JUDICIAL COUNCIL OF CALIFORNIA

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

www.courts.ca.gov

CIRCULATING ORDER MEMORANDUM TO THE JUDICIAL COUNCIL

Circulating Order Number: -CO-15-01

Title
Judicial Branch Semiannual Contract Reporting Requirement: Executed Contracts and Vendor Payments for the Period of July 1 through December 31, 2014

Rules, Forms, Standards, or Statutes Affected
None

Recommended by
Martin Hoshino
Administrative Director

Curt Soderlund
Chief Administrative Officer
Judicial Council of California

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

Please Respond By
By 12:00 p.m. on February 2, 2015

Date of Report
January 29, 2015

Contact
Bob Fleshman, 415-865-7531
bob.fleshman@jud.ca.gov

Executive Summary

Public Contract Code section 19209 and the *Judicial Branch Contracting Manual* require that the Judicial Council submit a report 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 good provided, and judicial branch entity receiving the good or service. Therefore, Judicial Council staff recommends submitting, by February 2, 2015, this seventh semiannual report, which lists all judicial branch entity contracts that were amended during the reporting period covering July 1 through December 31, 2014.

Recommendation

Judicial Council staff recommends that the council accept and approve for submission to the Joint Legislative Budget Committee and the California State Auditor the following report and related attachments: *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of July 1 through December 31, 2014*. The report includes information for the Supreme Court, Courts of Appeal, superior courts, Judicial Council, and Habeas Corpus Resource Center.

Previous Council Action

At its August 26, 2011, business meeting, the Judicial Council approved the *Judicial Branch Contracting Manual,* which included the requirement for the preparation of the two semiannual reports and their submission to the Joint Legislative Budget Committee and the State Auditor. Previous reports were submitted and approved at Judicial Council meetings or through circulating orders, as follows:

- January 24, 2012 — The Judicial Council accepted and approved the first semiannual report for the period October 1 through December 31, 2011.
- July 27, 2012 — The Judicial Council accepted and approved the second semiannual report for the period January 1 through June 30, 2012.
- January 31, 2013 — Under Circulating Order CO-13-01, the Judicial Council accepted and approved the third semiannual report for the period July 1 through December 31, 2012.
- July 30, 2013 — Under Circulating Order CO-13-04, the Judicial Council accepted and approved the fourth semiannual report for the period January 1 through June 30, 2013.
- January 29, 2014 — Under Circulating Order CO-14-01, the Judicial Council accepted and approved the fifth semiannual report for the period July 1 through December 31, 2013.
- July 31, 2014 — Under Circulating Order CO-14-04, the Judicial Council accepted and approved the sixth semiannual report for the period January 1 through June 30, 2014.

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 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 incorporates policies and procedures consistent with the Public Contract Code and, as the code requires, 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 Joint Legislative Budget Committee and the State Auditor twice each year on contracting activities by judicial branch entities under Public Contract Code section 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 covers the period from January 1 through June 30 and must be submitted by August 1.

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

The responsibilities for each judicial branch entity are specified in the manual generally as follows:

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

Courts of Appeal: Each Court of Appeal is responsible for providing to the council's Finance office the information relating to payments to, and contracts with, vendors in the form and format required by Finance for Judicial Council reporting purposes.

Superior Courts: The Phoenix Financial System 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 council's Finance office the information relating to payments to, and contracts with, the HCRC's vendors in the form and format required by Finance for Judicial Council reporting purposes.

Judicial Council: The council's Finance office is responsible for maintaining and providing the information relating to payments to, and contracts with, vendors of the Judicial Council.

Contents of the reports

The reports from the Judicial Council 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 includes the following information by vendor:

- The judicial branch entity that contracted for the good or service
- The amount of payment
- The type of service or good provided

The reports also include a list of all judicial branch entity contracts that were amended during the reporting period. The report contains 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 are reviewed to determine if there are any statutory or other restrictions on information disclosure to third parties specifically related to HCRC, lawsuits in process, and the like. Such information may be redacted.

This report also includes modifications designed to improve the display of various aspects of contract information. Specifically, the Trial Court Contract Report has been revised to provide a summary of contract activity during the reporting period for each contract on a single line, where as previous reports included multiple lines for a single contract, resulting in difficulty when the contracts were sorted.

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 personnel involved in maintaining and providing the necessary information must have the training, experience, level of responsibility, and accountability 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 because 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

1. *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of July 1 through December 31, 2014,* with the following listed attachments, which because of their size, including any explanatory footnotes, are posted separately for access and review:

   A. Superior court reports:
      1. Trial Court Contract Report, July 1 through December 31, 2014
      2. Trial Court Payment Report, July 1 through December 31, 2014

   B. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council reports:
      1. Contract Amendment Report, July 1 through December 31, 2014
      2. Payment Report, July 1 through December 31, 2014

2. Voting instructions

3. Vote and signature pages

Instructions for Review and Action by Circulating Order

Voting members

- Please indicate your **vote**, **sign, and return by 12pm, February 2, 2015,** if possible by one of these methods:

    1. Fax the signature pages to the attention of Judicial Council Support, Leadership Services Division at 415-865-4391
    2. Reply to the e-mail message with "I approve," "I disapprove," or "I abstain."

- If you are unable to reply by **12pm, February 2, 2015,**, please do so as soon as possible thereafter.

- Additionally, **return the original** signature page to the Judicial Council Support, Judicial Council of California, 455 Golden Gate Avenue, San Francisco, California, 94102-3688. **Please keep a copy for your records.**

Advisory members

The circulating order is being faxed to you for your information only. There is no need to sign or return any documents.

CIRCULATING ORDER
Judicial Council of California
Voting and Signature Pages

Effective immediately, the Judicial Council approves the Judicial Branch Semiannual Contract Reporting Requirement: Executed Contracts and Vendor Payments for the Period of July 1 through December 31, 2014.

My vote is as follows:

☒ Approve ☐ Disapprove ☐ Abstain

Tani G. Cantil-Sakauye, Chair	/s/ Marla O. Anderson
/s/ Judith Ashmann-Gerst	/s/ Brian John Back
Richard Bloom	/s/ Mark G. Bonino
/s/ James R. Brandlin	/s/ Ming W. Chin
/s/ David De Alba	Emilie H. Elias
/s/ James P. Fox	Harry E. Hull, Jr.
Donna D'Angelo Melby	/s/ Douglas P. Miller

My vote is as follows:

☒ Approve ☐ Disapprove ☐ Abstain

/s/
Gary Nadler

/s/
Debra Elaine Pole

/s/
David Rosenberg

/s/
David M. Rubin

/s/
Dean T. Stout

/s/
Martin J. Tangeman

Date: February 2, 2015

Attest:

Administrative Director and
Secretary of the Judicial Council

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

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

MARTIN HOSHINO
Administrative Director

February 2, 2015

Hon. Mark Leno
Chair, Joint Legislative Budget Committee
Attn: Ms. Peggy Collins
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 July 1 through December 31, 2014*, as required under Public Contract Code section 19209

Dear Senator Leno and Ms. Howle:

Attached is the report from 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 July 1 through December 31, 2014. Judicial branch entities are the Supreme Court, Courts of Appeal, superior courts, Habeas Corpus Resource Center, and Judicial Council.

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 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 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 seventh 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 January 1 through June 30 or July 1 through December 31, as appropriate. The attachments to the report include:

- Attachment 1: Superior court reports:
  a. Trial Court Contract Report, July 1 through December 31, 2014
  b. Trial Court Payment Report, July 1 through December 31 2014

- Attachment 2: Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council reports:
  a. Contract Amendment Report, July 1 through December 31, 2014
  b. Payment Report, July 1 through December 31, 2014

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 *www.courts.ca.gov/7466.htm*.

If you have any questions related to this report, please contact Zlatko Theodorovic, Director, Finance, Judicial Council, at 916-263-1397.

Very truly yours,

Martin Hoshino
Administrative Director
Judicial Council of California

MH/BF/lcc
Attachments located at *www.courts.ca.gov/7466.htm*:

cc: Members of the Judicial Council
Members of the Joint Legislative Budget Committee
Diane F. Boyer-Vine, Legislative Counsel
Danny Alvarez, 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, Deputy Chief of Staff, Office of Assembly Speaker Toni G. Atkins
Anita Lee, Fiscal and Policy Analyst, Legislative Analyst's Office
Tina McGee, Executive Secretary, Legislative Analyst's Office
Madelynn McClain, Program Budget Analyst, Department of Finance
Peggy Collins, Principal Consultant, Joint Legislative Budget Committee
Julie Salley-Gray, Consultant, Senate Budget and Fiscal Review Committee
Matt Osterli, Consultant, Senate Republican Fiscal Office
Marvin Deon, Consultant, Assembly Budget Committee
Allan Cooper, Consultant, Assembly Republican Fiscal Office
Jolie Onodera, Consultant, Senate Appropriations Committee
Chuck Nicol, Principal Consultant, Assembly Appropriations Committee
Benjamin Palmer, Chief Counsel, Senate Judiciary Committee
Mike Petersen, Consultant, Senate Republican Policy Office
Leora Gershenzon, Counsel, Assembly Judiciary Committee
Paul Dress, Consultant, Assembly Republican Policy Office
Curtis L. Child, Chief Operating Officer, Judicial Council
Jody Patel, Chief of Staff, Judicial Council
Curt Soderlund, Chief Administrative Officer, Judicial Council
Cory T. Jasperson, Director, Governmental Affairs, Judicial Council
Zlatko Theodorovic, Director, Finance, Judicial Council
Pat Haggerty, Assistant Director, Finance, Judicial Council
Peter Allen, Senior Manager, Communications, Judicial Council
John A. Judnick, Senior Manager, Audit Services, Judicial Council
Doug Kauffroath, Senior Manager, Trial Court Administrative Services, Judicial Council
Bob Fleshman, Supervisor, Finance, Judicial Council
Andi Liebenbaum, Senior Analyst, Governmental Affairs, Judicial Council
Yvette Casillas-Sarcos, Administrative Coordinator, Governmental Affairs, Judicial Council
Judicial Council Communications

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

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

MARTIN HOSHINO
Administrative Director

Report Title: *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period July 1 through December 31, 2014*

Statutory Citation: Public Contract Code section 19209

Date of Report: January 29, 2015

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 or contract amendment information that is statutorily restricted or excluded from reporting, information subject to any statutory restrictions on disclosure to third parties, or information on capital cases in active litigation.

This is the seventh semiannual report and covers July 1 through December 31, 2014. The report runs several hundred pages (including attachments). Nearly $191 million in payments were made by the superior courts and approximately $192 million by the state judiciary (Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council). The report lists 9,861 contracts associated with these payments as well as 1,263 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. Zlatko Theodorovic, Director, Finance, Judicial Council, at zlatko.theodorovic@jud.ca.gov.

Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of July 1 through December 31, 2014

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

JANUARY 29, 2015

JUDICIAL COUNCIL OF CALIFORNIA

Judicial Council Members

As of January 5, 2015

Hon. Tani G. Cantil-Sakauye
Chief Justice of California and
Chair of the Judicial Council

Hon. Marla O. Anderson
Presiding Judge of the
Superior Court of California,
County of Monterey

Hon. Judith Ashmann-Gerst
Associate Justice of the Court of Appeal
Second Appellate District, Division Two

Hon. Brian John Back
Judge of the Superior Court of California,
County of Ventura

Hon. Richard Bloom
Member of the California State Assembly

Mr. Mark G. Bonino
Hayes, Scott, Bonino, Ellingson & McLay, LLP

Hon. James R. Brandlin
Judge of the Superior Court of California,
County of Los Angeles

Hon. Ming W. Chin
Associate Justice of the Supreme Court

Hon. David De Alba
Judge of the Superior Court of California,
County of Sacramento

Hon. Emilie H. Elias
Judge of the Superior Court of California,
County of Los Angeles

Mr. James P. Fox
Attorney at Law (Retired)

Hon. Harry E. Hull, Jr.
Associate Justice of the Court of Appeal
Third Appellate District

Ms. Donna D. Melby
Partner
Paul Hastings Janofsky & Walker, LLP

Hon. Douglas P. Miller
Associate Justice of the Court of Appeal
Fourth Appellate District, Division Two

Hon. Gary Nadler
Judge of the Superior Court of California,
County of Sonoma

Ms. Debra Elaine Pole
Partner
Sidley Austin LLP

Hon. David Rosenberg
Judge of the Superior Court of California,
County of Yolo

Hon. David M. Rubin
Judge of the Superior Court of California,
County of San Diego

Judicial Council Members

As of January 5, 2015

Hon. Dean T. Stout
Assistant Presiding Judge of the
Superior Court of California,
County of Inyo

Hon. Martin J. Tangeman
Assistant Presiding Judge of the
Superior Court of California,
County of San Luis Obispo

Hon. Brian L. McCabe
Presiding Judge of the
Superior Court of California,
County of Merced

Mr. Frank A. McGuire
Clerk of the California Supreme Court

Hon. Marsha Slough
Presiding Judge of the
Superior Court of California,
County of San Bernardino

ADVISORY MEMBERS

Hon. Daniel J. Buckley
Assistant Presiding Judge of the
Superior Court of California,
County of Los Angeles

Mr. Richard D. Feldstein
Court Executive Officer
Superior Court of California,
County of Napa

Hon. David E. Gunn
Commissioner of the
Superior Court of California,
County of Butte

Hon. James E. Herman
Presiding Judge of the
Superior Court of California,
County of Santa Barbara

Hon. Morris D. Jacobson
Assistant Presiding Judge of the
Superior Court of California,
County of Alameda

Hon. Kenneth K. So
Judge of the Superior Court of California,
County of San Diego

Ms. Mary Beth Todd
Court Executive Officer
Superior Court of California,
County of Sutter

Hon. Charles D. Wachob
Assistant Presiding Judge of the
Superior Court of California,
County of Placer

Hon. Joan P. Weber
Judge of the Superior Court of California,
County of San Diego

JUDICIAL COUNCIL STAFF

Mr. Martin N. Hoshino
Administrative Director and Secretary
of the Judicial Council

JUDICIAL COUNCIL OF CALIFORNIA

Hon. Tani G. Cantil-Sakauye
Chief Justice of California and
Chair of the Judicial Council

Martin Hoshino
Administrative Director, Judicial Council

Ms. Jody Patel
Chief of Staff
LEADERSHIP SERVICES DIVISION

Mr. Curt Soderlund
Chief Administrative Officer
ADMINISTRATIVE DIVISION

FINANCE
Mr. Zlatko Theodorovic
Director

Mr. Bob Fleshman
Supervisor and
Primary Author of Report

Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of July 1 through December 31, 2014: Report to the Joint Legislative Budget Committee and the State Auditor as Required by Public Contract Code Section 19209

January 29, 2015

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 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 contractors and vendors contracted to provide those goods and services. The report is a summary which includes a list of all new contracts and amended contracts 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, including any changes to the contract value, type of services or goods or the contract. Judicial branch entities are the Supreme Court, Courts of Appeal (COA), superior courts, Habeas Corpus Resource Center (HCRC), and the Judicial Council.

Because the operative date of the Judicial Branch Contract Law (JBCL) was October 1, 2011, contracts entered into or amended only 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 seventh semiannual report and covers the period from July 1 through December 31, 2014.

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.

New Reporting Features

- The Trial Court Contract Report has been revised to provide a summary of contract activity during the reporting period for each contract on a single line, where as previous reports included multiple lines for a single contract, resulting in difficulty when the contracts were sorted.

Format of the Report

The Judicial Council's Finance staff 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 and extracts data for the report from the Oracle Financial System. The council's 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 Finance and TCAS use 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:
  3. Contract Amendment Report
  4. Payment Report

The chart on the following page explains the differences in the format of the reports and describes the data elements.

This space intentionally left blank.

Judicial Branch Contract Reports Comparison of Required Data Elements to Report According to Pub. Contract Code Section 19209 with the Actual Reports			
		Data Element Column Heading	
Report	**Required to be Reported by Statute**	**Superior Court Reports**	**Supreme Court, COA, HCRC, and JC Reports**
Payment Report	Vendors and contractors receiving any payment Report each distinct contract between the vendor or contractor and a judicial branch entity Identify the: 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.	Vendor Name Vendor ID Contract Number Total Payments Goods / Services JBE	Vendor Name PO/Contract Amount Payment Summary Entity Name
Contract and Contract Amendment Report	For all contract amendments made, identify: 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	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	Entity Amendment Number Contract Number Vendor Name Type of Goods/Service Desc Nature of Amendment Duration (months) Cost of Amendment

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 includes contracts and contract amendments 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 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 provide statistical information for the July 1 through December 31, 2014, reporting period. Note that some tables may include totals that may not equal 100% due to rounding.

Table 1 Overall Contract and Payment Statistics

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

Table 3 Supreme Court, Courts of Appeal, Habeas Corpus Resource Center and Judicial Council: List of Vendors Receiving Payments in Excess of $650,000 From the Council

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, July 1 through December 31, 2014
    b. Trial Court Payment Report, July 1 through December 31, 2014
2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council reports:
    a. Contract Amendment Report, July 1 through December 31, 2014
    b. Payment Report, July 1 through December 31, 2014

This space intentionally left blank.

Table 1 provides an overall summary of contracts and payments for the reporting period:

Table 1
Overall Contract and Payment Statistics
Reporting Period: July 1 through December 31, 2014

	Superior Courts	Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council
Payments:		
Number	16,986	2,960
Dollar amount	$ 190,731,084	$ 192,106,213
Number of associated contracts	7,799	2,062
Contracts:		
Original contracts	4,665	*
Value of original contracts	$ 153,124,651	*
Contracts with amendments	1,173	90
Cost of amendments	43,990,060**	$ 8,831,554

* 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 2, a total of $192,106,213 was paid to vendors by the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council.

Table 2
Supreme Court, Courts of Appeal, Habeas Corpus Resource Center and Judicial Council
Payment Statistics Summary
Reporting Period: July 1 through December 31, 2014

	Vendors	Payments
Supreme Court	92	$ 3,304,523
Courts of Appeal:		
1st District	34	1,803,109
2nd District	90	3,523,000
3rd District	59	1,354,320
4th District	107	3,768,271
5th District	64	1,351,370
6th District	46	1,556,313
Judicial Council	736	175,036,738
Habeas Corpus Resource Center	47	408,569
TOTAL	**1,275**	**$ 192,106,213**

Table 3, on the next page, provides summary information about the contract payments in excess of $650,000 made by the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council. Several categories of payments are included in the table, such as:

- Information services;
- Grants;
- Dependency counsel; and
- Supreme Court and Courts of Appeal payments for administrators (example: security provided by the California Highway Patrol).

Please refer to the associated contracts and payments reports for additional information. When analyzed, Table 3 shows that almost all of the contracts and associated payments are not for the benefit of, or to assist, the Judicial Council, but rather are for other judicial branch entities.

Table 3
Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council
List of Vendors Receiving Payments in Excess of $650,000 from the Judicial Council
Reporting Period: July 1 through December 31, 2014

Vendor Name	Vendor Payments
ABM Onsite Services-West, Inc	7,822,908
AT&T	698,430
AT&T	653,873
Children's Law Center	27,391,206
Dependency Legal Group of San Diego`	4,357,282
Enovity, Inc.	3,016,414
Herbert L. Jamison, & Co	920,794
Key Government Finance, Inc.	1,697,497
Los Angeles Dependency Lawyers, Inc.	6,793,807
Pride Industries One, Inc	718,891
Science Applications International Corp	1,486,253
State Bar of California	1,171,778
State Bar of California	5,638,151
Tibco Software, Inc.	775,777
Ventura County	913,688
Sixth District Appellate Program	1,325,893
Vendors Receiving Payments Over $650,000	**$65,382,642**
Total Payments to Vendors During Reporting Period	**$192,106,213**

Table 4, Trial Court Payment Statistics: Goods and Services Detail Summary, on pages 7–8, provides a summary of all payments for goods and services by the trial courts during this reporting period. The table shows 16,986 payments representing approximately $191 million made through more than 9,000 purchase orders and contracts.

There were 4,665 trial court contracts reported, of which 1,173 were affected by amendments. A small number of contracts were affected by changes in account codes. Otherwise, amendments consisted of the following:

- 670 that had an increase in contract value;
- 503 that had a decrease in contract value; and
- 164 that had a change in contract duration.

Table 4
Trial Court Payment Statistics: Goods and Services Detail Summary
Reporting Period: July 1 through December 31, 2014

Goods / Services	Payments	Value	Contracts
ADVERTISING	91	117,539.65	23
BANKING AND INVESTMENT SERV	14	25,889.31	3
COLLECTION SERVICES	86	10,221,510.56	37
CONSULTING SERVICES - TEMP	87	1,098,379.66	70
CONSULTING/PROFESSIONAL SVCS	1	590.00	1
CONTRACTED SERVICES	70	963,459.73	52
COUNTY-PROVIDED SERVICES	154	14,222,074.61	123
COURT APPOINTED COUNSEL CHA	500	18,901,805.60	157
COURT INTERPRETER SERVICES	2,303	7,583,665.23	253
COURT ORDERED PROFESSIONAL	1,140	4,499,850.43	676
COURT REPORTER SERVICES	357	3,464,884.37	14
COURT TRANSCRIPTS	1,881	9,510,415.90	20
DUES AND MEMBERSHIPS	116	193,359.47	9
EMPLOYEE RELOCATION	1	468.00	
EQUIPMENT MAINTENANCE	269	1,060,001.35	195
EQUIPMENT RENTAL/LEASE	247	2,453,460.69	188
EQUIPMENT REPAIRS	144	282,155.90	103
FACILITIES OPERATION	5	19,850.38	3
FEES/PERMITS	142	2,159,240.44	49
FREIGHT AND DRAYAGE	19	6,970.81	12
GENERAL CONSULTANT AND PROF	686	14,542,991.36	430
GENERAL EXPENSE	5	11,488.13	1
GENERAL EXPENSE - SERVICE	326	1,375,883.24	180
GROUNDS	29	160,096.79	19
INFORMATION TECHNOLOGY	8	70,199.06	6

INSURANCE	142	978,143.93	45
INVESTIGATIVE SERVICES	135	366,743.50	55
IT COMMERCIAL CONTRACT	213	8,847,075.54	177
IT INTER-JURISDICTIONAL CON	22	1,608,658.09	15
IT MAINTENANCE	411	7,901,138.75	343
IT OTHER	40	438,476.69	24
IT REPAIRS/SUPPLIES/LICENSE	443	9,904,087.51	346
JANITORIAL	168	5,897,092.72	107
JUROR COSTS	23	25,319.19	4
LABORATORY EXPENSE	37	50,228.63	10
LEGAL	137	1,704,989.22	95
LIBRARY PURCHASES AND SUBSC	476	3,559,666.70	237
MAINTENANCE AND SUPPLIES	235	2,550,266.99	162
MAJOR EQUIPMENT	131	7,635,426.97	118
MEDIATORS/ARBITRATORS	395	1,468,075.27	52
MEETINGS, CONFERENCES, EXHI	139	175,409.19	28
MINOR EQUIPMENT - UNDER $5K	890	9,933,519.75	757
OFFICE EXPENSE	1,617	4,225,845.85	1,221
OTHER CONTRACT SERVICES	47	845,676.93	31
OTHER FACILITY COSTS - GOODS	128	495,133.57	99
OTHER FACILITY COSTS - SERV	82	421,745.55	57
OTHER ITEMS OF EXPENSE	11	28,535.64	2
OTHER TRAVEL EXPENSE	5	350.00	
OTHER-SPECIAL ITEMS OF EXPENSE	1	1,800.00	
PHOTOGRAPHY	12	40,493.41	7
POSTAGE	21	576,707.08	6
POSTAGE METER	66	544,677.57	38
PRINTING	525	3,345,817.93	401
RENT/LEASE	115	1,799,917.02	78
SECURITY	137	6,811,141.22	85
SHERIFF	358	780,689.61	13
STAMPS, STAMPED ENVELOPES,	215	3,225,595.71	92
TELECOMMUNICATIONS	572	10,737,930.62	347
TRAINING	226	437,283.61	71
UNIFORM ALLOWANCE	2	1,249.89	2
VEHICLE OPERATIONS	128	419,942.98	50
Grand Total	**16,986**	**190,731,083.50**	**7,799**

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.

Contract Report Fields

The chart below contains a list of the report fields and their descriptions.

Field Name	Field Description
Court	Judicial Branch Entity. Name of the superior court with the associated contract.
Contract	Unique identifier for the contract which can be system generated or a court specific number.
Vendor ID	Unique identifier for the vendor which can be system generated or a court specific vendor identifier.
Vendor Name	Name of the vendor.
Field Name	Field Description
Last Reported Contract Value	When the transaction record is for a contract that has been previously reported, the value in this field will refer to the most recently reported contract value. Only contracts created or amended after January 1, 2012, have been reported.

Contract Value (New)	When the transaction record is for a new contract, the value in this field refers to the known or estimated original contract value.
Contract Value (Changed)	this value will indicate the increase or decrease to the contract value if the contract value changed within the reporting period. It is possible for this to occur in the same reporting period as a new contract.
Goods/Services (New)	When the transaction record is for an original contract, this field provides a description of the goods/services based on the general ledger accounts associated with the contract. **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.**
Goods/Services (Changed)	When the transaction record refers to an amendment to the goods/services, this field provides a description of the changed goods/services based on the general ledger accounts associated with the contract. **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 (New)	When the transaction record is for an original contract, this field refers to the original contract duration which is represented in months or a fraction thereof.
Contract Duration (Changed)	When the transaction record refers to an amendment to the current contract duration, the value will indicate the increase or decrease to the contract duration which is represented in months or a fraction thereof.
Total Contract Duration	This field represents the total contact duration, including cumulative changes to the original contract duration. The value is 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.

The chart on the following page contains a list of the report fields and their 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.
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 totals by court, vendor, contract, goods/services, etc.

Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council

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 "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 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, Reporting Period: July 1 through December 31, 2014
    b. Trial Court Payment Report, Reporting Period: July 1 through December 31, 2014
2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council reports:
    a. Contract Amendment Report, Reporting Period: July 1 through December 31, 2014
    b. Payment Report, Reporting Period: July 1 through December 31, 2014