



## Contracting Policy

### 1. CLC MANDATE

The mandate of Canada Lands Company CLC Limited (CLC), a non-agent federal Crown corporation is to ensure the commercially oriented, orderly disposition of surplus strategic real properties, optimizing financial and community value, and the holding of certain properties. It accomplishes this by purchasing strategic surplus properties from federal departments and agencies at fair market value, then improving, managing or selling them in order to produce the optimal benefits for the company's shareholder, the Government of Canada, and local communities.

### 2. POLICY OBJECTIVE

The objective of this policy is to ensure that well-qualified firms or individuals are selected to undertake contracting work for CLC with optimal value for money, and to ensure that a transparent, fair and objective process of selection is utilized.

### 3. POLICY PRINCIPLES

CLC's contracting and procurement practices will follow accepted normal commercial practices and will be guided by the following principles:

- ensure an efficient and productive organization, by supplementing as necessary the skills required for projects and/or varying workloads;
- be equitable and transparent;
- use competitive process wherever appropriate;
- select reputable vendors that are well-qualified in their respective areas of expertise;
- ensure that contracts achieve CLC approved financial and service delivery objectives;
- require that employees of CLC conduct their contracting activities in a manner consistent with CLC's *Code of Conduct & Conflict of Interest Policy* and *Delegation of Authority*; and
- keep appropriate and adequate records of the selection process and, upon request, provide feedback to unsuccessful proponents.



#### 4. ACHIEVING OPTIMAL VALUE

CLC's acceptance of any contract or procurement of service shall be based on achieving optimal value. Price is not the sole determinant and is only one criterion in determining optimal value. In determining optimal value, CLC will take into consideration:

- the price and terms of the offer; and
- any other factors including the experience, quality of the product, quantity, service level, timely delivery, reputation and financial capacity of the supplier, references or any other defined criteria related to selecting a vendor.

#### 5. POLICY APPLICATION

The President & CEO and the operational/functional heads of CLC are accountable to the extent of their authorities and responsibilities to ensure that practices relating to contracting and procurement respect this policy, and that appropriate guidelines are followed by their staff in the conduct of CLC's business.

Execution of contracts under this policy shall be in accordance with the corporation's *Delegation of Authority* limits in effect at the time.

**Original Board Approval Date: March 27, 1997**

**Revisions: May 31, 2001**

**January 19, 2005**