch Accounting and Procurement, Judicial Council, at doug.kauffroath@jud.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hoshino', with a stylized flourish at the end.

Martin Hoshino
Administrative Director
Judicial Council

Hon. Holly Ms. Elaine M. Howle

August 1, 2017

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MH/PC/es

Attachments, available at www.courts.ca.gov/7466.htm

cc: Diane F. Boyer-Vine, Legislative Counsel (agency.reports@lc.ca.gov)

Daniel Alvarez, Secretary of the Senate

E. Dotson Wilson, Chief Clerk of the Assembly

Jessica Devencenzi, Policy Consultant, Office of Senate President pro Tempore Kevin de León

Alf Brandt, Senior Counsel, 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

Julie Salley-Gray, 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

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Jazmin Hicks, Consultant, Assembly Budget Committee

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*Administrative Director,
Judicial Council*

Report Title: *Semiannual Report on Contracts for the Judicial Branch for
the Reporting Period of January 1 through June 30, 2017*

Summary Citation: Public Contract Code section 19209

Date of Report: August 1, 2017

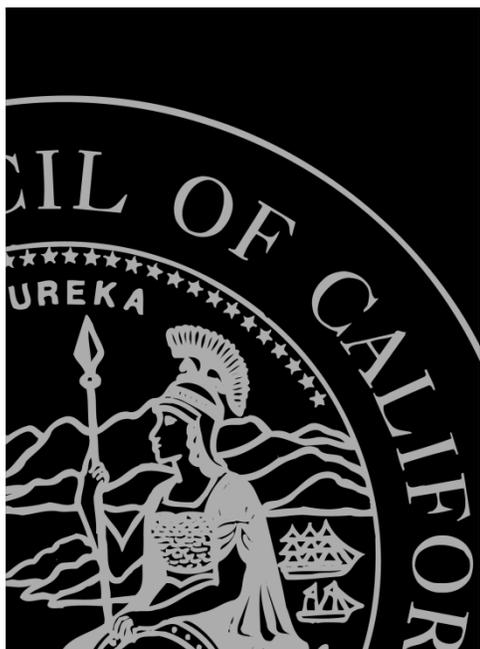
The Judicial Council has submitted a report to the Legislature in accordance with Public Contract Code section 19209. The following summary of the report is provided under the requirements of Government Code section 9795.

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 reports must contain 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 January 1 through June 30, 2017. The report, including the attachment runs several hundred pages long. Approximately \$237 million in payments was made by the superior courts, and approximately \$223 million was made by the other judicial branch entities during the reporting period. The report lists 10,415 contracts associated with these payments, as well as 1,914 contracts with amendments.

The full report can be accessed at 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.



Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of January 1 through June 30, 2017

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

August 1, 2017



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OF CALIFORNIA

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*Chief Justice of California and
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Mr. Martin Hoshino
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Mr. Zlatko Theodorovic
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BRANCH ACCOUNTING AND PROCUREMENT

Mr. Doug Kauffroath
Director

Ms. Paula Coombs
*Supervisor and
Primary Author of Report*

**Semiannual Report on Contracts for the Judicial Branch for the
Reporting Period of January 1 through June 30, 2017:
Report to the Joint Legislative Budget Committee and the State Auditor
as Required by Public Contract Code Section 19209**

August 1, 2017

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 payment(s) 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 are the Supreme Court, Courts of Appeal, superior courts, Habeas Corpus Resource Center (HCRC), and Judicial Council.

Because the operative date of the Judicial Branch Contract Law (JBCL) was October 1, 2011, only contracts entered into or amended after that date are included in this report. Generally, 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 January 1 through June 30, 2017.

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.

Other reporting features

The *Trial Court Contract Report* provides a summary of contract activity during the reporting period for each contract on a single line.

Format of the report

The Judicial Council's Branch Accounting and Procurement office is responsible for preparing this report. The portion of the report that relates to the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council is extracted from the Oracle Financial System. The information that relates to the superior courts is extracted from the Phoenix Financial System. Because two different information management systems are used, 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:
 1. *Contract Amendment Report*
 2. *Payment Report*

Table 1 explains the differences in 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

Report	Required to Be Reported by Statute	Data Element Column Heading	
		Superior Court Reports	Supreme Court, COA,* HCRC,* and JC* Reports
Payment Report	<ul style="list-style-type: none"> • Vendors and contractors receiving any payment. • Report each distinct contract between the vendor or contractor and a judicial branch entity. Identify the: <ol style="list-style-type: none"> 1. Amount of payment to the contractor or vendor; 2. Type of service or good provided; and 3. Judicial branch entity (JBE) or entities with which the vendor or contractor was contracted to provide that service or good. 	<ul style="list-style-type: none"> • Vendor Name Vendor ID • Contract Number • Total Payments Goods/ Services • JBE 	<ul style="list-style-type: none"> • Vendor Name PO/Contract • Amount Payment Summary • Entity Name
Contract and Contract Amendment Report	For all contract amendments made, identify: <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; and 5. Cost of the amendment. 	<ul style="list-style-type: none"> • Court Contract Vendor ID • Vendor Name • Last Reported Contract Value • Contract Value (New) • Contract Value (Changed) • Goods/Services (New) • Goods/Services (Changed) • Contract Duration (New) • Contract Duration (Changed) • Total Contract Duration 	<ul style="list-style-type: none"> • Entity Amendment Number • Contract Number • Vendor Name • Type of Goods/ Service Description • Nature of Amendment • Duration (months) • Cost of Amendment

* COA = Court of Appeal; HCRC = Habeas Corpus Resource Center; JC = Judicial Council.

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

The superior court information also includes contracts and contract amendments 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 related to the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council 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

On the following pages, a series of tables provides statistical information for the January 1 through June 30, 2017, 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.** Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council Payment Statistics Summary
- **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, from January 1 through June 30, 2017
 - a. *Trial Court Contract Report*
 - b. *Trial Court Payment Report*
2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports, from January 1 through June 30, 2017
 - a. *Contract Amendment Report*
 - b. *Payment Report*

Table 2 provides an overall summary of contracts and payments for the reporting period.

Table 2. Overall Contract and Payment Statistics, January 1 through June 30, 2017

	Superior Courts	Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council
Payments:		
Number	17,815	2,510
Dollar amount	\$ 236,991,813	\$ 223,449,112
Number of associated contracts	8,715	1,700
Contracts:		
Original contracts	5,530	*
Value of original contracts	\$ 119,830,691	*
Contracts with amendments	1,547	367
Cost of amendments	\$ 20,204,019**	\$ 18,128,808

* Includes only contracts with amendments as required by statute.

** Includes increases and decreases to contract value, such as changes in contract scope.

As described below in table 3, a total of \$223,449,112 was paid to vendors by the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council.

Table 3. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council Payment Statistics Summary, January 1 through June 30, 2017

	Payments	
Supreme Court	\$	3,521,737
Courts of Appeal:		
1st District		1,646,469
2nd District		4,061,650
3rd District		1,333,132
4th District		4,219,096
5th District		1,381,451
6th District		1,670,349
Judicial Council		205,362,728
Habeas Corpus Resource Center		252,500
TOTAL	\$	223,449,112

Table 4, below, provides a summary of all payments for goods and services by the trial courts during this reporting period. The table shows 17,815 payments representing nearly \$237 million associated with more than 8,715 contracts.

Table 4. Trial Court Payment Statistics, Goods, and Services Detail Summary, January 1 through June 30, 2017

Goods and Services	Payments	Values	Contracts
Advertising	123	155,285.91	44
Banking and Investment Services	12	56,755.42	4
Collection Services	92	11,703,170.74	39
Consulting Services—Temp	59	1,382,410.90	48
Consulting/Professional Services	9	1,241,965.08	8
Contracted Services	84	1,539,881.76	65
County-Provided Services	152	16,123,175.62	121
Court-Appointed Counsel	452	23,877,581.12	163
Court Interpreter Services	2,594	12,447,232.72	210
Court-Ordered Professional	823	5,452,062.33	373
Court Reporter Services	308	2,844,285.14	14
Court Transcripts	1,951	9,488,725.59	16
Dues and Memberships	142	231,502.95	22
Employee Relocation	2	2,633.21	
Equipment Maintenance	234	1,095,246.66	193
Equipment Rental/Lease	200	3,184,764.19	151

Goods and Services	Payments	Values	Contracts
Equipment Repairs	143	699,507.52	115
Facilities Operation	1	1,100.00	
Fees/Permits	128	2,258,632.92	45
Freight and Drayage	28	3,226.40	15
General Consultant	715	24,059,984.63	399
General Expense	10	88,655.05	1
General Expense—Service	397	3,237,063.47	286
Grounds	29	169,421.58	23
Information Technology	7	601,663.50	6
Insurance	78	703,477.03	21
Investigative Services	121	360,019.24	48
IT Commercial Contract	195	9,920,982.98	172
IT Interjurisdictional	11	771,143.18	5
IT Maintenance	393	9,489,486.18	329
IT Other	39	519,222.02	26
IT Repairs/Supplies/License	528	9,487,992.78	429
Janitorial	158	7,498,961.72	104
Juror Costs	31	33,583.65	6
Laboratory Expense	30	52,090.78	9
Legal	118	2,059,590.84	84
Library Purchases and Subscriptions	523	6,514,759.75	293
Maintenance and Supplies	291	4,296,324.53	226
Major Equipment	174	7,437,753.67	162
Mediators/Arbitrators	273	1,386,886.42	41
Meetings, Conferences, Exhibits	161	421,393.32	45
Minor Equipment—Under \$5k	1,271	15,855,912.03	1,169
Nonexpert Witness	1	45.00	
Office Expense	2,203	5,101,033.73	1,878
Other Contract Services	45	1,038,602.35	31
Other Facility Costs—Goods	112	228,786.95	84
Other Facility Costs—Services	78	523,620.95	53
Other Items of Expense	19	120,315.11	17
Other Travel Expenses	11	1,629.00	1
Other—Special Items of Expense	1	1,800.00	1
Photography	9	39,935.29	4
Postage	19	571,228.94	8
Postage Meter	56	4,030,278.14	28
Printing	452	3,104,938.73	343
Rent/Lease	91	2,077,781.17	56
Security	114	8,526,126.65	73
Sheriff	362	1,123,701.31	10
Stamps, Stamped Envelopes	203	2,807,576.06	84
Telecommunications	555	7,724,237.45	365

Goods and Services	Payments	Values	Contracts
Training	266	739,714.56	87
Uniform Allowance	2	2,605.67	2
Vehicle Operations	126	472,341.84	60
Grand Total	17,815	236,991,813.43	8,715

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 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 5 contains a list of the report fields and their descriptions.

Table 5. *Trial Court Contract Report* Field Names and Descriptions

Field Name	Field Description
Court	Judicial Branch Entity, specifically the name of the superior court with the associated contract.
Contract	Unique identifier for the contract; can be system generated or a court-specific number.
Vendor ID	Unique identifier for the vendor; can be system generated or a court-specific vendor identifier.
Vendor Name	Name of the vendor.

Field Name	Field Description
Last Reported Contract Value	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.
Contract Value (New)	Known or estimated original contract value, when the transaction record is for a new contract.
Contract Value (Changed)	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.
Goods/Services (New)	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. 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.
Goods/Services (Changed)	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. 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.
Contract Duration (New)	When the transaction record is for an original contract, the original contract duration, represented in months or a fraction thereof.
Contract Duration (Changed)	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.
Total Contract Duration	The total contract duration, including cumulative changes to the original contract duration, represented in months or a fraction thereof.

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.

Table 6 contains a list of the report fields and their descriptions.

Table 6. *Trial Court Payment Report* Field Names and Descriptions

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.

Field Name	Field Description
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 actually 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 totals by court, vendor, contract, goods/services, etc.

Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council
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 amendments to a contract indicate the cost of amendment as “0.00,” “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 for 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 “noncontractual 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; and
- Trial court allocations.

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

Attachments

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

1. Superior court reports, from January 1 through June 30, 2017:
 - a. *Trial Court Contract Report*
 - b. *Trial Court Payment Report*

2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports, from January 1 through June 30, 2017:
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