



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-13-01

Title

Judicial Branch Semiannual Contract
Reporting Requirement: Report Listing
Executed Contracts and Vendor Payments for
the Period July 1 through December 31, 2012

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

January 30, 2013

Recommended by


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

Date of Report

January 25, 2013

Contact

Zlatko Theodorovic, 916-263-1397
Zlatko.Theodorovic@jud.ca.gov

Executive Summary

Public Contract Code section 19209 and the *Judicial Branch Contracting Manual* (JBCM) 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 third semiannual report, covering the period June 1 through December 31, 2012, must be submitted to the Legislature by February 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 July 1 through December 31, 2012*. The report includes information for the superior courts, Supreme Court, Courts of Appeal, 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.

Rationale for Recommendation

Statutory requirement

The Judicial Branch Contract Law (JBCL) enacted March 24, 2011, requires judicial branch entities to comply with 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 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 adopted the manual on August 26, 2011 which incorporates 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 semiannual reports to the Joint Legislative Budget Committee and the State Auditor about contracting activities by judicial branch entities (Pub. Contract Code, § 19209). The semiannual reports must contain details about contracts and amendments entered into by judicial branch entities with vendors or contractors, payments received by vendors and contractors, and the nature of the goods or services provided under the contracts and amendments. By statute, each year, the first report covers the period from January 1 through June 30 and must be submitted by August 1. The second report covers the period from July 1 through December 31 and must be submitted by February 1 of the following year.

As required by the *Judicial Branch Contracting Manual* (JBCM), revised April 24, 2012, the AOC 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 and 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 of judicial branch entities as specified in the JBCM are as follows:

Supreme Court: The AOC's Fiscal Services Office maintains information related to payments and contracts with the Supreme Court's vendors. The Supreme Court is responsible for coordinating with the AOC's Fiscal Services Office, to ensure that information related to payments and contracts with the Supreme Court's vendors is accurate, consistent, and complete.

Courts of Appeal: The AOC's Fiscal Services Office maintains information relating to payments and contracts with vendors of each Court of Appeal. Each Court of Appeal is responsible for coordinating with the AOC's Fiscal Services Office, to ensure that information related to payments, and contracts with vendors is accurate, consistent, and complete.

Superior Courts: The Phoenix Statewide Financial System (Phoenix) is the source of information related to payments by each Superior Court, and also contains information related to contracts between the court and vendors. Each Superior Court is responsible for ensuring that information in Phoenix related to payments and contracts with vendors is accurate, consistent, and complete.

Habeas Corpus Resource Center (HCRC): The AOC's Fiscal Services Office maintains information related to payments and contracts with vendors of the HCRC. The HCRC is responsible for coordinating with the AOC's Fiscal Services Office, to ensure that information related to payments, and contracts with the HCRC's vendors is accurate, consistent, and complete.

Judicial Council/AOC: The AOC's Fiscal Services Office is responsible for maintaining and providing accurate, consistent, and complete information related to payments to, and contracts with vendors of the Judicial Council/AOC.

Contents of the reports

A list of all vendors that receive a payment from a judicial branch entity during the reporting period is contained in the reports. 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 goods or services;
- The amount of payment; and
- The type of service or goods provided.

A list of all judicial branch entity contracts that were amended during the reporting period is included in the reports. This includes the following information by vendor for each distinct contract that was amended:

- The name of the vendor;
- The type of service or goods 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, etc. Information such as this may be redacted.

Comments, Alternatives Considered, and Policy Implications

Comments and policy implications

The information contained in these reports complies with Public Contract Code sections 19201–19210, the JBCL, and the *Judicial Branch Contracting Manual*. No adverse policy implications will result from acceptance or approval of these reports.

Alternatives

No alternatives were considered because the recommendations to accept and approve the information are consistent with council policy and the provisions of Public Contract Code sections 19201–19210.

Attachments

The *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period July 1 through December 31, 2012* is included with the following list of attachments. The attachments, including any explanatory footnotes, are posted separately for access and review due to their size.

1. Superior court reports:
 - a. Trial Court Contract Report, July 1, 2012–December 31, 2012
 - b. Trial Court Payment Report, July 1, 2012–December 31, 2012
2. Supreme Court, Courts of Appeal, HCRC, and Judicial Council/AOC reports:
 - a. Contract Amendment Report, July 1, 2012–December 31, 2012
 - b. Payment Report, July 1, 2012–December 31, 2012
 - c. Legal Services Payment Report, July 1, 2012–December 31, 2012

Instructions for Review and Action by Circulating Order

Voting members

- Please indicate your **vote, sign, and return by 5 pm, January 30, 2013**, if possible by one of these methods:
 1. Fax the signature pages to the attention of Judicial Council Support Services, Judicial Council and Court Leadership Services Division at 415-865-4317
 2. Reply to the e-mail message with “I approve,” “I disapprove,” or “I abstain.”
- If you are unable to reply by **January 30, 2013**, please do so as soon as possible thereafter.
- Additionally, **return the original** signature page to the Judicial Council Support Services, Administrative Office of the Courts, 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.

Action Requested

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 July 1 through December 31, 2012*. The report includes information for the Superior Courts, Supreme Court, Courts of Appeal, Judicial Council/AOC, and Habeas Corpus Resource Center.

**CIRCULATING ORDER
Judicial Council of California
Voting and Signature Pages**

Effective immediately, the Judicial Council approves the *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period July 1 through December 31, 2012.*

My vote is as follows:

Approve Disapprove Abstain

Tani G. Cantil-Sakauye, Chair

_____/s/
Judith Ashmann-Gerst

_____/s/
Stephen H. Baker

Marvin R. Baxter

_____/s/
James R. Brandlin

Angela J. Davis

_____/s/
David De Alba

_____/s/
Emilie H. Elias

_____/s/
Sherrill A. Ellsworth

Noreen Evans

James P. Fox

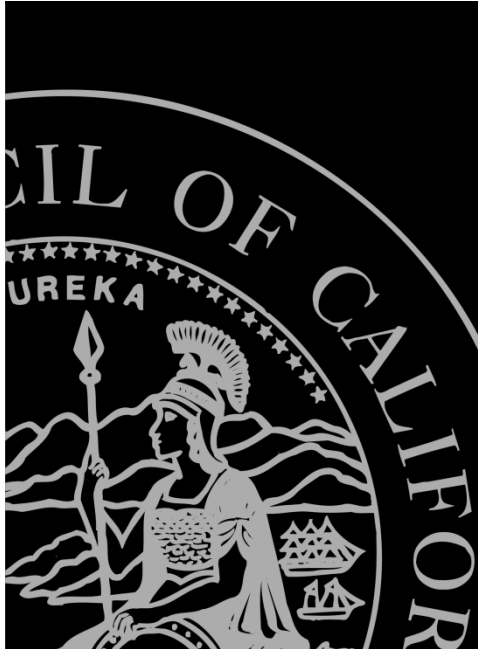
James E. Herman

_____/s/
Harry E. Hull, Jr.

_____/s/
Teri L. Jackson

_____/s/
Ira R. Kaufman

_____/s/
Edith R. Matthai



Semiannual Report on
Contracts for the
Judicial Branch for
the Reporting Period
July 1 through
December 31, 2012

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

FEBRUARY 1, 2013



JUDICIAL COUNCIL
OF CALIFORNIA

ADMINISTRATIVE OFFICE
OF THE COURTS

JUDICIAL COUNCIL OF CALIFORNIA

As of January 1, 2013

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Chief Justice of California and
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Attorney at Law (Retired)
California State Bar Association

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Second Appellate District, Division Two

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County of Los Angeles

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Superior Court of California,
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for the Central District of California

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Attorney at Law
Robie & Matthai

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County of Contra Costa

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Robinson Calcagnie Robinson
Shapiro Davis, Inc.

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Superior Court of California,
County of Sutter

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Superior Court of California,
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*Chief Justice of California and
Chair of the Judicial Council*

Hon. Steven Jahr
Administrative Director of the Courts

Curt Soderlund
Chief Administrative Officer
**JUDICIAL AND COURT
ADMINISTRATIVE SERVICES DIVISION**

FISCAL SERVICES OFFICES

Zlatko Theodorovic
Director

Margie Borjon-Miller
*Assistant Director and
Primary Author of Report*

**Semiannual Report on Contracts for the Judicial Branch for the Reporting
Period July 1 through December 31, 2012:
Report to the Joint Legislative Budget Committee and the State Auditor as
Required by Public Contract Code Section 19209**

February 1, 2013

Introduction

The Judicial Council is providing this report to the Joint Legislative Budget Committee and the State Auditor under Public Contract Code section 19209 to provide information related to procurement of contracts for the judicial branch. The report includes a list of vendors or contractors as required by Public Contract Code section 19209(b). The report further identifies the amount of payment to the contractor or vendor, the type of services or goods provided, and the judicial branch entity or entities with which the vendor or contractor was contracted to provide that good or service. The report also includes a list of all contract amendments as required by Public Contract Code section 19209(c) and identifies the vendor or contractor, the type of services or goods provided under the contract, the nature of the amendment, the duration of the amendment, and the cost of the amendment. Judicial branch entities are the Supreme Court, Courts of Appeal (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 third semiannual report and covers the period July 1 through December 31, 2012.

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.;
- Court interpreters providing services as independent contractors as Government Code section 71800 specifies a statutory scheme and is subject to Judicial Council policy (Judicial Branch *Payment Policies for Contract Court Interpreters*).

Format of the Report

The AOC 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 (includes a two-page Legal Services 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 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 information as listed above (vendor ID, month and year of amendment) but 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 are contained in this report:

Table 1 Overall Statistics for Reporting Period July 1 through December 31, 2012

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 Over or Approx. \$1 Million 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, July 1–December 31, 2012
 - b. Trial Court Payment Report, July 1–December 31, 2012
2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council/AOC reports:
 - a. Contract Report, July 1–December 31, 2012
 - b. Payment Report, July 1–December 31, 2012
 - c. Legal Services Payment Report, July 1–December 31, 2012

Table 1
Overall Statistics for Reporting Period July 1 through December 31, 2012

	Superior Courts	Supreme Court, COA, HCRC, JC/AOC
Payments:		
Number	12,236	2,800
Dollar Amount	\$ 137,366,681	\$ 182,794,614
Number of associated contracts *	6,854	1,313
For legal services:		
Number of vendors	**	36
Dollar Amount	**	\$ 5,543,461
Contracts:		
Original contracts	11,926	***
Value of original contracts	128,785,590	***
Contracts with amendments	1,391	153
Cost of amendment	\$ 28,318,309	\$ 76,068,693
Report pages:		
Payments	341	63
Legal Services payments	**	3
Contracts	353	***
Contracts with amendments	**	8

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

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

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

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

	Vendors	Approx. # of Pages	Payments
Supreme Court	105	4	\$ 3,574,138
Courts of Appeal:			
1st District	23	1	1,532,096
2nd District	97	5	3,901,284
3rd District	52	3	3,014,998
4th District	109	5	4,472,256
5th District	60	3	1,764,204
6th District	57	2	1,632,844
Administrative Office of the Courts	724	38	162,672,245
Habeas Corpus Resource Center	50	2	230,550
	1,277	63	\$ 182,794,614
Legal services contract report	36	2	\$ 5,543,461
	1,313	65	\$ 188,338,075

Table 3 provides information about the contract payments near or over \$1 million made by the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and the Judicial Council/Administrative Office of the Courts. Payments made near or over \$1 million account for approximately 68 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 (\$128,580,739). A total \$188,338,075 was paid to vendors by the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council/Administrative Office of the Courts (Table 2).

The column Primary Purpose 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 43 vendors that received payments of over or nearly \$1 million. These vendors account for approximately 68 percent of the AOC's total vendor payments. Examples of services include information services consultants, facilities modifications/repairs, legal services and security.

Table 3					
Supreme Court, Courts of Appeal, Habeas Corpus Resource Center and Judicial Council/AOC:					
List of Vendors Receiving Payments Over or Approx. \$1 Million From the AOC					
Vendor Name	Primary Purpose	Payment Type	Detailed Report Page #	Total Payments in Period To Vendor	
All Star Consulting Inc.	V2 &V3	Consultants - Info. Sys.	2	\$ 1,232,142.77	
Ascent Services Group	Various IT	Consultants - Info. Sys.	3	1,258,879.30	
Science Applications Int'l Corporation	Data Ctr. (CCTC)	Consultants - Info. Sys.	30	9,712,998.37	
Software Management Consultants, Inc.	Various IT	Consultants - Info. Sys.	31	1,098,822.82	
					\$ 13,302,843.26
ABM Engineering Services	Facility	Facility Mod/Repairs	1	\$ 13,253,238.32	
Bullard Construction, Inc.	Facility	Facility Mod/Repairs	5	1,108,399.57	
Chamblin-Landes Construction, Inc.	Facility	Facility Modifications	8	1,110,426.40	
Enovity, Inc.	Facility	Facility Mod/Repairs	13	5,769,638.37	
Pride Industries One, Inc.	Facility	Facility Mod/Repairs	26	4,546,982.87	
San Bernardino County	Facility	Facility Mod/Rent	28	1,307,311.74	
San Diego County	Facility	Facility Mod/Repairs	28	935,107.90	
Ventura County	Facility	Facility Mod/Repairs	37	2,605,074.51	
					\$ 30,636,179.68
Fresno County B58 Superior Court	Grants	Grants	14	\$ 1,241,852.74	
Los Angeles County Superior Court	Grants	Grants	21	8,955,207.03	
Orange County Superior Court	Grants	Grants	25	1,534,361.91	
Riverside County Superior Court	Grants	Grants	27	1,285,059.47	
San Bernardino County Superior Court	Grants	Grants	28	2,197,565.86	
San Diego County Superior Court	Grants	Grants	28	1,662,922.18	
Santa Clara County Superior Court	Grants	Grants	29	927,134.02	
State Bar of California	Equal Access	Grants and Consultants	34	11,629,792.65	
					\$ 29,433,895.86
Legal Aid Society of San Diego, Inc.	Legal	Legal Services	1 (Legal)	\$ 1,374,998.42	
Neighborhood Legal Services	Legal	Legal Services	1 (Legal)	1,596,810.93	
					\$ 2,971,809.35
Oracle America, Inc.	Database	Maintenance - Software	24	\$ 1,923,972.03	
					\$ 1,923,972.03
Attorneys for Families & Children	Dependency	Private Counsel	4	\$ 1,032,161.95	
Children Law Center	Dependency	Private Counsel	9	9,960,889.68	
Dependency Advocacy Center	Dependency	Private Counsel	12	1,040,104.13	
Dependency Legal Group of San Diego	Dependency	Private Counsel	12	4,054,549.57	
East Bay Children's Law Offices, Inc.	Dependency	Private Counsel	13	1,045,010.82	
Law Foundation of Silicon Valley	Dependency	Private Counsel	20	913,850.27	
Los Angeles Dependency Lawyers, Inc.	Dependency	Private Counsel	21	5,576,799.78	
Wilson, Dale S.	Dependency	Private Counsel	37	1,478,063.54	
					\$ 25,101,429.74
Central Calif. Appellate Program (5th Dist.)	Court Counsel	Administrators	39	\$ 1,223,460.56	
First District Appellate Project	Court Counsel	Administrators	41	1,400,173.98	
Appellate Defenders, Inc.	Court Counsel	Administrators	42	2,488,285.94	
California Appellate Project (2nd Dist)	Court Counsel	Administrators	50	2,831,409.00	
California Appellate Project (Supreme)	Court Counsel	Administrators	57	2,848,059.26	
Central Calif. Appellate Program (3rd Dist.)	Court Counsel	Administrators	61	1,084,955.06	
					\$ 11,876,343.80
Howroyd Wright Employment Agency	Facility - OCCM	Purchased Clerical Svs.	16	\$ 2,177,136.56	
					\$ 2,177,136.56
Los Angeles County	Facility	Rent / Maintenance	20	\$ 3,419,517.68	
Symphony Tower, LLC (4th Dist.)	Facility	Rent / Maintenance	46	1,063,542.00	
621 Capitol Mall, LLC (3rd Dist.)	Facility	Rent	61	1,469,120.44	
					\$ 5,952,180.12
California Highway Patrol	SC/Appellate	Security	6	\$ 1,644,357.08	
					\$ 1,644,357.08
AT&T	Lan/Wan Equip	Various Telecomm.	3	\$ 3,560,591.84	
					\$ 3,560,591.84
43 Vendors Receiving Payments Over or Approx. \$1 million				\$ 128,580,739.32	68%
Total Payments to Vendors During Reporting Period				\$ 188,338,075.00	100%

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

Goods/Services	Payments	Value	Contracts
ADVERTISING	77	86,030.38	21
BANKING AND INVESTMENT SERV	15	54,415.40	3
COLLECTION SERVICES	77	7,999,511.95	29
CONSULTING SERVICES - TEMP	62	410,478.46	47
CONTRACTED SERVICES	38	364,836.34	35
COUNTY-PROVIDED SERVICES	131	5,158,888.66	102
COURT APPOINTED COUNSEL CHA	589	20,160,881.92	168
COURT ORDERED PROFESSIONAL	605	3,612,714.07	56
DUES AND MEMBERSHIPS	126	115,580.72	11
EQUIPMENT MAINTENANCE	287	1,124,158.37	207
EQUIPMENT RENTAL/LEASE	461	2,735,465.20	384
EQUIPMENT REPAIRS	316	424,404.42	263
FEES/PERMITS	135	1,974,737.64	50
FREIGHT AND DRAYAGE	25	4,594.48	21
GENERAL CONSULTANT AND PROF	740	16,995,647.99	429
GENERAL EXPENSE	6	2,214.86	
GENERAL EXPENSE - SERVICE	339	1,357,726.04	205
GROUNDS	21	78,876.14	12
INFORMATION TECHNOLOGY	1	906.20	
INSURANCE	119	1,003,594.51	23
INVESTIGATIVE SERVICES	122	350,174.06	40
IT COMMERCIAL CONTRACT	157	6,386,828.66	116
IT INTER-JURISDICTIONAL CON	20	1,844,021.60	13
IT MAINTENANCE	411	6,123,335.19	333
IT OTHER	44	457,216.93	30
IT REPAIRS/SUPPLIES/LICENSE	415	4,928,862.06	318
JANITORIAL	212	5,481,574.76	144
JUROR COSTS	38	32,837.96	1
LABORATORY EXPENSE	35	32,901.02	11
LEGAL	119	1,657,171.58	76
LIBRARY PURCHASES AND SUBSC	539	4,038,439.50	286
MAINTENANCE AND SUPPLIES	182	410,221.22	121
MAJOR EQUIPMENT	96	4,507,836.19	82
MEDIATORS/ARBITRATORS	538	1,686,640.09	70
MEETINGS, CONFERENCES, EXHI	124	149,322.51	24
MINOR EQUIPMENT - UNDER \$5K	680	6,232,129.08	555
OFFICE EXPENSE	1,789	4,393,502.32	1,350
OTHER CONTRACT SERVICES	59	792,149.78	36
OTHER FACILITY COSTS - GOODS	78	147,857.38	53
OTHER FACILITY COSTS - SERV	54	116,227.89	36
OTHER ITEMS OF EXPENSE	4	4,635.76	1
OTHER TRAVEL EXPENSE	3	250.00	
PHOTOGRAPHY	11	53,882.07	8
POSTAGE	19	543,953.11	10
POSTAGE METER	112	1,110,144.73	64
PRINTING	577	3,683,039.08	421
RENT/LEASE	115	1,775,563.68	68
SECURITY	108	4,538,740.22	62
SHERIFF	339	661,618.26	10
STAMPS, STAMPED ENVELOPES,	235	3,818,582.24	90
TELECOMMUNICATIONS	494	6,948,504.91	234
TRAINING	187	468,649.39	49
UNIFORM ALLOWANCE	2	83.35	1
VEHICLE OPERATIONS	148	324,120.76	75
Grand Total	12,236	137,366,681.09	6,854

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 was 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 if the goods/services change.
- 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 the Habeas Corpus Resource Center is exempt from disclosure under the JBCL and is excluded from the report, as is payment information related to contracts for matters in active litigation, which are protected from disclosure under the attorney-client privilege.

3. Contract Amendment Report

Exclusions and explanations in the Contract Amendment Report follow:

- The costs of an amendment where litigation contracts were amended are not reported.
- 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 unless (as indicated by an *) it is associated with active litigation and, therefore, not reported. 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.
- There were no contract amendments for the Courts of Appeals during this reporting period.

4. Payment Report

Payments extracted from the Oracle Financial System were reviewed to determine whether they were contractual payments. Any payments 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 are 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, July 1–December 31, 2012
 - b. Trial Court Payment Report, July 1–December 31, 2012
2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council/AOC reports:
 - a. Contract Amendment Report, July 1–December 31, 2012
 - b. Payment Report, July 1–December 31, 2012
 - c. Legal Services Payment Report, July 1–December 31, 2012

