



Prepared in accordance with section 15 of the Broader Public Sector Accountability Act, 2010 (BPSAA)

TO: The Board of Trillium Health Partners, (the "Board")

FROM: Michelle DiEmanuele
President & Chief Executive Officer
Trillium Health Partners

Date: June 1, 2018

RE: April 1, 2017 to March 31, 2018

On behalf of Trillium Health Partners (the Hospital) I attest, with best efforts, to:

- the completion and accuracy of reports required of the Hospital pursuant to section 6 of the BPSAA on the use of consultants;
- the Hospital's compliance with the prohibition in section 4 of the BPSAA on engaging lobbyist services using public funds;
- the Hospital's compliance with any applicable expense claims directives issued under section 10 of the BPSAA by the Management Board of Cabinet;
- the Hospital's compliance with any applicable perquisite directives issued under section 15(1)(c.1) of the BPSAA by the Management Board of Cabinet; and
- the Hospital's compliance with any applicable procurement directives issued under section 12 of the BPSAA by the Management Board of Cabinet,

during the Applicable Period.

In making this attestation, I have exercised care and diligence that would reasonably be expected of a Hospital President and Chief Executive Officer in these circumstances, including making due inquiries of Hospital staff that have knowledge of these matters including THP's Chief Financial Officer, Senior Leadership, Controller, and Legal Counsel.

I further certify that any material exceptions to this attestation are documented in the attached Schedule A.

Dated at Toronto, Ontario this June 1, 2018.

Michelle DiEmanuele
President and Chief Executive Officer
Trillium Health Partners

I certify that this attestation has been approved by the board of Trillium Health Partners on June 1, 2018.

Wayne Bossert
Chair of the Board
Trillium Health Partners



SCHEDULE A to Attestation

1. Exceptions to the completion and accuracy of reports required in section 6 of the BPSAA on the use of consultants;

No Known Material Exceptions
Please see THP Hospital Reporting on Consultant Use.

2. Exceptions to the Hospital's compliance with the prohibition in section 4 of the BPSAA on engaging lobbyist services using public funds;

No Known Material Exceptions

3. Exceptions to the Hospital's compliance with the expense claims directive issued under section 10 of the BPSAA by the Management Board of Cabinet;

No Known Material Exceptions

4. Exceptions to the Hospital's compliance with the perquisites directives issued under section 15(1)(c.1) of the BPSAA by the Management Board of Cabinet;

No Known Material Exceptions

5. Exceptions to the Hospital's compliance with the procurement directive issued under section 12 of the BPSAA by the Management Board of Cabinet,

Please see Shared Service West BPS Attestation reporting package for exceptions to Procurement Directives including 3rd party BPS attestations from THP's Supply Chain partners, HealthPRO, Plexxus and Mohawk/Medbuy Corporation.

Hospital Reporting on Consultant Use



Name of Hospital:

Trillium Health Partners

LHIN:

Mississauga Halton LHIN

Reporting Period:

April 1, 2017 to March 31, 2018

No.	Consulting Firm (Name)	Name & Title of Consulting Contract	Contract Terms (Original plus renewals / amendments)	Procurement Value (Originals Plus renewals / amendments and TOTAL PAID)	Consulting Selection Process (Invitational competitive, open competitive, or non-competitive)	Any modifications to the agreement (Yes/No)? If "yes" - please indicated whether the procurement documents allowed for this (Yes/No)? If modification not permitted, ensure modification is captured on the BPS Non Compliance and Exceptions Reporting Form
1a.	Stantec	Scheduling and Advisory Services	February 16,2018 to February 15,2024	Total Procurement Value: \$1,413,690 plus tax Total Paid to Date: \$47,679 plus tax	Open competitive	No
1b.	Stantec	Project Planning, Scheduling and Advisory Services Phase III	May 2013 to March 2018	Total Procurement Value: \$531,710 plus tax Total Paid to Date: \$526,356 + Tax	Open competitive	No
2	Deloitte Inc.	Transaction Advisory Services LTC - Phase 2	March 16, 2017 to September 15, 2018	Total Procurement Value: \$464,000 Total Paid to Date: \$187,393 + tax	Open competitive	No
3	Canadian Health Services Research Group Inc.	HSFR and Bed Capacity Review	May 31, 2017 to December 1, 2019	Total Procurement Value: \$350,100 plus tax Total Paid to Date: \$Nil	Open competitive	No
4	Deloitte Inc.	HIS Advisor	December 1, 2014 to March 31, 2018	Total Procurement Value: \$315,445 plus tax Total Paid to Date: \$274,703 plus tax	Open competitive	Yes, to extend term and include additional scope as per MOH direction and Fairness Advisor.
5	Deloitte Inc.	HRIS Planning & Advisory Services	May 28, 2017 to March 1, 2018	Total Procurement Value: \$310,000 plus tax Total Paid to Date: \$208,885 plus tax	Open competitive	No.
6	KPMG LLP	OR Efficiency Analysis	January 26, 2018 to October 26, 2018	Total Procurement Value: \$294,000 plus tax Total Paid to Date: \$265,050 plus tax	Open competitive	No
7	Canadian Health Services Research Group Inc.	Data Projection & Analysis Services re: Capital Redevelopment Project Phase II	December 11, 2017 to December 10, 2021	Total Procurement Value: \$187,360 plus tax Total Paid to Date: \$73,679 plus tax	Open competitive	No
8	Towers Watson	Benefits Consulting	May 3, 2017 to November 6, 2018	Total Procurement Value: \$109,112 plus tax Total Paid to Date: \$95,808 plus tax	Open competitive	Yes. Applicable Regulation changes has resulted in longer duration to complete work. As such, expiry date amended from Nov 6, 2017 to Nov 6, 2018.
9	Deloitte Inc.	Network Assessment for HIS	August 15, 2017 to August 14, 2019	Total Procurement Value: \$99,999 plus tax Total Paid to Date: \$ 88,571 plus tax	Invitational competitive	No
10	KPMG LLP	Major Projects Financing 10 Year Plan	January 29, 2018 to January 7, 2021	Total Procurement Value: \$90,000 plus tax Total Paid to Date: \$ Nil	Invitational competitive	No
11	KPMG LLP	Review of Regulatory Compliance	December 4, 2017 to December 3, 2018	Total Procurement Value: \$87,240 plus tax Total Paid to Date: \$ Nil	Invitational competitive	No.
12	Bob Bass Professional Corporation	Collective Bargaining Negotiating	January 12, 2018 to July 17, 2019	Total Procurement Value: \$70,000 plus tax Total Paid to Date: \$ 20,700 plus tax	Invitational competitive	No
13	Hygiene Performance Solutions Inc.	Corporate Services Operations Review	February 16, 2018 to April 1, 2018	Total Procurement Value: \$69,705 plus tax Total Paid to Date: \$34,852 plus tax.	Invitational competitive	No
14	Overlap Associates Inc.	Advisory Services - Communication services re: Better Health Matters	April 24, 2017 to November 29, 2017	Total Procurement Value: \$60,660 plus tax Total Paid to Date: \$ 60,660 plus tax	Invitational competitive	Yes, additional funding was approved to complete the necessary work.

Hospital Reporting on Consultant Use



Name of Hospital:

Trillium Health Partners

LHIN:

Mississauga Halton LHIN

Reporting Period:

April 1, 2017 to March 31, 2018

No.	Consulting Firm (Name)	Name & Title of Consulting Contract	Contract Terms (Original plus renewals / amendments)	Procurement Value (Originals Plus renewals / amendments and TOTAL PAID)	Consulting Selection Process (Invitational competitive, open competitive, or non-competitive)	Any modifications to the agreement (Yes/No)? If "yes" - please indicated whether the procurement documents allowed for this (Yes/No)? If modification not permitted, ensure modification is captured on the BPS Non Compliance and Exceptions Reporting Form
15	KPMG LLP	Review of Compliance Attestation Process	December 4, 2017 to December 3, 2018	Total Procurement Value: \$59,640 plus tax Total Paid to Date: \$ Nil	Invitational competitive	No
16	PricewaterhouseCoopers LLP	Consulting Services re: Research Platform Requirements	January 25, 2018 to April 6, 2018	Total Procurement Value: \$50,000 plus tax Total Paid to Date: \$50,000 plus tax	Invitational competitive	No
17	Corpus Sanchez	Decision Support & Analytic Services re: Service Planning	September 23, 2016 to June 01, 2017	Total Procurement Value: \$53,500 plus tax Total Paid to Date: \$40,000 plus tax	Invitational competitive	Yes to extend term and to include additional scope
18	Shelley R. Birenbaum Professional Corporation	Consulting Services re: Corporate Research Policies	February 1, 2017 to April 30, 2017	Total Procurement Value: \$36,000 plus tax Total Paid to Date: \$36,000 plus tax	Invitational competitive	Yes, additional funding was approved to complete the necessary work.
19	Sharon Dore - Consultant	Clinical Quality Review of Obstetrics	November 27, 2017 to November 26, 2018	Total Procurement Value: \$34,000 plus tax Total Paid to Date: \$ Nil	Invitational competitive	No
20	Deloitte Inc.	HIS Vendor Financial Analysis	March 28, 2017 to August 30, 2018	Total Procurement Value: \$29,785 plus tax Total Paid to Date: \$ 29,785 plus tax	Invitational competitive	No
21	Bruce Inwood Consulting	In-house Software Application Commercialization	January 12, 2017 to April 11, 2017	Total Procurement Value: \$24,840 plus tax Total Paid to Date: \$24,840 plus tax	Invitational competitive	No
22	Patricia Fryer & Associates Inc.	Consulting Services - Mental Health	February 26, 2018 to April 30, 2018	Total Procurement Value: \$19,725 plus tax Total Paid to Date: \$23,136 plus tax	Non competitive	No
23	Dual Code	Electronic Education Strategy Consulting	April 5, 2017 to July 31, 2017	Total Procurement Value: \$11,250 plus tax Total Paid to Date: \$11,250 plus tax	Invitational competitive	No
24	P1 Consulting Inc	Assistance with KPIs Development	May 30, 2017 to May31, 2017	Total Procurement Value: \$24,803 plus tax Total Paid to Date: \$17,303 plus tax	Invitational competitive	No
25	Ernest & Young	Seniors Mental Health Outreach Service Review	Feb 24, 2018 to May 30, 2018	Total Procurement Value: \$35,000 plus tax Total Paid to Date: \$35,000 plus tax	Invitational competitive	No
26	Counsel Public Affairs and Janet Crocker Inc	Strategic Communication Advice	July 6, 2017 to July 5, 2019	Total Procurement Value: \$160,000 plus tax (includes both consulting & nonconsulting services) Total Paid to Date re: Consulting services: Counsel Public Affairs: \$34,273 Janet Crocker, Inc.: Nil	Open competitive	No
27	RFP Solutions, JD Campbell & Associates, PPI Consulting	Fairness Advisory Services re: Procurements (Multi-award)	July 2014 to July 2019	Total Procurement Value: \$150,000 Total Paid to Date: RFP Solutions:\$59,568 (tax included) JD Campbell: \$3,729 (tax included) PPI Consulting: NIL	Open competitive	No
28	Deloitte	HIS Budgeting Tool Advisory Services	April 30, 2016 to July 26, 2017	Total Procurement Value: \$56,600 plus tax Total Paid to Date: \$56,600 plus tax	Open competitive	Yes. Scope expanded to include Training strategies
29	Deloitte	Regional Cancer Program Strategy	December 8, 2016 to June 12, 2017	Total Procurement Value: \$74,000 plus tax Total Paid to Date: \$74,000 plus tax	Invitational competitive	No.

May 30, 2018

Michelle DiEmanuele,
President & CEO
Trillium Health Partners
2200 Eglinton Avenue West
Mississauga, ON L5M 2N1.

Dear Ms. DiEmanuele:

Compliance with the Broader Public Sector Procurement Directive

We provide this letter in connection with compliance of Trillium Health Partners' ("you" or "your") procurement contracts administered and completed by Shared Services West ("SSW" or "us") from April 1, 2017 to March 31, 2018 ("the Applicable Period") with the Broader Public Sector Procurement Directive issued under Section 12 of the *Broader Public Sector Accountability Act* by the Management Board of Cabinet ("Procurement Directive").

For procurements partly managed by SSW, such as redevelopment contracts entered into during the Applicable Period, this attestation applies only to the portion of the work performed by us. For contracts completed by HealthPro the applicable attestation is attached at Appendix 2. In terms of our procurement affiliations with other shared services organizations ("Other SSO"), the attestation of the Other SSOs relating to such contracts is attached at Appendix 3 & 4.

In making this attestation, we have exercised care and diligence that would reasonably be expected of a **President & CEO, Vice President, Corporate Services & CFO, and Vice President, Supply Chain Services**, in these circumstances, including reviewing our internal compliance framework, making due inquiries of staff that have knowledge of these matters, and the results of an internal review conducted by us of a sample drawn from all contracts completed by SSW during the Applicable Period ("the Review").

Procurement Directive compliance:

- We have completed procurement contracts for goods and services, including consulting services, on your behalf in accordance with the Procurement Directive to the extent of its applicability to our work, and have provided you a list of all our findings resulting from the Review. Material exceptions to Mandatory Requirement (MR) # 2, 3, 13, 15 and 21 have been provided at Appendix 1 together with the scope of the Review. The Review also identified areas of improvement including need for better document retention and timely completion of procurements.

Policy compliance:

- We acknowledge that we are responsible for ensuring that your contracts are executed in compliance with the Procurement Directive and your specific policies, and have designed and implemented an internal control framework to prevent and detect deviations therefrom.
- We have taken steps to retain all material documentation, information, and communication related to the procurement processes, in a recoverable format, in accordance with the Procurement Directive and your policies.

Communications from Government authorities:

- There have been no communications from the Ministry of Finance or any other regulatory or government agency concerning non-compliance, or potential deficiencies in compliance, with the Procurement Directive or any other related legislated directive or policy.

Potential legal disputes:

- We have informed your Chief Financial Officer of any significant bid disputes or other matters which could potentially expose you to legal risk or contingent liabilities immediately upon learning of the same. All of them were satisfactorily resolved during the Applicable Period.

The following listings are provided in the attached appendices:

1. Material exceptions – Appendix 1;
2. Attestation from HealthPro - Appendix 2;
3. Attestation from Plexxus - Appendix 3; and
4. Attestation from MMC- Appendix 4

A list of consulting services contracts has been provided to you separately.

Yours truly,



Karen Belaire
President & CEO


Rohit Tandon (May 30, 2018)

Rohit Tandon
Vice President, Corporate
Services & CFO


Marc Lemaire (May 31, 2018)

Marc Lemaire
Vice President, Supply
Chain Services

Appendix 1

Material Exceptions

We conducted an internal review of a sample comprising 63 contracts drawn from all the contracts managed and completed by us during the Applicable Period. The contracts comprised in the sample were selected based on their spend value and complexity. In addition to this sample, all contracts requiring hospital Board of Directors approval based on their term value were also reviewed for compliance with Mandatory Requirement (MR #2) relating to approval authority. Results of this Review are specified in Part-A below.

Since we do not manage a portion of compliance with the Procurement Directive, the scope of the Review excluded testing compliance with the following Mandatory Requirements (MR):

MR #1 – Hospital Segregation of Duties:

- Organizations must segregate at least three of the five functional procurement roles: Requisition, Budgeting, Commitment, Receipt and Payment. Responsibilities for these roles must lie with different departments or, at a minimum, with different individuals. Where it is not feasible to segregate these roles, i.e., for smaller organizations, adequate compensating controls approved by an external auditor must be put in place.

MR #2 – Establishment of the Approval Authority:

- Organizations must establish an approval authority schedule (AAS) for procurement of goods and non-consulting services. The AAS must be approved by the Board of Directors of the organization or its equivalent prior to commencement of procurement.
- Prior to commencement, any non-competitive procurement of goods or non-consulting services must be approved by an authority one level higher than the AAS requirements for competitive procurement.

MR #22 – Contract Management:

- Payments must be made in accordance with provisions of the contract. All invoices must contain detailed information sufficient to warrant payment. Any overpayments must be recovered in a timely manner.
- Establish expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive and ensure all expenses are claimed and reimbursed in accordance with these rules.
- Ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.

In a few cases, the Review found some documents had not been retained by SSW after completion of the procurement process. Corroborating evidence was however found in other related documents for such contracts to support compliance to the BPS Procurement Directive.

Appendix 1

Material Exceptions

Part-A: Following material exceptions were identified as a result of the Review of the sample referred to above:

Contract ID	Contract Description	Procurement Type	Vendor Name	Term	Estimated Spend FY17/18	MR #	Comments
160995	Hip implants	Open-competitive	Zimmer & J&J	3+2+2	\$1,600,000	13	Winning bid: Physicians at THP-Mississauga site have used mainly J&J's products for hip surgeries. Zimmer was rated highest per evaluation criteria in the RFP. Issues intrinsic to adoption of new products for hip surgeries were managed by award of primary (70%) vendor contract to the incumbent (J&J) and of secondary (30%) vendor contract to Zimmer (for gradual use of, and transition to, new products).
153978	Perfusion products	Limited tender contract extension	Livanova	1	\$1,612,000	21	Non-competitive procurement: Original contract expired on Mar/'18 and did not have an extension option. Limited tender approval was taken to further extend this contract for 1 year to allow more time to run a joint RFP process with Plexxus in 2019.
157520	Printing service	Limited tender contract extension	Canon Canada	1	\$482,000	21	Non-competitive procurement: Original legacy contract was non-competitive and was extended multiple times without an available extension option. Latest extension expired on June/'17. Limited tender approval was taken to further extend this contract for 1 year to allow more time to run a RFP process which is currently under way and expected to be completed in the summer of 2018.
160382	Prime architect service	Contract extension	Cannon Design Ltd	2	\$400,000	3,15	Competitive procurement threshold & Executing the contract: The option to extend original contract with incumbent by 2 years exercised 10 months after original contract term expiry in order to maintain continuity related to phase III CVH redevelopment project.
						2,21	Non-competitive procurement: Option years exercised after contract expired. Limited tender approval not found.
Not Applicable	Purchase of therapy chairs	Single quote	Hme Ltd	One-time	\$194,000	3	Competitive procurement threshold: Procurement process was invitational; aggregate value required open competitive process.

Appendix 1

Material Exceptions

Part-B: To maximize value for money and for the hospital's benefit, purchases under a contract commenced after all the terms and conditions of the contract had been finalized but before it was formally signed (MR#15: Executing the contract). Contracts with significant gaps between first purchase and formal execution up to 12 months are provided in the table below:

Contract ID	Contract Description	Vendor Name	Contract Completion Year (Actual/Estimated)	Estimated Spend FY17/18 Prior to Contract Completion
MQ2271	Code Grey Interlocks	Honeywell	FY18/19	\$592,000
159850	Courier services	Dynacare	FY17/18	\$215,000
161085	Citrasate acid concentrate	Chief Medical Supplies	FY17/18	\$183,000
161489	Electrical de-energized preventive maintenance	Plan Group	FY17/18	\$137,000

Abbreviations:

RFP: Request for Proposal

MR#: Mandatory Requirement #



Choice. Support. Results.

March 28, 2018

Ms. Michelle DiEmanuele
President and Chief Executive Officer
Trillium Health Partners - All Sites
2200 Eglinton Ave. West
Mississauga, ON L5M 2N1

Dear Ms. DiEmanuele,

Re: Ontario Broader Public Sector Procurement Directive

Thank you for your continued support of HealthPRO and your participation in our contracts. As your national group purchasing organization, we understand it is important that our contracting processes comply with national and provincial agreements.

We have reviewed our contracting processes and documents and can attest to HealthPRO's full compliance with the Ontario Broader Public Sector Procurement Directive for the fiscal year 2017/18.

To provide for the optimal opportunity for competitive procurements, selected pharmacy contracts were extended to align expiry dates and be positioned to deliver maximum value for the membership. This was an approved business decision; however, the Broader Public Sector Procurement Directives require that such extensions be reported as exceptions. A list of these contracts is included on Appendix A. All of these contracts are in the competitive bid process.

If you require additional information, please contact Ms. Krista Stagliano, our Vice President of Materials Management at 905-568-3478 ext. 256.

Yours sincerely,

HealthPRO Procurement Services Inc.

A handwritten signature in blue ink, appearing to read "C. Valaitis".

Cynthia Valaitis
President & CEO

cc: Rohit Tandon, Shared Services West

Appendix A - HealthPRO Extended Contracts

Appendix A - HealthPRO Extended Contracts				Trillium Health Partners	Trillium Health Partners - Credit Valley Site	Trillium Health Partners - Queensway Health Centre
ContractNo	ContractDesc	Original Contract	Revised Contract	Committed	Committed	Committed
		Expiry Date	Expiry Date			
03314	10:00 ANTINEOPLASTIC AGENTS	May 31, 2018	May 31, 2019	Y	Y	Y
PH128RPb	12:08 ANTICHOLINERGIC AGENTS	May 31, 2018	May 31, 2019	Y	Y	Y
03802	12:12 SYMPATHOMIMETIC AGENTS	May 31, 2018	May 31, 2019	Y	Y	Y
PH121RR	12:12 SYMPATHOMIMETIC AGENTS	May 31, 2018	May 31, 2019	Y	Y	Y
03126	20:12.04 ANTICOAGULANTS	May 31, 2018	May 31, 2019	Y	Y	Y
01442	24:28 CALCIUM-CHANNEL BLOCKING AGENTS	May 31, 2018	May 31, 2019	Y	Y	Y
PH281ND	28:04 GENERAL ANESTHETICS	May 31, 2018	May 31, 2019	Y	Y	Y
PH283RU	28:08.08 OPIATE AGONISTS	May 31, 2018	May 31, 2019	Y	Y	Y
PH360RB	36:00 DIAGNOSTIC AGENTS	May 31, 2018	May 31, 2019	Y	Y	Y
PH360RBa	36:00 DIAGNOSTIC AGENTS	May 31, 2018	May 31, 2019	Y	Y	Y
02997	40:12 REPLACEMENT PREPARATIONS	May 31, 2018	May 31, 2019	Y	Y	Y
PH921OK	40:36 IRRIGATING SOLUTIONS	May 31, 2018	May 31, 2019	Y	Y	Y
PH516WD	52:32 EENT VASOCONSTRICTORS	May 31, 2018	May 31, 2019	Y	Y	Y
PH523WB	52:40 ANTIGLAUCOMA AGENTS	May 31, 2018	May 31, 2019	Y	Y	Y
PH561WF	56:04 ANTACIDS & ADSORBENTS	May 31, 2018	May 31, 2019	Y	Y	Y
PH567NB	56:20 EMETICS	May 31, 2018	May 31, 2019	Y	Y	Y
01741	72:00 LOCAL ANESTHETICS	May 31, 2018	May 31, 2019	Y	Y	Y
02465	72:00 LOCAL ANESTHETICS	May 31, 2018	May 31, 2019	Y	Y	Y
PH720OS	72:00 LOCAL ANESTHETICS	May 31, 2018	May 31, 2019	Y	Y	Y
PH720OT	72:00 LOCAL ANESTHETICS	May 31, 2018	May 31, 2019	Y	Y	Y
PH720OX_PHCL	72:00 LOCAL ANESTHETICS	May 31, 2018	May 31, 2019	Y	Y	Y
PH760NB	76:00 OXYTOCICS	May 31, 2018	May 31, 2019	Y	Y	Y
PH840RT	84:04.04 SKIN & MUCOUS MEMBR. ANTIBACTERIAL	May 31, 2018	May 31, 2019	Y	Y	Y
02161	92:00 MISC. THERAPEUTIC AGENTS	May 31, 2018	May 31, 2019	Y	Y	Y
03514	92:92 OTHER MISC. THERAPEUTIC AGENTS	May 31, 2018	May 31, 2019	Y	Y	Y
PH526EN	94:00 DEVICES	May 31, 2018	May 31, 2019	Y	Y	Y
PH682RTa	94:00 DEVICES	May 31, 2018	May 31, 2019			



Broader Public Sector Procurement Directive Attestation Audit Report

Prepared for Shared Services West

For the period April 1, 2017 to March 31, 2018

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Audit Overview

Background and Scope

This document is provided to support Shared Services West (SSW) with the submission of its Compliance Attestation Form and material exceptions. To ensure due care and reasonable diligence, Plexxus performs an audit of the procurements managed and completed for its hospitals, on an annual basis based on the reporting requirements described in the guidelines relating to the BPS Procurement Directive as part of the Broader Public Sector Accountability Act, 2010. Plexxus also ensures its staff is knowledgeable about the directive by offering training at a minimum of once per year.

Annually, Plexxus reviews a sample of Plexxus managed procurements completed (through to contract signing) in the relevant year ending March 31. For the procurements leveraged by SSW, only the portion of the procurement managed by Plexxus was reviewed if the agreement was part of the sample for the year the procurement was conducted.

This report contains a list of the procurements leveraged by SSW and any observations that were noted on the procurements which were part of the Plexxus annual audit. It also contains an attestation by Plexxus Management confirming their compliance with the BPS Procurement Directive for hospital procurements managed by them.

Sections of the BPS Procurement Directive Excluded from Review

The following requirements of the BPS Procurement Directive are not managed by Plexxus and were excluded:

- Requirement #1 - Segregation of Duties
 - Organizations must segregate at least three of the five functional procurement roles: Requisition, Budgeting, Commitment, Receipt and Payment. Responsibilities for these roles must lie with different departments or, at a minimum, with different individuals. Where it is not feasible to segregate these roles, i.e., for smaller Organizations, adequate compensating controls approved by an external auditor must be put in place.
- Requirement #2 - Approval Authority
 - Prior to commencement, any procurement of goods and non-consulting services must be approved by an appropriate authority in accordance with the AAS of the Organization.
- Requirement #15 - Executing the Contract
 - The agreement between the Organization and the successful supplier must be formally defined in a signed written contract before the provision of supplying goods or services commences.
- Requirement #22 - Contract Management
 - Payments must be made in accordance with provisions of the contract. All invoices must contain detailed information sufficient to warrant payment. Any overpayments must be recovered in a timely manner.
 - Establish expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive and ensure all expenses are claimed and reimbursed in accordance with these rules.
 - Ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.



TO: Rohit Tandon, Vice President, Corporate Services and Chief Financial Officer
of Shared Services West (SSW)

FROM: Connie Curtis, Chief Financial Officer

DATE: May 25, 2018

RE: Period of twelve months from April 1, 2017 to March 31, 2018 (“**the Applicable Period**”)

In accordance with Section 15 of the Broader Public Sector Accountability Act, 2010 (“BPSAA”).

SSW signed on to seven Plexxus managed procurements (listed in Appendix A) during the Applicable Period; all of these procurements were captured in annual reviews by Plexxus. Annually, Plexxus reviews procurements managed and completed by Plexxus for its hospitals. Any observations that were noted during these reviews on the relevant procurements have been listed in Appendix B.

On behalf of Plexxus, we attest to compliance with the Broader Public Sector Procurement Directive (“BPS Procurement Directive” effective April 1, 2011) issued under Section 12 of the BPSAA by the Management Board of the Cabinet, during the Applicable Period.

In making this attestation, we have exercised due care and diligence that would reasonably be expected of a Chief Financial Officer in these circumstances, and is based on reviews conducted by Plexxus of the procurements managed and completed by Plexxus for its hospitals on an annual basis.

David Yundt
President and CEO

Connie Curtis
Chief Financial Officer

Appendix A: Plexxus Managed Procurements Leveraged by SSW

Initiative	SSW Estimated Annual Spend	Reviewed by Plexxus
Citrasate Acids and Concentrates (Chief Medical)	\$ 412,200	Yes, as part of FY18 review
Epidural Pumps (Smiths)	\$ 56,203	Yes, as part of FY18 review
CT Scan Multi-Patient Kit (Medical Systems)	\$ 38,616	Yes, as part of FY18 review
ICD's (Boston Scientific, Biotronik, LivaNova, Medtronic, St. Jude)	\$ 1,711,642	Yes, as part of FY18 review
Heel Protector (Sage)	\$ 157,894	Yes, as part of FY18 review
Pulp Products (Vernacare)	\$ 610,223	Yes, as part of FY18 review
Single SignOn Software (Imprivate)	\$ 235,414	Yes, as part of FY18 review

Appendix B: Audit Observations

There are no observations to report.



April 13, 2018

Joan Zammit

Shared Services West
2295 Bristol Circle, Suite 101
Oakville, Ontario
L6H 6P8

Attestation to the BPSAA Supply Chain Secretariat BPS Directive Compliance

Dear Joan,

Mohawk Medbuy Corporation fully understands and abides by the Ontario Ministry of Finance Broader Public-Sector Supply Chain Directives meant to ensure that publicly funded goods and services are acquired by BPS organizations through a process that is open, fair, and transparent.

On behalf of Mohawk Medbuy Corporation I attest that all contracting services performed on the members' behalf for the applicable period of April 1, 2017 – March 31, 2018 are in compliance with the Broader Public-Sector Supply Chain Directives for all contracts in which you participate.

In making this attestation, I have exercised care and diligence that would reasonably be expected in these circumstances, including making due inquiries and reviewing results of the self-assessment audits we have completed.

I, Colin Lyons, Interim General Manager, Supply Chain Services, have the signing authority to make this commitment on behalf of Mohawk Medbuy Corporation.

A handwritten signature in black ink, appearing to read "CLYONS", is written over a horizontal line.

Signature:

April 13, 2018

Date: