
MEMORANDUM

TO: The Board of TransForm Shared Service Organization, (the "Board")
FROM: Derek Robertson, Chief Business Development and Supply Chain Officer
DATE: August 29, 2014
RE: April 1, 2013 to March 31, 2014 ("the Applicable Period")


On behalf of TransForm Shared Service Organization, I attest to:

- the completion and accuracy of reports required of the Shared Service Organization pursuant to Bill 122, section 6 of the Broader Public Sector Accountability Act, 2010 (BPSAA) on the use of consultants;
- the Shared Service Organization's compliance with the prohibition in section 4 of the BPSAA on engaging lobbyist services using public funds;
- the Shared Service Organization's compliance with any applicable expense claims directives issued under section 10 of the BPSAA by the Management Board of Cabinet;
- the Shared Service Organization's compliance with any applicable perquisite directives issued under section 11.1 of the BPSAA by the Management Board of Cabinet; and
- the Shared Service Organization's compliance with any applicable procurement directives issued under section 12 of the BPSAA by the Management Board of Cabinet, during the applicable period.

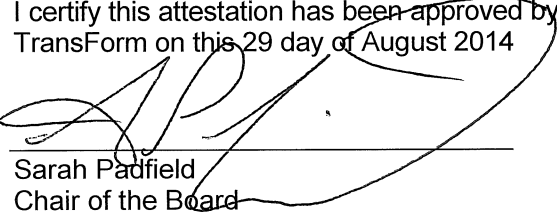
In making this attestation, I have exercised care and diligence that would reasonably be expected of a Chief Executive Officer in these circumstances, including making due inquiries of staff within our procurement corporation.

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

Dated at Windsor, Ontario this 29 day of August 2014


Shona Elliott
Chief Executive Officer

I certify this attestation has been approved by the Executive Committee on behalf of the Board of TransForm on this 29 day of August 2014


Sarah Padfield
Chair of the Board

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;

Requirement #3 (Competitive Procurement Thresholds)

Organizations must competitively procure consulting services irrespective of value. The exemptions must be in accordance with the applicable trade agreements.

Requirement #21 (Non-Competitive Procurement)

Organizations should employ a competitive procurement process to achieve optimum value for money. It is recognized, however, that special circumstances may require Organizations to use non-competitive procurement.

Organizations may utilize non-competitive procurement only in situations outlined in the exemption, exception, or non-application clauses of the AIT or other trade agreements.

Prior to commencement of non-competitive procurement, supporting documentation must be completed and approved by an appropriate authority within the Organization.

There was an occurrence of procurement for consulting services that did not abide by a competitive process. The occurrence was related to work commissioned by TransForm for internal counsel by M. Rosser, MTR Consulting.

Action Plan: TransForm, will develop and initiate a comprehensive training for leaders and staff members which will include a full review of procurement requirements for consultants, single/sole source approvals and specific facets of the Broader Public Sector (BPS) procurement directive.

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;

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.

No known exceptions

Mission: *As a strategic partner, we are dedicated to delivering exceptional service and creating new opportunities to improve value to the health system*

Vision: *Lead innovation and change to achieve health system transformation*

Values: *Collaboration, Accountability, Respect, Teamwork*