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SOUMISSIONS À :**

Canada Border Services Agency  
Contracting Bids Receiving  
333 North River Road, Tower A  
Mailroom, Main floor  
Ottawa, ON K1A 0L8  
(343) 291-6384

Bid Receiving Unit is open from Monday to Friday  
inclusively, between the hours of 07:30 to 15:30,  
excluding Statutory Holidays.

Agence des services frontaliers du Canada  
Secteur de réception des soumissions  
333 rue North River, Tour A  
Salle de Courrier, étage principal  
Ottawa, ON K1A 0L8  
(343) 291-6384

La Réception des soumissions est ouverte du  
lundi au vendredi inclusivement, entre les heures  
de 7h30 à 15h30, à l'exclusion des jours fériés

**Request for Proposal**

**Demande de proposition**

**Proposal to: Canada Border Services Agency  
(CBSA)**

We hereby offer to sell to Her Majesty the Queen  
in right of Canada, in accordance with the terms  
and conditions set out herein, referred to herein or  
attached hereto, the goods, services, and  
construction listed herein and on any attached  
sheets at the price(s) set out therefor.

**Proposition à: l'Agence des services  
frontaliers du Canada (ASFC)**

Nous offrons par la présente de vendre à Sa  
Majesté la Reine du chef du Canada, aux  
conditions énoncées ou incluses par référence  
dans la présente et aux appendices ci-jointes, les  
biens, services et construction énumérés ici sur  
toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments — Commentaires :**

**THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT — LE PRÉSENT DOCUMENT  
COMPORTE UNE EXIGENCE EN MATIÈRE DE  
SÉCURITÉ**

Issuing Office – Bureau de distribution

Canada Border Services Agency – Agence des services  
frontaliers du Canada  
355 North River Road – 355 ch. River nord  
17<sup>th</sup> Floor – 17<sup>ème</sup> étage  
Ottawa ON  
K1A 0L8

Title — Sujet: Firing Range Facility Rental	
Solicitation No. — N° de l'invitation <b>1000348812/A</b>	Date: <b>May 20th , 2020</b>

Solicitation Closes — L'invitation prend fin	Time Zone — Fuseau horaire
At /à: 02:00 PM (hours/heures)	EST(Eastern Standard Time) / HNE (heure normale de l'Est)
On / le : <b>June 10<sup>th</sup>, 2020</b>	<b>X</b> EDT(Eastern Daylight Saving Time) / HAE (heure avancée de l'Est)

F.O.B. — F.A.B.  
**Plant-Usine:**  **Destination:**  **Other — Autre:**

Address Enquiries to — Adresser toutes questions à:  
**Bruno Pedroza Daher**  
CBSA-ASFC\_Solicitations-Demandes de soumissions [CBSA-  
ASFC\\_Solicitations-Demandes\\_de\\_soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca)

Telephone No. — No de téléphone: 343-551-6916	FAX No. — No de télécopieur :
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Destination - of Goods and or Services:  
Destination – des biens et ou services :  
Canada Border Services Agency (CBSA) —  
Agence des services frontaliers du Canada (ASFC)

**Instructions:** See Herein — Voir aux présentes

Delivery Required — Livraison exigée See herein — voir aux présentes	Delivery Offered — Livraison proposée
--	---------------------------------------

Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de  
l'entrepreneur:

Telephone No. — No de téléphone:	FAX No. — No de télécopieur :
----------------------------------	-------------------------------

Name and title of person authorized to sign on behalf of Vendor/Firm  
(type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de  
l'entrepreneur (taper ou écrire en caractères d'imprimerie)

\_\_\_\_\_  
Signature Date



**REQUEST FOR PROPOSAL (RFP)  
FOR THE REQUIREMENT OF:  
Firing Range Facility Rental  
FOR THE  
CANADA BORDER SERVICES AGENCY (CBSA)**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist and the CBSA Standards on Firing Ranges.

### **1.2 Summary**

1.2.1 This bid solicitation cancels and supersedes previous bid solicitation number 1000348812 dated March 06, 2020 with a closing of May 06, 2020 at 11:00 Eastern Daylight Time (EDT). A debriefing or feedback session will be provided upon request to bidders who bid on the previous solicitation.

1.2.2 This bid solicitation is being issued to satisfy the requirement of the Canada Border Services Agency (CBSA) to obtain the services of one (1) Rental Firing Range Facility for training purposes of the CBSA's Border Services Officers. The CBSA anticipates training of approximately 1200 officers yearly therefore the CBSA requires a range they can rent for approximately 162 days throughout the year.

Services are to be provided from contract award to March 31, 2023, with the option to extend the resulting Contract for three (3) additional twelve (12) months option period.

1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to Canada Border Services Agency (CBSA) Bid Receiving Unit by the date, time and place indicated on page one (1) of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.



"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.



#### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

#### **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid – one (1) soft copy submitted by e-mail;  
Section II: Financial Bid – one (1) soft copy submitted by e-mail;  
Section III: Certifications – one (1) soft copy submitted by e-mail; and  
Section IV: Additional Information – one (1) soft copy submitted by e-mail.

Prices should appear in the financial bid only. No prices should be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- a) use 8.5 x 11 inch (216 mm x 279 mm) page size; and
- b) use a numbering system that corresponds to the bid solicitation.
- c) include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- d) Include a table of contents.
- e) Soft copies will be accepted in any of the following electronic formats:
  - Portable Document Format .pdf
  - Microsoft Word 97/2000 (.doc)
  - Microsoft Excel 97/2000 (.xls)

#### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in the APPENDIX "B" to PART 3 of the bid solicitation. The total amount of Applicable Taxes should be shown separately.

Bidders must submit their rate FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes Excluded.





### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

### **Section IV: Additional Information**

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN); if applicable
3. the name of the contact person (provide also this person's mailing address, phone and facsimiles numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3 Former Public Servant, of the bid solicitation; the required answer to each question; and, if the answer is yes, the required information;



**APPENDIX “B” TO PART 3 OF THE BID SOLICITATION – FINANCIAL PROPOSAL**

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive per diem rate (in CAD \$) excluding all taxes for the service identified in Annex A – Statement of Work.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data.

The rate included in this pricing schedule excludes the total estimated cost of any taxes.

For evaluation purposes “estimated number of days” must not be altered.

The CBSA will use the combined Total Estimated Cost for the purposes of the financial evaluation of the bid. The number of days is an estimate for financial evaluation purposes only and does not represent a commitment on the part of Canada to purchase services in these amounts.

**Base Contract – Contract Award to March 31, 2023**

TABLE 1				
Category	(A)	(B)	(C)	Total Cost (A x B x C)
	# of Facilities	Estimated Number of Days*	Firm Per Diem Rate	
Firing Range Facility Rental (Year 1 – April 1, 2020 to March 31, 2021)	1	162	\$	\$
Firing Range Facility Rental (Year 2 – April 1, 2021 to March 31, 2022)	1	162	\$	\$
Firing Range Facility Rental (Year 3 – April 1, 2022 to March 31, 2023)	1	162	\$	\$
Base Contract – Total Estimated Cost:				\$

\* The number of days is an estimate for financial evaluation purposes only and does not represent a commitment of the part of Canada to purchase services in these amounts.

**Option Period Year 1 – April 1, 2023 to March 31, 2024**

TABLE 1				
Category	(A)	(B)	(C)	Total Cost (A x B x C)
	# of Facilities	Estimated Number of Days*	Firm Per Diem Rate	
Firing Range Facility Rental	1	162	\$	\$
Base Contract – Total Estimated Cost:				\$



\* The number of days is an estimate for financial evaluation purposes only and does not represent a commitment of the part of Canada to purchase services in these amounts.

Option Period Year 2 – April 1, 2024 to March 31, 2025

TABLE 1				
Category	(A)	(B)	(C)	Total Cost (A x B x C)
	# of Facilities	Estimated Number of Days*	Firm Per Diem Rate	
Firing Range Facility Rental	1	162	\$	\$
Base Contract – Total Estimated Cost:				\$

\* The number of days is an estimate for financial evaluation purposes only and does not represent a commitment of the part of Canada to purchase services in these amounts.

Option Period Year 3 – April 1, 2025 to March 31, 2026

TABLE 1				
Category	(A)	(B)	(C)	Total Cost (A x B x C)
	# of Facilities	Estimated Number of Days*	Firm Per Diem Rate	
Firing Range Facility Rental	1	162	\$	\$
Base Contract – Total Estimated Cost:				\$

\* The number of days is an estimate for financial evaluation purposes only and does not represent a commitment of the part of Canada to purchase services in these amounts.

EVALUATED PRICE CALCULATION:

Base Contract – Total Estimated Cost (Table 1)	
Option Period Year 1 – Total estimated Cost (Table 2)	
Option Period Year 2 – Total estimated Cost (Table 3)	
Option Period Year 3 – Total estimated Cost (Table 4)	
<b>EVALUATED PRICE (Table 1+2+3+4)</b>	



## 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

The Technical Evaluation of the bids will be performed in two phases as follow:

##### 4.1.1.1. Mandatory Technical Criteria ( Evaluation Phase 1)

Refer to APPENDIX "A" to PART 4 of the bid solicitation.

##### 4.1.1.2 Site Visit (Evaluation Phase 2)

CBSA will visit the site of the Bidder's Firing Range Facility that complied with the requirements of the bid solicitation and met all Mandatory Technical Criteria included in the APPENDIX "A" to PART 4 of the bid solicitation to conduct:

Its check as per Annex D "CBSA Standards on Firing Ranges", Appendix C – CBSA Standards on Firing Ranges Checklist, sections:

- Firing Range Safety Standards;
- Firing Range Area;
- Indoor Firing Ranges;
- Ventilation / Noise Control / Lighting;
- Outdoor Firing Ranges;
- Amenities; and
- Suitable Duty Firearm Training Activities.

The CBSA will make arrangements for a visit by a CBSA contracted industrial/occupational Hygienist to conduct an Air Velocity and Air Quality Test as per the Annex D "CBSA Standard on Firing Ranges", Appendix B, and when the CBSA or its contracted Industrial/Occupational Hygienist wishes to visit the Bidder's facility, the Bidder must make its facility available for this purpose within the (10) business days of a written request by the Contracting Authority.

The Bidder's Facility must pass the air velocity and air quality test, and must meet the applicable standards identified in the checklist.

#### 4.1.2 Financial Evaluation

Bidders must submit their financial bid in accordance with the Appendix B "Financial Proposal". The total amount of Applicable Taxes should be shown separately.



Failure to do so will result in the bid being non-responsive and not considered further.

## **4.2 Basis of Selection**

### **4.2.1 Mandatory Technical Criteria**

*SACC Manual* Clause [A0031T](#)(2010-08-16) Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



**APPENDIX “A” to PART 4 of the bid solicitation -**

**Mandatory Technical Criteria**

The mandatory criteria will be evaluated on a “Met/Not Met” (i.e. compliant/non-compliant) basis. Proposals must demonstrate compliance with the mandatory requirement and must provide the necessary documentation to support a determination of compliance. Proposals that fail to meet the mandatory requirements will be deemed non-compliant and will be given no further consideration.

#	Mandatory Requirement	Met	Not Met	Bid Preparation Instruction
M1	The facility must be within a 75 kilometer radius of Pearson International Airport.			To demonstrate compliance, the Bidder must provide the address of the facility.  <b>Note:</b> The distance will be measured using the recommended travel mode feature in Google Maps.
M2	The facility must have a minimum of eight (8) lanes with a shooting distance of 25 meters from the firing line to the target stand not including bullet traps.			To demonstrate compliance, the Bidder must provide a description of the facility.
M3	The facility must allow for passage of instructors behind shooters with a minimum distance of 4 feet to back wall			
M4	Range must allow for discharge of lead 9mm (9 X 19) Calibre 147 Grain Jacketed Hollow Point Ammunition and 9mm (9X19) Calibre 147 Grain Reduced Hazard (Lead Free) Full Metal Jacket Encapsulated Lead Core Ammunition, use of silhouette targets, protective vests and duty holsters.			
M5	Range must allow lateral movement, parallel to the back-stop as well as movement at approximately a 45 degree angle to the back-stop.			



## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.htm#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.htm#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.



## **PART 6 - INSURANCE REQUIREMENTS**

### **6.1 Insurance Requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.





## **PART 7 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### **7.2 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **7.2.1 General Conditions**

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **7.3 Security Requirements**

The Contractor must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex C.

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is from the date of the Contract award to March 31, 2023 inclusive.

#### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Bruno Pedroza Daher  
Title: Senior Procurement and Contracts Officer  
Organization: Canada Border Services Agency  
Branch: Comptrollership  
Directorate: Strategic Procurement Division (SPD)  
Address: 355 North River Road, Ottawa, ON K1A 0L8  
Telephone: 343-551-6916  
E-mail address: [Bruno.PedrozaDaher@cbsa-asfc.gc.ca](mailto:Bruno.PedrozaDaher@cbsa-asfc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**7.5.2 Project Authority (to be completed at contract award)**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**7.5.3 Contractor's Representative (to be completed at contract award)**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_



## 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada

## 7.7 Payment

### 7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$**TBD** Canadian dollars. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ **TBD**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.7.3 Method of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.



## 7.8 Invoicing Instructions

All invoices must be submitted using one of the following methods (only one copy of the invoice should be sent to the Agency):

- a. Email (preferred method): Only legible electronic (PDF, Word, Excel) files will be accepted; all others will be returned.  
[Vendors-fournisseurs@cbsa-asfc.gc.ca](mailto:Vendors-fournisseurs@cbsa-asfc.gc.ca)  
This email address is to be used for submitting invoices and for payment status inquiries.
- b. Mail  
Canada Border Services Agency  
NIRU  
105 McGill Street, Piece 206-01, 2<sup>nd</sup> floor  
Montréal, QC H2Y 2E7

A copy of the invoice must be sent to the following location: [Bruno.PedrozaDaher@cbsa-asfc.gc.ca](mailto:Bruno.PedrozaDaher@cbsa-asfc.gc.ca)

### **Direct Deposit:**

The Government of Canada will soon be phasing out federal government cheques; we strongly encourage Businesses that supply goods and services to the Government of Canada to enrol in direct deposit for account payable.

Please contact [ca-ci@cbsa-asfc.gc.ca](mailto:ca-ci@cbsa-asfc.gc.ca) to obtain additional information, to confirm direct deposit enrolment process and the steps to be followed.

**IMPORTANT NOTE: If a supplier omits any required information pertaining to payment processing from the invoice, the invoice will be returned at the discretion of the CBSA and will not be paid until valid payment referencing is provided.**

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.



- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-12) General Conditions – Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, CBSA Standards on Firing Ranges;
- (g) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

### **7.12 Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **7.13 Government Site Regulations**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.



**ANNEX “A”  
STATEMENT OF WORK**

<b>1.0 Title</b>	Firing Range Facility Rental
<b>2.0 Objective</b>	The Canada Border Services Agency (CBSA) requires rental services of a range facility for their Border Services Officers firearms training.
<b>3.0 Background</b>	The CBSA Border Services Officers are required to qualify on an approved course of fire to maintain arming certifications.
<b>4.0 Scope</b>	The CBSA – GTAR anticipates training of approximately 1200 officers yearly therefore the CBSA requires a range they can rent for approximately 162 days throughout the year.
<b>5.0 Specifications</b>	<p>The Contractor’s firing range facility must meet the following specifications:</p> <ul style="list-style-type: none"> <li>• Firing range must have a minimum of 8 lanes with a shooting distance of 25 metres from the firing line to the target stand not including bullet traps.</li> <li>• Free Parking must be available for a minimum of 12 vehicles</li> <li>• On site washroom facilities are required with potable water for flushing and hand washing.</li> <li>• Range must allow for discharge of lead 9mm (9 X 19) Calibre 147 Grain Jacketed Hollow Point Ammunition and 9mm (9X19) Calibre 147 Grain Reduced Hazard (Lead Free) Full Metal Jacket Encapsulated Lead Core Ammunition, use of silhouette targets, protective vests and duty holsters.</li> <li>• Range must allow for use of barricades and prone shooting positions.</li> <li>• Facilities must meet all requirements specified in attached ANNEX “D” CBSA Standard On Firing Ranges.</li> <li>• Range must allow lateral movement, parallel to the back-stop as well as movement at approximately a 45 degree angle to the back-stop.</li> </ul>
<b>6.0 Constraints</b>	<ul style="list-style-type: none"> <li>• Facilities must be within a 75 kilometres radius of Pearson International Airport.</li> <li>• Indoor ranges must meet acceptable air velocity and air movement standards initially and on an annual basis. Acceptable air velocity and air movement standards are described in ANNEX “D” CBSA Standard On Firing Ranges.</li> <li>• Indoor range must be available from November 1<sup>st</sup> to March 31<sup>st</sup>.</li> <li>• Outdoor range must be available from April 1<sup>st</sup> to October 31<sup>st</sup>.</li> <li>• Outdoor ranges must include overhead cover at the firing line and provide some type of protection from extreme weather conditions.</li> <li>• Facility must be available to rental for full <b>(8 hours)</b> and for half day <b>(4 hours)</b> periods.</li> <li>• Range allows for passage of instructors behind shooters on firing line (minimum 4 feet depth to back wall).</li> </ul>



	<ul style="list-style-type: none"><li>• Range must be available Monday to Friday between 7:00 and 18:00 EST. Evening and weekend availability is an asset for full days (8 hours) and for half days (4 hours).</li><li>• Facility must be inspected and approved for training use by the CBSA prior to contract issuance and on an annual basis.</li><li>• An area away from the firing line should be available for clean-up.</li><li>• Temporary storage area for equipment and items must be provided(no overnight storage)</li><li>• During period of rental the range must be available to the CBSA only.</li></ul>
<b>7.0 Client Support</b>	<ul style="list-style-type: none"><li>• The CBSA will provide advance notice ( 1 month notice) for booking purposes and clean up after use if required.</li><li>• In addition, the CBSA will make arrangements for air velocity and air movement testing as required including covering expenses associated therewith.</li><li>• The CBSA will inspect range facility under range approval process annually to ensure it continues to meet the CBSA's range standards for health and safety reasons.</li></ul>
<b>8.0 Schedule</b>	Range rental requirements will vary based on training schedules and are expected to commence upon contract award. Approximately 162 rental days will be required per year. Contract should be for 3 years and have an additional 3 optional years.
<b>9.0 Deliverables</b>	The Contractor must provide flexibility within their schedule to book time at various points during each month based on the CBSA training requirements.



**ANNEX “B”  
BASIS OF PAYMENT**

1.0 The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of Services as described in Annex A, Statement of Work, the Contractor shall be paid the all-inclusive firm per diem rate below in the performance of this Contract, HST is extra.

Contract Year – From Contract award to March 31<sup>st</sup>, 2023

Category	# of Facilities	Firm Per Diem Rate	Estimated # of days	Total
Firing Range Facility Rental (Year 1 – April 1, 2020 to March 31, 2021)	1	\$TBD	162	\$TBD
Firing Range Facility Rental (Year 2 – April 1, 2021 to March 31, 2022)	1	\$TBD	162	\$TBD
Firing Range Facility Rental (Year 3 – April 1, 2022 to March 31, 2023)	1	\$TBD	162	\$TBD
Total Estimated:				\$TBD

\*The number of days is an estimate for financial evaluation purposes only and does not represent a commitment of the part of Canada to purchase services in these amounts.

Option Year 1 – April 1<sup>st</sup>, 2023 to March 31<sup>st</sup>, 2024

Category	# of Facilities	Firm Per Diem Rate	Estimated # of days	Total
Firing Range Facility Rental	1	\$TBD	162	\$TBD
Total Estimated:				\$TBD

\*The number of days is an estimate for financial evaluation purposes only and does not represent a commitment on the part of Canada to purchase services in these amounts.

Option Year 2 – April 1<sup>st</sup>, 2024 to March 31<sup>st</sup>, 2025

Category	# of Facilities	Firm Per Diem Rate	Estimated # of days	Total
Firing Range Facility Rental	1	\$TBD	162	\$TBD
Total Estimated:				\$TBD

\*The number of days is an estimate for financial evaluation purposes only and does not represent a commitment on the part of Canada to purchase services in these amounts.

Option Year 3 – April 1<sup>st</sup>, 2025 to March 31<sup>st</sup>, 2026

Category	# of Facilities	Firm Per Diem Rate	Estimated # of days	Total
Firing Range Facility Rental	1	\$TBD	162	\$TBD
Total Estimated:				\$TBD

\*The number of days is an estimate for financial evaluation purposes only and does not represent a commitment on the part of Canada to purchase services in these amounts.

A day is defined as 8.0 hours exclusive and one half-day is defined as 4.0 hours. Half-day rentals will be charged half of the per diem. Payment will be made for actual days or half-days rented.





## 2.0 HST

1. All prices and amounts of money in the contract are exclusive of Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The HST is extra to the price herein and will be paid by Canada.
2. The estimated HST of \$ TBD CAD is included in the total estimated cost shown on page 1 of this Contract. The estimated HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of HST paid or due.

**All payments are subject to government audit.**



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) / LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine
2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work - Brève description du travail
5. a) Will the supplier require access to Controlled Goods?
5. b) Will the supplier require access to unclassified military technical data...
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
6. b) Will the supplier and its employees require access to restricted access areas?
6. c) Is this a commercial courier or delivery requirement with no overnight storage?
7. a) Indicate the type of information that the supplier will be required to access...
7. b) Release restrictions / Restrictions relatives à la diffusion
7. c) Level of information / Niveau d'information

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :  No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  No / Non  Yes / Oui  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments: Off site facility - no security required  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

Security Classification / Classification de sécurité
--



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC							
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret		
											A	B	C					
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No /  Yes
12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?  No /  Yes

Security Classification / Classification de sécurité
--





Canada Border  
Services Agency

Agence des services  
frontaliers du Canada

Solicitation # 1000348812/A

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**Effective Date**

1.1 These standards were updated in July 30, 2018.

**Application**

2.1 These standards apply to the Canada Border Services Agency (CBSA) and to any indoor and outdoor firing ranges that are used by the CBSA for the training and recertification of its officers.

**Context**

3.1 In 2006, the Government of Canada took the decision to arm CBSA officers with duty firearms to enhance border security and improve officer effectiveness by providing them with a broader range of options when responding to dangerous situations and pursuing enforcement activities. The CBSA adopted the training practices, including practical pistol course of fire and the use of a 25 meter firing range, consistent with the practices of other law enforcement organizations, for core training and recertification of officers. Firing ranges of lesser size are permitted for practice purposes with the use of reduced targets.

3.2 The CBSA Standards on Firing Ranges have been developed to assist the regions in determining whether a firing range, being considered for annual qualifications, mandatory practice or off duty practice, meets health and safety standards as well as our training and recertification needs with respect to the Practical Pistol Course of Fire (PPC).





## ***Definitions***

**Backstop** - a device constructed to stop or redirect bullets or projectiles fired on a firing range. It is located at the end of the firing range behind the target stands.

**Baffles** - vertical or sloping barriers designed to prevent a projectile from travelling into an undesired area or direction. Overhead baffles are suspended above the firing range floor and are designed to capture unintentional high elevation shots and ricochets. Side safety baffles are designed to keep projectiles (bullets) within the active firing range area. Baffles also reduce, redirect or suppress sound waves.

**Barricade** - a structure that serves as a barrier to bullet penetration. Barricades represent cover in the CBSA course of fire and can be permanent or portable, and are usually made of metal or wood.

**Basic Firearm Instructor (BFI)** - An instructor trained in the instruction of firearm handling, maintenance and marksmanship.

**Border Services Instructor (BSI)** - a person employed by the CBSA to deliver border services training programs.

**Berm** - a significant raised mound of earth associated to a firing range that is intended to prevent the movement of people/animals onto the active firing range area; separate adjacent firing ranges to protect people and buildings. Berms are found only in outdoor firing ranges.

**Bullet Perforation** - the complete penetration (and exit) of an impact plate or baffle by a bullet.

**Bullet Trap** - a device designed to trap or capture the entire bullet and fragments.

**Firing Distance** - the distance between the firing line and the target line.

**Firing Line** - a line parallel to the targets from where firearms are discharged.

**Firing Points (positions)** - the specific locations from which individual shooters engage their targets. They are intended to control the location from which shooters fire and help direct their firing.

**Indoor Firing Range** - a fully enclosed building designed to allow for the firing of weapons consisting of an active firing range area with one or more firing lines, a ventilation system and a bullet trap.

**Industrial Hygiene** - the art and science dedicated to the anticipation, recognition, evaluation, communication and control of environmental stressors in, or arising from, the work place that may result in injury, illness, impairment, or affect the well-being of workers.

**Line Officer (LO)** - a firearm qualified BSI that provides guidance and coaching assistance for defensive tactics related training.

**Low Ricochet Materials** - material such as plastic or wood that have a low probability of ricochet and back splash if struck by a projectile.

**Outdoor Firing Range** - an outdoor facility that is designated and properly marked to allow for the firing of weapons consisting of an active firing range area with one or more firing lines, and a backstop. Outdoor firing ranges may be covered at the firing line, over the entire firing range or at the back stop and may have baffles or walls.

**Potable water** - water that is suitable or safe for human consumption.

**Practical Pistol Course of Fire (PPC)** - the standard for firearms proficiency evaluation for the CBSA. Shooters must achieve a minimum passing score of 200/250 and a minimum of 66% for each stage of the PPC.





**Projectile** - an object propelled by the force of rapidly burning gases or other means

**Range Officer (RO)** - a BSI qualified in firearms instruction who when acting as RO is in direct control of all operations related to the firing range, supervises all shooting and delivers range commands. The RO is responsible for the conduct and safety of all persons present on the firing range. Non CBSA ranges may require their own RO to be present during the shooting session.

**Ricochet** - the deflection of a projectile (bullet) after impact.

**Target Holder** - a device used to hold the target in place.

**Threshold Limit Value/Time Weighted Average (TLV/TWA)** - defined as the time weighted average concentration for a conventional 8-hour workday and a 40-hour workweek, to which it is believed that nearly all workers may be repeatedly exposed, day after day, for a working lifetime without adverse effect. (*Reference from the American Conference of Governmental Industrial Hygienists' (ACGIH) 2010 Report on Threshold Limit Values and Biological Exposure Indices (BEI)*).

## Requirements

**5.1** Firing range visits must be conducted by a CBSA Basic Firearms Instructor (BFI) or a Border Services Instructor (BSI) who has knowledge of the CBSA PPC and firing range requirements. The Manager, Training and Learning and Regional or National Occupational Health and Safety (OHS) Advisor must also be consulted. The Director, Defensive Tactics Program Division, will make the final determination on if the range meets CBSA standards and is approved for use.

**5.2** Firing ranges used by the CBSA must comply with all applicable rules and regulations, including the [Shooting Clubs and Shooting Ranges Regulations](#) which are outlined on the Department of Justice Canada website.

**5.3** Firing ranges used for CBSA duty firearm training shall meet the standards set forth herein.

### Distance

**5.4** Firing ranges used for the duty firearm course and recertification sessions must have a minimum length of 25 meters from the firing line to the target stand.

**5.5** Ranges less than 25 meters may be approved for mandatory practice or off duty practice sessions using reduced targets.

### Firing Range Area

**5.6** The firing range must have a system to warn persons they are entering a firing range and to inform them, when such is the case, that shooting activities are taking place at that time. Signage must be in place indicating the operation status of the firing range. A light or flag system and visible signs are appropriate (i.e. Red = Range in use; Green = Range not in use, all firearms holstered).

**5.7** Firing range safety rules and standard operating procedures shall be posted behind the firing line in a location clearly visible to all users.

**5.8** The firing line(s) shall be parallel to the bullet trap/backstop.

**5.9** The spacing of firing points must be large enough so that shooters do not interfere with each other during firing and allow the RO and/or LO to conduct their duties as needed.



- 5.10** Each firing position shall be marked to coincide with the appropriate target holder.
- 5.11** Each firing line shall be deep enough to accommodate the shooters, their equipment and provide space for the RO to function behind them without any impediments.
- 5.12** Firing line depth distance is measured from the front edge of the firing line to the rear edge of the firing line. A distance of 2.5 meters is recommended to meet the requirements of the CBSA PPC.
- 5.13** The firing range floor/ground should be as even as possible without exposed cracks or protruding objects that may cause ricochets. If protruding objects cannot be removed, they must be covered with sand bags or ballistic type protection. It is acceptable for the firing range floor/ground to slope downward towards the targets.
- 5.14** Target stands and target holders shall be made of low ricochet materials. If target stands and target holders are constructed of metal, they should be angled to deflect ricochets into the bullet trap or into the firing range floor/ground.
- 5.15** Barricades must be stable. Each firing point shall have the ability to use some type of barricade, whether it is a portable or permanent barricade. If ground brackets or sockets are used, they shall be flush with the ground to prevent tripping hazards.
- 5.16** Baffle designs must be matched with the penetration capabilities of the 9mm ammunition used by the CBSA.
- 5.17** Overhead baffles on the firing range should be positioned to have approximately 2.5 meters or more clearance between their underside and the surface of the firing range floor.
- 5.18** To meet the requirements of the CBSA's PPC, the bullet trap must be designed to sustain CBSA approved ammunition and shooting from all positions, including prone.
- 5.19** Bullet traps must be in safe working condition without impact plate perforation, sagging, or other damage (e.g. pitting).
- 5.20** For outdoor firing ranges the core of the backstop may be constructed from any solid material, including soils, roots, rock or asphalt. If the backstop core is composed of hard materials (e.g. rock rubble), then the forward face of the backstop shall have at least a 1.0 meter thick layer of soil covering it. The forward face of the backstop must be free of outcroppings of rock or other hard materials that may cause ricochet.
- 5.21** The outdoor firing range backstop shall have a minimum height requirement of 4.0 meters and a thickness of at least 1.0 meter.
- 5.22** Side berms or side walls shall run the length of the active area of the firing range. They shall begin at least 1.0 meter behind the most distant firing line. They shall be joined to the backstop.
- 5.23** Side berms shall have a minimum height of 2.5 meters, measured from the ground or firing range floor and shall have a crest thickness of at least 1.5 meters.

## Ventilation

- 5.24** Ventilation for indoor firing ranges shall meet the minimum requirements set forth in the Canada Labour Code Part II (CLC), Canada Occupational Health and Safety Regulations, Part X, Hazardous Substances.  
<http://laws-lois.justice.gc.ca/eng/regulations>
- 5.25** Supply air systems must distribute air evenly (laminar flow) across the area of the firing line at an average rate of 50-75 feet per minute (FPM) (0.381 m/s to 0.25 m/s), and shall be introduced behind the firing line.
- 5.26** The supply air must be exhausted at or behind the bullet trap.



**5.27** Exhaust and supply fans must be interlocked so that all fan systems operate at the same time during active firing range use.

**5.28** The range must operate with a negative air pressure, exhausting slightly more air than supplied to promote the efficient and controlled removal of airborne contaminants.

**5.29** The ventilation system must be operating at all times when the firing range is in use and during clean up.

**5.30** The ventilation system that serves the firing range area must be completely separated from any ventilation for the rest of the building.

**5.31** Re-circulated air must be cleaned by 99.9% High Efficiency Particulate Air (HEPA) filters for maximum lead removal.

**5.32** When re-circulated air is being used, carbon monoxide and carbon dioxide sensors and monitoring controls must be in place.

## Noise Control

**5.33** All requirements of the CBSA [Hearing Conservation Program](#) shall apply.

**5.34** Employees shall wear dual hearing protection, both earmuffs and earplugs that reduce noise levels below 87 decibels during live firing range sessions. Hearing protection must meet the following Canadian Association Standards (CSA) criteria:

**Candidates:** CSA Class B/Grade 2 earmuff in combination with CSA Class A/Grade 3 earplug

**Instructors:** Same requirements as the candidates, and where practicable and approved by the Manager, Training and Learning, 1-way (listen only) or 2-way communication headset  
Approximate NRR equivalents: CSA Class B/Grade 2 = 17 – 24 earmuffs  
CSA Class A/Grade 3 = ≥ 24 earplug

**5.35** Firing range commands must be heard verbally or from speakers and/or whistles.

## Lighting (Indoor Firing Ranges)

**5.36** The firing range must be equipped with a lighting system that provides uniform intensity and shall be free of glare without shadows.

**5.37** There shall be an emergency lighting system configured so that the active firing range area will be illuminated in the event of a power failure.

## Amenities

**5.38** Potable water must be available at the firing range.

**5.39** Restroom facilities and washrooms with individual basins must be supplied with cold and hot water where reasonably practicable.

**5.40** An area away from firing line should be available for clean-up.



## ***Inspection and Testing***

- 6.1** Firing range initial inspections must be completed by a CBSA BFI or BSI with knowledge of the CBSA's PPC and firing range requirements. Final approval will be decided by the Director, Defensive Tactics Program Division.
- 6.2** Firing range annual inspections must be completed by a CBSA BFI or BSI with knowledge of the CBSA's PPC and firing range requirements. Continuing approval will be decided by the Manager, Defensive Equipment Management.
- 6.3** Where available, ventilation system records, including air testing and maintenance schedules, shall be reviewed to ensure the range is being operated and maintained to meet the requirements of the Canadian Labour Code ([CLC Part II, Canada Occupational Health and safety \(COHC\) Regulations, Part X](#)).
- 6.4** Where there are no previous air testing reports available, air velocity testing must be completed by an industrial/occupational hygienist in accordance with the Firing Range Air Velocity and Air Movement Testing Criteria ([Appendix B](#)). The Regional or National Occupational Health and Safety (OHS) Advisor should be contacted for assistance in sampling criteria and interpretation of results.
- 6.5** If a concern arises in an indoor firing range for which previous air flow velocity tests were submitted, and it is believed that the range may no longer meet the CBSA standards, a risk assessment should be completed in consultation with a Regional or National OHS Advisor. If warranted, either the Firing Range Air Velocity and Air Movement Testing Criteria ([Appendix B](#)) should be repeated or an air sampling test should be completed by an industrial/occupational hygienist in accordance with the Firing Range Lead and Metal Sampling Criteria ([Appendix A](#)). The Regional or National OHS Advisor should assist in sampling criteria and interpretation of results.
- 6.6** The CBSA must notify the Customs and Immigration Union (CIU) when air quality tests are being initiated/performed at an indoor firing range, and provide a summary of the test results.

## ***Roles and Responsibilities***

- 7.1 The CBSA BFI or BSI who will visit the range is required to:**
- Be knowledgeable of the CBSA PPC and firing range requirements.
  - Confirm with the Chief Firearm Officer of the province that the range is an approved range registered with the province.
  - Arrange time and date to visit the firing range.
  - Use the CBSA Standards on Firing Ranges and Checklist ([Appendix C](#)) for initial inspections or the Approved Firing Range – Status Update Form ([Appendix D](#)) for annual inspections to assist and document the visit. It is recommended to make additional notes of observations about the firing range in order to prepare a final report.
  - Take photos of the firing range to include in the final report.
  - Obtain and include any firing range maintenance schedules, air velocity and/or quality and/or sound level test records/results that are provided by the firing range owner/operator with the final report. If none are available or if there are concerns that the firing range's air quality does not meet CBSA standards refer to section six, Inspection and Testing.
  - Prepare a firing range final report, (Annex C for initial inspections) signed with recommendation for approval, and submit to the Manager, Defensive Tactics Training.



- Conduct an annual inspection of approved ranges, document the results using the Approved Firing Range – Status Update Form ([Appendix D](#)) and submit to the Manager, Defensive Tactics Training.

**7.2 The Regional or National OHS Advisor is required to:**

- Work with the CBSA official to determine if any health and safety issues exist for the firing range and if testing, further action or additional information is required.
- Assist in the interpretation of ventilation and/or air sampling reports.
- Sign the completed [Appendix C](#) - CBSA Standards on Firing Ranges Checklist or the [Appendix D](#) – Approved Firing Range – Status Update Form, as applicable, with recommendation on approval.

**7.3 The CBSA Manager, Defensive Tactics Training or the CBSA Defensive Tactics Coordinator is required to:**

- Review firing range final report including the completed [Appendix C](#) - CBSA Standards on Firing Ranges Checklist, pictures and recommendations submitted for ranges being proposed for CBSA use.
- Ensure the firing range meets CBSA Standards on Firing Ranges.
- Determine if additional measures could be taken in order for the firing ranges to meet the CBSA Standards on Firing Ranges.
- Send the completed firing range report, including the CBSA Standards on Firing Ranges Checklist, pictures and any supporting documentation with final recommendations to the Director, Defensive Tactics Program Division via email to the [Defensive Tactics / Tactiques de défense \(CBSA/ASFC\)](#). If additional measures are required in order to approve a range for use, ensure the necessary actions are outlined in the recommendations.
- Maintain a list of approved ranges and ensure that each is inspected annually as close as possible to the anniversary date of its approval. Send the completed [Appendix D](#) – Approved Firing Range – Status Update Form and any attached documentation with final recommendations to the Director,

Defensive Tactics Program Division via email to the Defensive Tactics / Tactiques de défense (CBSA/ASFC). If additional measures are required in order for a firing range to remain in good standing, ensure the necessary actions are outlined in the recommendations.

- Notify the CIU when air quality tests are being initiated / performed at an indoor firing range, and provide a summary of the test results.

**7.4 The Director, Defensive Tactics Program Division, Training and Development Directorate is required to:**

- Make the final determination on ranges proposed for use by the regions and/or provide direction on additional measures to be taken before a range can be approved for use.

**7.5 The Defensive Equipment Management Unit is required to:**

- Update the list of approved firing ranges for use by the CBSA.



- Ensure approved firing ranges continue to meet the CBSA Standards on Firing Ranges through verification of the Approved Firing Range – Status Update Form which will be completed annually.

## **References and Legislation**

- [Canada Labour Code Part II, Canada Occupational Health & Safety Regulations](#)
- [National Joint Council, Occupational Health and Safety Directive](#)
- [NIOSH, Preventing Occupational Exposures to Lead and Noise at Indoor Firing Ranges](#)
- [Shooting Clubs and Shooting Ranges Regulations - Firearms Act](#)

## **Enquiries**

**9.1** Enquiries regarding these standards are to be directed to:

Director, Defensive Tactics Program Division  
Human Resources Branch  
Training and Development Directorate  
100 Metcalfe Street  
17<sup>th</sup> floor,  
Ottawa, ON K1A 0L8

## **Amendments**

**10.1** Amendments to these standards shall be approved by the Director General, Training and Development Directorate, Human Resources Branch.



## **Appendix A Firing Range Lead and Metal Sampling Criteria**

When a Firing Range Air Velocity and Air Movement Test has been completed and the results are acceptable, there is no need to conduct the Firing Range Lead and Metal Sampling test to approve a range for CBSA use. However, where a range has passed initial inspection, which included a successful Air Velocity and Air Movement Test, but over time an issue or concern arises, i.e. dirty floor or excessive dust accumulating on table surfaces etc., a Firing Range Lead and Metal Sampling Test can be conducted as described in the following paragraphs.

In order to determine potential employee exposure to airborne lead and metals in firing ranges, a hazard investigation shall be completed by an industrial/occupational hygienist in accordance with the *Canada Labour Code, Part II, Canada Occupational Health and Safety Regulations*, Part X, Hazardous Substances, Section 10.4.

Samples must be collected under normal use conditions. Personal dosimetry samples should be collected in the breathing zone of a representative number of both instructors and candidates for a full day shift or representative portion thereof in order to obtain a time weighted 8-hour average.

The samples should be collected and analyzed under National Institute of Occupational Health and Safety (NIOSH) *Manual of Analytical Methods Method 7300* or with a method that collects and analyses a representative sample of the chemical agent with accuracy and with detection levels at least equal to those in the above-mentioned standards.

Samples must be analyzed by an accredited laboratory that is recognized in a proficiency analytical testing program for the analyte(s) used, if available, such as the Canadian Association for Laboratory Accreditation (CALA), the American Industrial Hygiene Association Laboratory Accreditation program, or the American Proficiency Analytical Testing (PAT) program.

Results should be compared to the ACGIH Threshold Limit Value-Time-Weighted Averages (*CLC Part II, Canada Occupational Health and Safety Regulations*, Part X, Hazardous Substances, Section 10.19, Control of Hazards).

## **Appendix B Firing Range Air Velocity and Air Movement Testing Criteria**

Firing line air velocity tests and air movement tests should be taken when the range is unoccupied but operational to verify that air is moving uniformly across the firing line and away from the instructors and candidates breathing zones. If there are any problems with the direction of air flow or eddies and currents, they should be identified.

The testing should be completed by an industrial/occupational hygienist or engineer using a calibrated air velocity meter and smoke tube. Measurements of air velocity should be taken at the firing line and should register between 50 and 75 feet per minute (fpm) per lane as recommended by the National Institute of Occupational Health and Safety (NIOSH).

The supply air must be exhausted at or behind the bullet trap.

The exhaust and supply fans must be interlocked so that all fan systems operate at the same time during active firing range use.

The range must operate with a negative air pressure, exhausting slightly more air than supplied to promote the efficient and controlled removal of airborne contaminants.





The following are recommended:

- A smoke test at the firing line to ensure that smoke moves uniformly away from the shooter's position in the prone, kneeling and standing positions.
- Smoke tests down the range towards the bullet trap to ensure adequate exhaust of smoke.
- Smoke test to verify that the room is under negative pressure.
- Air velocity measurements at the firing line in each lane at 1 foot height (prone), 3 foot height (kneeling) and 5 foot height (standing). These measurements should be taken with the ventilation system operating at normal and doors closed. The ventilation system should be operating for at least 30 minutes prior to testing.

### Appendix C CBSA Standards on Firing Ranges Checklist

The CBSA Standards on Firing Ranges Checklist is to be completed by a CBSA Basic Firearms Instructor (BFI) or Border Services Instructor (BSI) who has knowledge of the CBSA course of fire and firing range requirements. Approved ranges will be posted on the CBSA Intranet/Internet site.

<b>CBSA Firing Range Checklist</b>			
<b>INDOOR</b> <input type="checkbox"/>	<b>OUTDOOR</b> <input type="checkbox"/>		
<b>Firing Range General Information</b>			
Business Name:			
Business Telephone & Fax:			
Business Address:			
Firing Range Physical Address (if different than above):			
Range approved by the Chief Firearms Officer:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Consent obtained to post information on Atlas:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Contact Name:			
Contact Telephone number:			
Email Address:			
Website:			
Billing Information:			
Emergency Contact Name and Telephone Number:			
911 Information:			
Name, Address and Distance to Closest Hospital:			
Firing Range is Owned/ Operated by:	YES	NO	Remarks
Law Enforcement: _____			
Federal Agency: _____			
<u>For Canadian Federal Agencies Only:</u>			





Secure Firearm, Ammunition & Target Storage is Available on Site			
Private:			
Non-Profit:			
Security Screening Completed for CBSA or OGD:			
Firing Range Availability:			
Days:	Afternoons:	Evenings:	
Seasonal:			
<b>Costs</b>			
Rental Costs to the Agency:			
	Daily _____		
	Half-day _____		
	Hourly _____		
Rental Costs to Individuals:			
	Daily _____		
	Half-day _____		



Hourly _____ Annual Membership			
Firing Range Safety Standards	YES	NO	Remarks
Firing range safety rules and standard operating procedures are posted behind the firing line in a location that is clearly visible to all users:			
Signs are visible to alert people that they are entering a firing range area:			
A light and/ or flag system in place indicating the operating status of the firing range (Red= Danger- Range in use; Green= Safe- Range not in use):			
CBSA approved ammunition may be used on the firing range:			
Prone shooting is permitted at 12.5 m (reduced target):			
Prone shooting is permitted at 25 m:			
Obligation to pick up spent ammunition:  If yes to above, bags or buckets are provided:			
Reduced targets may be used (half size of regular target):			
Off duty CBSA officers may shoot at paper, human silhouette targets:			
Off duty CBSA officers may wear their issued duty holsters:			
Off duty CBSA officers may wear their issued soft body armour:			
Mandatory training conditions must be met prior to firing range use:  Please list specific courses:  _____			
Firing Range Area			
Length of firing range measured from the firing line to the furthest point at which target stands may be placed or a target retrieval system can be programmed to:			
Total number of firing lanes/ positions:			
Width of each firing lane/ position in meters:			
Space available between the firing line and back wall in meters:			
	YES	NO	Remarks
Firing line(s) is/are parallel to the bullet trap:			
Firing lanes/ positions are marked to coincide with target holder:			
A minimum of 2.5 m clearance is available between the baffles and underside and firing range floor:			
Baffles are designed to sustain impact from 9mm full metal jacket, 9mm hollow point:			
Space is available for loading magazines away from the firing line:			
Target stands & holders are available: -If yes, what material are they made of: wood: round bar metal: other (please specify):			



(Flat bar metal target holders normally angled to deflect projectiles into the floor are recommended due to CBSA PPC -3 m distance which could cause bullet ricochet officer)

Barricades are available: of: wood:                      metal:                      other (please specify):	-If yes, what material are they made of:			
<b>Indoor Firing Ranges</b>		<b>YES</b>	<b>NO</b>	<b>Remarks</b>
Target retrieval system is available:				
The CBSA PPC can be programmed into the target retrieval system:				
Targets can be fired upon 3 meters from the firing line:				
Head shots can be fired at 5 meters from the firing line:				
Firing range floor is as level as possible:				
Firing range floor appears sealed with no exposed cracks:				
Bullet trap appears clean and in safe working condition:				
Bullet trap is rated to allow 9mm full metal jacket, 9mm hollow point:				
If applicable, the bullet trap impact plates appear to be in safe working order without bullet perforation or other damage:				
Maintenance schedule provided:				
Firing range appears clean and free of debris:				
Frequency of firing range cleaning / maintenance schedule available:				
<b>Ventilation/ Noise Control / Lighting</b>				
Air velocity and smoke testing has been completed at this facility: Date of last test results: A copy of the test results has been provided:				
The supply air is introduced behind the firing line:				
The air flow is not turbulent:				
Firing range is operated at a negative pressure:				
Air quality testing has been completed at this facility: Date of last test results: A copy of the test results has been provided:				



Supply and exhaust ventilation systems are interlocked:			
Firing range ventilation system is separate from the rest of the building:			
Firing range uses 100% outside make-up air: - If no to the above question, monitors and sensors are in place to ensure re-circulated air is filtered properly:			
Sound level testing has been completed at this facility: Date of last test results: A copy of the test results has been provided:			
The firing range area is uniformly illuminated:			
Low light or dimmable shooting is available:			
An emergency lighting system is in place in case of power failure:			
A regular maintenance program is in place: A copy of maintenance program has been provided:			
<b>Outdoor Firing Ranges</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
Firing range ground is free from protruding objects:			
Targets can be fired upon 3 meters from the firing line:			
Head shots can be fired at 5 meters from the firing line:			
The height of the back stop is at least 4 meters high:			
The backstop is at least 1 meter thick:			
Berms run the length of the firing range:			
Side berms have a thickness of at least 1.5 meters:			
Side berms have minimum of height of 2.5 meters:			
What materials make up the core of the back stop:			
Shooters must pick up their own spent ammunition (brass):			
Buckets/bags are provided on site:			
Shade or shelter is available to take a break from weather conditions:			
<b>Amenities</b>	<b>YES</b>	<b>NO</b>	<b>Remarks</b>
Parking is available on-site:			
Washrooms are available on site:			
Potable water is available on site:			
Facilities or a portable wash basin are available for clean up:			
An area away from the firing line is available for cleaning firearms:			
<b>Suitable Duty Firearm Training Activities</b>	<b>YES</b>	<b>NO</b>	<b>Remarks</b>
Annual Recertification			
Mandatory Practice			



Off Duty Practice			
Skills Enhancement Course			
Others (DFC, Three Year Recertification and Skills Maintenance)			

\*\*Please attach any additional notes, rental contract/arrangements, maintenance/test results, safety and usage rules and/or documents provided by the firing range.

**CBSA BFI or BSI**

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Regional OHS Advisor**

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation:    Approve                          Do not Approve   

**Manager, Defensive Tactics Training or CBSA Defensive Tactics Coordinator**

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation:    Approve                          Do not Approve   

**Director, Defensive Tactics Program Division, Training and Development Directorate**

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation:    Approve                          Do not Approve



### Appendix D - Approved Firing Range – Status Update Form

The CBSA Approved Firing Range – Status Update Form is to be completed by a CBSA Basic Firearms Instructor (BFI) or a Border Services Instructor (BSI) who has knowledge of the CBSA Course of Fire and firing range requirements. Approved ranges will be posted on the CBSA Intranet site. Ensure the firing range owner continues to consent to the sharing of their business contact information.

The CBSA Approved Firing Range – Status Update Form is to be completed annually to confirm the status of a range already in good standing or to identify changes which may have occurred, which may prohibit the range from continued use by the CBSA and its employees. New photographs are to be taken and provided, with descriptions, to the Defensive Tactics Program Division, of such quantity that a person previously unfamiliar with the area will develop an awareness of the environment.

<b>Firing Range General Information</b>
Business Name:
Business Telephone & Fax:
Business Address:
Firing Range Physical Address (if different than above):
Contact Name:
Contact Telephone Number:
Email Address:
Website:

<b>Historical Range Approval Details</b>		
Date of previous CBSA inspection:		
Date of OHS Sign-off:		
Date of Training & Development Directorate / Defensive Tactics Coordinator Sign-off:		
Date of Defensive Tactics Program Director Sign-off and Approval:		
Customs and Immigration Union advised of indoor range air quality tests (in accordance with Sect 6.6):		
Yes	No	N/A

<b>Status Update Details</b>		
Date of Current Update Inspection:		
Is this the first update? Yes No Date of Last Update (if applicable):		
Prior to this inspection, has the undersigned CBSA Official conducting the inspection:	Yes	No
a) Reviewed the CBSA Standards on Firing Ranges and original Checklist (Appendix C) for this range?*		
b) Reviewed the most recent Approved Firing Range – Status Update Form (if applicable)?		
Have any shortcomings noted in the previous inspection documents been addressed?*		
Have there been any changes in the following areas which create unsafe conditions:		
a) Firing Range Area?		
b) Issues Specific to Indoor Ranges?		



c) Ventilation/Noise Control/Lighting?		
d) Issues Specific to Outdoor Ranges?		
e) Amenities?		
f) Suitability to Duty Firearm Training Activities? **		

*\*If there is no Appendix C on file, a full inspection must be conducted and the Appendix C completed and submitted to Defensive Tactics Program.*

*\*\*Please attach any additional notes detailing any prohibitive safety and/or usage concerns.*

**CBSA BFI or BSI Inspecting**

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Approved Firing Range – Status Update Form

Recommendations and approval, if applicable, for the continued use of \_\_\_\_\_ range.

*Insert range business name*

**Regional OHS Advisor**

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation:            Approve                        Do not Approve           

**Manager Defensive Tactics Training or CBSA Defensive Tactics Coordinator**

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Recommendation:                      Approve                                            Do not Approve                     

**Manager, Defensive Equipment  
Management Unit**

Name: \_\_\_\_\_ Position Title:  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date:  
\_\_\_\_\_

I approve  do not approve  the continued use of \_\_\_\_\_ range.  
*Insert range business name*