

## ATTESTATION FORM

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

**TO:** The Board of Directors, St. Joseph's Care Group

**FROM:** Tracy Buckler, President and CEO

**Date:** June 13, 2018

**RE:** *Reporting Period April 1, 2017 to March 31, 2018*

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On behalf of St. Joseph's Care Group, I attest 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 11.1 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 President and CEO in these circumstances, including making due inquiries of staff that have knowledge of these matters.

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

Dated at **Thunder Bay, Ontario** this **June 13, 2018**.

## ST. JOSEPH'S CARE GROUP

*Original Signature Copy on File*

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Tracy Buckler, RN, BScN, MHS, CHE  
President & CEO

I certify that this attestation has been approved by the Board of St. Joseph's Care Group on **June 13, 2018**.

*Original Signature Copy on File*

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Maureen Brophy  
Chair, Board of Directors

Encl.

## **Schedule A to Attestation**

### ***MATERIAL EXCEPTIONS TO DECLARE***

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

NO KNOWN EXCEPTIONS.

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 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, and

NO KNOWN EXCEPTIONS.

4. Exceptions to the Hospital's compliance with the perquisites directive issued under Section 11.1 of the BPSAA by the Management Board of Cabinet, and

NO KNOWN 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 REFER TO SCHEDULE B ATTACHED.

### **ST. JOSEPH'S CARE GROUP**

*Original Signature Copy on File*

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Tracy Buckler, RN, BScN, MHS, CHE  
President & CEO

Dated, **June 13, 2018**

**SCHEDULE B**  
**St Joseph's Care Group**  
**BPSAA Exceptions 2017/2018**

Procurement Initiative	Relevant Procurement Directives	Vendor	Rationale	Action Plan			
Recruitment of Temporary Personal Support Workers	7.2.3 Competitive Procurement Thresholds	A -Supreme Staffing	A situation of urgency existed in the form of a regional shortage in the availability of qualified Personal Support Workers required the immediate recruitment of Personal Support Workers through a recruitment agency to support operational requirements and achieve compliance with regularoty requirements. The procurement process used was a Non-Competitive process with a term of December 2017 April 2018.	As soon as practical an open competitive process shall be conducted for the required services.			
Recruitment of Temporary Personal Support Workers	7.2.3 Competitive Procurement Thresholds	TLC Alert Nursing & Home Care Services	A situation of urgency existed in the form of a regional shortage in the availability of qualified Personal Support Workers required the immediate recruitment of Personal Support Workers through a recruitment agency to support operational requirements and achieve compliance with regulatory requirements. The procurement process used was a Non-Competitive process with a term of June 13, 2017 April 2018.	As soon as practical an open competitive process shall be conducted for the required services.			
Food Management Services	7.2.18 Term of Agreement Modifications	Sodexo	An exception to the procurement directives occurred in the form of an additional 12 month extension to the Food and Nutrition Management Services contract with Sodexo. This exception was carried out in order to facilitate the open competitive procement process for the required services.	The open competitive procurement process commenced in August of 2017 with the Request for Proposals being issued in November 2017 and a proposals submission date of December 2017. It is anticipated that an award of contract will be complete on or about May/June 2018.			
Third Party Distribution Agreement	7.2.18 Term of Agreement Modifications	Medical Mart	An exception to the procurement directives occurred in the form of a 9 month extension to the 3rd Party Distribution Services contract with Medical Mart. This exception was carried out in order to align the close of the active contracts with that of other Northern Supply Chain peer hospitals for the purposes of entering a group procurement so that TBRHSC could achieve optimum value for money by pooling these opportunities into a single, competitive procurement.	Action was completed and a new contract was awarded January 1, 2018.			

HOSPITAL REPORT ON CONSULTANT USE

Consultant: a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making

Name of Hospital: St Joseph's Care Group  
LHIN: North West Local Health Integration Network  
Reporting Period: April 1st 2017 - March 31st 2018

No.	Consultant Firm Name	Name and Title of Consulting Contract	Contract Term	Procurement Value	Consultant Selection Process	Modifications to Agreement
			Original and amendment if term extended	(A) Original value plus (B) Value of amendments and (C) Total procurement value and (D) Total Paid/reporting period	Open Competitive or Invitational Competitive or Non-competitive And if non-competitive then explanation	Yes or No If Yes, did procurement documents permit? Otherwise, modifications to term or value must go to Compliance Report/Attestation
1	Blackstone Energy Services Inc.	Energy Advisors	December 12,2012 - October 31, 2017	(A) Procured through Northern Supply Chain (B) \$0 (D) \$2,468,998*	Open Competitive	No
2	Selectpath	Employee Benefits Consulting Advisor (Contracted for through the Northern Supply Chain. Thunder Bay Regional Health Sciences Centre reported Total Paid this Reporting Period on behalf of St. Joseph's Care Group)	Nov 14, 2011 - May 14, 2017	(A) Procured through Northern Supply Chain (B) (C) percentage of insured premiums (D) \$35,000	Open Competitive	Yes, agreement was extended. Procurement documents permitted the extension.
3	Extendicare Canada Inc.	Management Consulting Services - Long Term Care - Operational Review	November 7, 2017 - November 6, 2018	(A)\$97,300 (B) \$0 (C)\$97,300 (D) \$58,650	Invitational Competitive Process	No
4	BIG Healthcare	Performance Benchmarking Review	February 2017 - September 2018	(A)\$75,000 (B) \$0 (C)\$75,000 (D) \$27,578.34	Invitational Competitive Process	No
5	Willis Towers Watson	BPSEC Compliance Consulting Services	February 24, 2017 - September 30, 2017	(A)\$27,500.00 (B)\$3,117.35 (C)\$30,617.35 (D)\$30,617.35	Non Competitive - Maintain consistent approach and align with the framework developed by the Consultant with Ontario hospitals with the Ontario Hospital Association. The Consultant's knowledge of and development of the hospital's existing compensation programs & processes will eliminate inefficiencies and costs relating to duplication of scope of services.	No