

**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 6, 2019

**RE:** April 1, 2018 to March 31, 2019

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

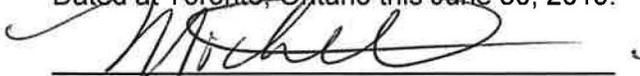
- the completion and accuracy of reports required of the Hospital pursuant to section 6 of the BPSAA on the use of consultants;
- the Hospital's compliance with the prohibition in section 4 of the BPSAA on engaging lobbyist services using public funds;
- the Hospital's compliance with any applicable 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 30, 2019.



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 6, 2019.



Alan MacGibbon  
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 3<sup>rd</sup> 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, 2018 to March 31, 2019

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
1	Corpus Sanchez International Consultancy	Organizational Design Consultant	December 31, 2018 to April 1, 2019	Total Procurement Value: \$22,600 Total Paid to Date: \$22,600	Invitational Competitive	No
2	KPMG LLP	Procure to Pay Data Analytics	January 18, 2019 to February 28, 2019	Total Procurement Value: \$79,940 Total Paid to Date: Nil	Invitational Competitive	No
3	LOH Architects Associates Inc.	Retail Strategy - Broader Redevelopment Project	December 1, 2018 to December 31, 2025	Total Procurement Value: \$255,550 (Includes consulting and non consulting) Total Paid to Date: \$95,611	Open Competitive	No
4	Healthtech consultant	Harmonizing Financial MM Modules	January 18, 2018 to February 28, 2021	Total Procurement Value: \$230,800 plus tax (Includes consulting and non-consulting) Total Paid to Date: \$80,951 with tax	Open Competitive	Yes. The purpose of amendment is to extend the expiry date for the original term to April 30,2019.
5	Canadian Health Services Research Group Inc.	Data Projection & Analysis Services (Master Plan Stage 2 Work)	December 11, 2017 to December 10, 2021	Total Procurement Value: \$187,360 plus tax Total Paid to Date: \$124,383 plus tax	Open Competitive	No
6	Deloitte Inc.	HIS Planning Consulting Services	March 14, 2018 to March 13, 2019	Total Procurement Value: \$285,960 plus tax Total Paid to Date: \$285,960 plus tax	Open Competitive	Yes. There was a change request of \$86k for added deliverables.
7	Equipment Planning Associates Ltd.	FF&E Planning & Consulting Services (THP Broader Redevelopment Project)	June 1, 2018 to May 31, 2026	Total Procurement Value: \$4,741,392 (Includes consulting and non-consulting) Total Paid to Date: 731,025	Open Competitive	No
8	vNext IQ Inc.	Skype for Business – Build Assessment	June 27, 2018 to September 30, 2018	Total Procurement Value: \$19,800 plus tax Total Paid to Date: \$19,800 plus tax	Invitational Competitive	Yes. Exercise the Extension Option at no additional cost (term of 4 weeks). The new expiry date of the Prime Agreement shall be September 30, 2018.
9	Joann Trypuc - Consultant	Consulting for Medical Psychiatry Alliance (MPA)	August 1, 2018 to November 30, 2018	Total Procurement Value: \$42,000 plus tax Total Paid to Date: \$42,000 plus tax	Invitational Competitive	No
10	Hanscomb Limited	Cost Consulting Services (Broader Redevelopment Project)	August 15, 2018 to December 31, 2022	Total Procurement Value: \$550,000 (Includes consulting and non-consulting) Total Paid to Date: \$25,325 plus tax (consulting)	Open Competitive	No
11	Huron Advisors Canada Limited	Research Enterprise Process Review & Optimization	June 11, 2018 to February 04, 2019	Total Procurement Value: \$244,284 plus tax Total Paid to Date: \$244,284 plus tax	Open Competitive	Yes. Amendment 1 is to exercise the Extension Option at no additional cost (term of 4 weeks). The new expiry date of the Prime Agreement shall be February 4, 2019. Amendment 2 is to revised the supplier to Huron Advisors Canada Limited (assignee of Huron Consulting Services LLC.)
12	KPMG Corporate Finance Inc.	Advisory Assistance for Financing Requirements	June 11, 2018 to June 10, 2023	Total Procurement Value: \$1.924M plus tax Total Paid to Date: \$170,000 plus tax	Open Competitive	No
13	Deloitte LLP	Transaction Advisory Services	March 16, 2017 to September 15, 2019	Total Procurement Value: \$463,275 plus tax	Open Competitive	Yes. Amendment 1 is to exercise the Extension

# Hospital Reporting on Consultant Use



Name of Hospital:

Trillium Health Partners

LHIN:

Mississauga Halton LHIN

Reporting Period:

April 1, 2018 to March 31, 2019

				Total Paid to Date: \$242,854 plus tax		Option at no additional cost (term of 1 year). The new expiry date of the Prime Agreement shall be September 15, 2019.
14	KPMG LLP	KPMG - Tax Advisory Services - Regional	June 01, 2015 to May 31, 2020	Total Procurement Value: \$300,000 Total Paid to Date: \$212,400	Open Competitive	Yes. Amendment 1 is to exercise the Extension Option at \$60,000 annually potential spend (term of 2 years). The new expiry date of the Prime Agreement shall be May 31, 2020.
15	Deloitte Inc.	Strategic Advisory Services for THP Broader Redevelopment Project	August 01, 2018 to December 30, 2018	Total Procurement Value: \$246,000 plus tax Total Paid to Date: \$205,000 plus tax	Open Competitive	No
16	Mercer Human Resource Consulting	Compensation Program Review	March 02, 2018 to March 01, 2019	Total Procurement Value: \$150,000 plus tax Total Paid to Date: \$83,222 plus tax	Non competitive	Yes. Amendment in process for additional \$50k costs realized to complete organizational review.
17	KPMG LLP	Review of Compliance Attestation Process	December 04, 2017 to December 03, 2018	Total Procurement Value: \$62,776 plus tax Total Paid to Date: \$48,750 plus tax	Invitational Competitive	Yes. Amendment 1 is to allow for the benchmarking exercise required in order to complete the scope of work in accordance with stated project requirements.
18	Agnew, Peckham and Associates Ltd	Pre-Functional & Functional Programming Services	July 27,2018 to December 31, 2020	Total Procurement Value: \$4,432,200 (incl.taxes) (Includes consulting and non-consulting) Total Paid to Date: \$490,801 (incl. taxes)	Open Competitive	No
19	Avison Young Commercial Real Estate (Ontario)	Real Estate Advisory Services	March 15, 2013 to September 15, 2018	Total Procurement Value: \$721,322 plus tax (Includes consulting and non-consulting) Total Paid to Date: \$12,487 plus tax	Open Competitive	Yes. Amendment 1 is to exercise the Extension Option at additional cost of \$355,880 (term of 6 months). The new expiry date of the Prime Agreement shall be September 15, 2018
20	Cushman & Wakefield ULC, Brokerage	Commercial Real Estate Advisory Services	November 1, 2018 to October 31, 2025	Total Procurement Value: \$1,009,700 (Includes consulting and non-consulting) Total Paid to Date: NIL	Open Competitive	No.
21	Deloitte Inc.	FF&E Management Consulting Services	February 25, 2019 to February 24, 2020	Total Procurement Value: \$69,900 Total Paid to Date: NIL	Invitational Competitive	No.
22	iSecurity Inc.	Cybersecurity Readiness Assessment Services	April 1, 2019 to December 31,2019	Total Procurement Value: \$42,900 Total Paid to Date: Nil	Non competitive	No.
23	H.H. Angus & Associates Ltd.	ICAT Advisory Services for THP Broader Redevelopment Project	December 20,2018 to September 30, 2021	Total Procurement Value: \$1,161,876 plus tax Total Paid to Date: \$120,582 plus tax	Open Competitive	No.
24	Optiv Canada Inc.	Security Posture and Maturity Assessment (Cybersecurity)	February 14,2018 to March 31, 2019	Total Procurement Value: \$141,990 plus tax Total Paid to Date: \$141,866 plus tax	Invitational competitive	Yes. Amendment 1 is to expand the scope of work and extend the contract nine (9) additional months beyond the Prime Agreement via a Limited Tender at additional cost of \$45,150; extending the contract to March 31, 2019.

# Hospital Reporting on Consultant Use



Name of Hospital:

Trillium Health Partners

LHIN:

Mississauga Halton LHIN

Reporting Period:

April 1, 2018 to March 31, 2019

25	Beacon Environmental Limited	Environmental Consultant for THP Master Plan		Total Procurement Value: \$34,500 plus tax Total Paid to Date: NIL	Invitational Competitive	No.
26	Releve Consulting Services (Sara Lankshear)	Environmental Scan re: Professional Practice Standards		Total Procurement Value: \$6,875 plus tax Total Paid to Date: Nil	Invitational competitive	No
27	Stantec	Scheduling and Advisory Services for the THP Broader Redevelopment Plan	February 16,2018 to February 15,2024	Total Procurement Value: \$1,413,690 plus tax Total Paid to Date: \$166,786 plus tax	Open competitive	No
28	KPMG LLP	OR Efficiency Analysis	January 26, 2018 to October 26, 2018	Total Procurement Value: \$294,500 plus tax Total Paid to Date: \$294,500 plus tax	Open competitive	No
29	Towers Watson	Benefits Consulting	May 3, 2017 to November 6, 2018	Total Procurement Value: \$109,112 plus tax Total Paid to Date: \$107,628 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.
30	KPMG LLP	Major Projects Financing 10 Year Plan	January 29, 2018 to January 7, 2021	Total Procurement Value: \$100,000 plus tax Total Paid to Date: \$100,000 plus tax	Invitational competitive	No
31	KPMG LLP	Review of Regulatory Billing Compliance	December 4, 2017 to December 3, 2018	Total Procurement Value: \$87,240 plus tax Total Paid to Date: \$49,400 plus tax.	Invitational competitive	No.
32	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: \$ 68,171 plus tax	Invitational competitive	No
33	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: \$69,705 plus tax.	Invitational competitive	No
34	Overlap Associates Inc.	Advisory Services & Communication services re: MPA	Jan 2018 to Sept 2018	Total Procurement Value: \$95,200 plus tax (Includes consulting and non-consulting) Total Paid to Date: \$88,200 plus tax	Invitational competitive	No
35	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: \$13,312 plus tax.	Invitational competitive	No
36	P1 Consulting Inc.	Assistance with KPIs Development	May 30, 2017 to May31, 2017	Total Procurement Value: \$24,803 plus tax Total Paid to Date: \$24,213 plus tax	Invitational competitive	No
37	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 consulting and non-consulting ) Total Paid to Date re: Consulting services: Counsel Public Affairs: \$34,904 plus tax Janet Crocker, Inc.: Nil	Open competitive	No
38	RFP Solutions, JD Campbell & Associates,	Fairness Advisory Services re: Procurements (Multi-award)	July 2014 to July 2019	Total Procurement Value: \$150,000	Open competitive	No





**SSW**  
*Integrating for Value  
Leaders in Service*

May 15, 2019

**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, 2018 to March 31, 2019 ("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 & Systems Integration, and CFO. and Vice President, Operations**, 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, 12, 15, 18 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:

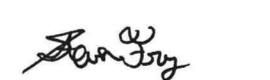
1. Material exceptions – Appendix 1;
2. Attestation from HealthPro - Appendix 2;
3. Attestation from Plexxus - Appendix 3; and
4. Attestation from MMC- Appendix 4

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

Yours truly,

  
**Karen Belaire**  
*President & CEO*

  
**Rohit Tandon**  
*Vice President, Corporate Services  
& Systems Integration, and CFO*

  
**Steven Fry**  
*Vice President, Operations*



## **Appendix 1**

### **Material Exceptions**

We have conducted an internal review of a sample comprising 61 contracts drawn from all the contracts managed and completed by SSW during the Applicable Period. The contracts included 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 outlined 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 where we were unable to review some documents relating to certain procurement processes, we relied on corroborating evidence in other related documents for such contracts to support compliance with the BPS Procurement Directive.

**Appendix 1**  
**Material Exceptions**

**Part-A:** The 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 + Option (years)	Estimated Commitment Value (incl. option years)	MR #	Comments
164832	Parking Management Access System	Open competitive & Non competitive	Precise Parklink	7+1+1+1	\$24,568,000	12, 21	To mitigate loss of parking revenue on account of equipment failure, the contract was awarded for \$5.6M higher than amount of bid received and evaluated, due to addition of alternative maintenance plan during negotiations. Alternative maintenance plan will generate cost avoidance of additional \$2.0M during the term. Said \$5.6M was not part of the RFP's scope and was thus procured non-competitively.
154826	Transcription Services	Non competitive	M Modal Canada	2	\$6,313,000	18, 21	Contract term was extended for two additional years without having the extension option available in the original contract. This extension was deemed necessary as the Hospital is currently implementing a new information system. Timelines of this new system implementation do not allow for the necessary IT resources to be available to proceed with an open competitive process at this time.
165707	Mitral Clips and consumables	Non competitive	Abbott	2+1+1	\$2,640,000	2,15	Effective date of this non-competitive contract was January 2019. Required Board approval was inadvertently missed before its initiation and is now being obtained in May 2019.



**Appendix 1**  
**Material Exceptions**

Contract ID	Contract Description	Procurement Type	Vendor Name	Term + Option (years)	Estimated Commitment Value (incl. option years)	MR #	Comments
165217	FF & E Planning Consultant Services	Open competitive	Equipment Planning Associates Limited	8	\$4,741,000	12	Bids were received from two vendors. Per RFP requirements, one was disqualified during qualitative evaluation without factoring in price. During negotiations, the hospital augmented the requirements to best meet its expectations. This was necessary to ensure timely and adequate project implementation.
CC16/17-CV2110	Fluoroscopy System	Piggyback to Open competitive	Siemens	7	\$644,000	15, 21	During the procurement process, vendors were engaged and presentations were made which confirmed that only one vendor was able to provide a Health Canada approved all-in-one system. However during this time, the available piggyback option (which was ultimately undertaken) on a prior original competitive procured contract had expired. As such, the resulting contract should have been considered a sole source procurement and appropriate approval obtained. This was not done as approval was obtained based on the competitive threshold level applicable to the original contract.



**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 and/or terms and conditions of the expiring contracts were maintained while procurement process was being conducted for the new contract (MR#15: Executing the contract). Contracts with significant gaps between first purchase and formal execution are provided in the table below:

Contract ID	Contract Description	Vendor Name	MR #	Contract Completion Year (Actual/Estimated)	Estimated Annual Spend Prior to Contract Completion
160039	Cath Lab Products	Multi-Vendor	15	2018	\$2,513,000
151801	Neuro Interventional Products	Medtronic	15	2019	\$2,191,000
161198	Heart Valves	Multi-Vendor	15	2018	\$2,105,000
154522	EP Catheters	Multi-Vendor	15	2018	\$1,605,000
150073 (166421)	Software License for Document Scan	Chartmaxx	15	2018	\$132,000

**Part-C:** During the course of our sample-based internal review, we became aware, through other due diligence measures, of vendor spend that does not meet the requirements of the Procurement Directive (MR# 3, 15, 18, 21). Strategic planning process has been improved and collaborative efforts between SSW and hospital area(s) have been made where possible to address off contract spend accordingly.

Contract ID	Contract Description	Vendor Name	MR #	Contract Completion Year (Actual/Estimated)	Estimated Annual Spend Prior to Contract Completion
*161146	Nursing and PSW Agency Services	Carecor Nursing	3	2018	\$1,000,000
*160196	Radiopharmaceuticals	Multi-Vendor	18	2018	\$607,000
*CE17/18 MQ-2175	New Electrical Room and Temporary CT Scanner Power	Siemens	15	2018	\$400,000
*CC1819-CV2662	Karyotyping System & Service	Leica	15	2018	\$270,000
*154492	Vista Chemistry Reagents & Supplies	Siemens Healthcare	15	2018	\$224,000



**Appendix 1**

**Material Exceptions**

<b>Contract ID</b>	<b>Contract Description</b>	<b>Vendor Name</b>	<b>MR #</b>	<b>Contract Completion Year (Actual/Estimated)</b>	<b>Estimated Annual Spend Prior to Contract Completion</b>
*165325	Cellular plan Agreement	Rogers	15	2018	\$569,000
*162542	Biomedical Waste Disposal	Daniels	18	2019	\$178,000
*165238	Biologic mesh	Multi-Vendor	3,15	2018	\$170,000
*166599	Compensation Review	Mercer	21	2019	\$150,000
*166160	Spine Products	Johnson & Johnson	15	2019	\$145,000
*166310	Shoulder Products	Zimmer	15	2019	\$132,000
*162622	MediHR system support	MediSolution	15	2019	\$105,000

Abbreviations:

RFP: Request for proposal

IT: information technology

MR #: Mandatory Requirement number

MR#2: Approval authority

MR#3: Competitive procurement threshold

MR#12: Evaluation process

MR#15: Executing the contract

MR#18: Term modification

MR#21: Non-competitive procurement

\* Flagged by Hospital finance; a full review of these procurements has not been performed.

# HealthPRO®

April 30, 2019

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 2018/19.

If you require additional information, please contact Ms. Krista Stagliano, Vice President of Materials Management (905-568-3478, ext. 256) or Ms. Christine Donaldson, Vice President Pharmacy Services (905-568-3478, ext. 243).

Yours sincerely,

**HealthPRO Procurement Services Inc.**



Cynthia Valaitis  
President & CEO

cc: Rohit Tandon, Shared Services West

April 23, 2019

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

**Attestation to the BPSAA Supply Chain Secretariat BPS Directive Compliance**

Dear Steven,

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, 2018 – March 31, 2019 are in compliance with the Broader Public Sector Supply Chain Directives. Exceptions, for contracts on which the Member participated occurring during the twelve (12) month reporting period are noted on the attached document with supporting explanations.

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

I, Marc Lemaire, Chief Procurement Officer & Vice President Strategic Sourcing, have the signing authority to make this commitment on behalf of Mohawk Medbuy Corporation.



Marc Lemaire

Attestation Report - April 1st, 2018 to March 31st, 2019

## Shared Services West

Contract No.	Contract Name	Vendor of Contract	Start Date	Original End Date	Extended End Date	Exception Type	Explanation	Reported Spend*
MSS-1772	SYSTEM TRANFUSION MEDICINE	DOMINION BIOLOGICALS LTD	5/1/2017	4/30/2022	4/30/2023	Extension	Alignment of Mohawk Medbuy Corporation contracts in support of amalgamation efforts of sourcing activities.	P-ND
MMC-1807	MI RADIOPHARMACEUTICALS 2018 - LANTHEUS	LANTHEUS MI CANADA INC	4/1/2018	3/31/2021	-	Limited Tendering	If no tenders that conform to the essential requirements of the tender documentation were submitted	P-ND

\* Reported Spend indicates Member provided data for the Attestation Period. Note that contracts may have started or ended at various points within the Attestation period. Data compiled from February 2018 through January 2019  
P - ND indicates Member participation on contract, however spend data not provided/available.



# Broader Public Sector Procurement Directive Attestation Audit Report

Prepared for Shared Services West

For the period April 1, 2018 to March 31, 2019

# Table of Contents

Audit Overview.....	3
Background and Scope.....	3
Sections of the BPS Procurement Directive Excluded from Review .....	3
Plexxus Attestation Letter .....	4
Appendix A: Plexxus Managed Procurements Leveraged by SSW .....	5
Appendix B: Audit Observations.....	6

# 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 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 ensures its staff is knowledgeable about the BPS Directive by delivering training once per year.

On a quarterly basis, 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 & Systems Integration, and Chief Financial Officer of Shared Services West (SSW)

**FROM:** Connie Curtis, Chief Financial Officer

**DATE:** May 21, 2019

**RE:** Period of twelve months from April 1, 2018 to March 31, 2019 (“**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; three of these procurements were captured in reviews by Plexxus in previous fiscal years. On a quarterly basis, 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 a quarterly basis.

A handwritten signature in blue ink, appearing to read "D. Yundt".

David Yundt  
President and CEO

A handwritten signature in blue ink, appearing to read "Connie Curtis".

Connie Curtis  
Chief Financial Officer

## Appendix A: Plexxus Managed Procurements Leveraged by SSW

Plexxus Contract Leveraged	Title	Vendor	Reviewed by Plexxus
CW75459	Tower upgrade	Conmed	Procurement was included as an audit sample in FY17
CW555536	Chronic Renal Catheters	Bard	Not an Audit Sample
RVH # RVH 2017-19	Accessible ATMs	HM Cash Inc.	Not an Audit Sample
CW555752	Vernacare Maceratable pulp products	Vernacare	Procurement was included as an audit sample in FY18
CW555700	Lutonix Drug Coated Balloons	Bard Canada	Not an Audit Sample
CW555739	Medela Affiliation Product Supply	Medela	Not an Audit Sample
CW2307517	Monitor (Minimally Invasive Surgery rooms )	Conmed	Procurement was included as an audit sample in FY17

## **Appendix B: Audit Observations**

There are no observations to report.