



Transition
Administrator

The Official Reconfiguration Manager

Implementation Planning Session Preparation Worksheet

Licensee Name: _____

Licensee Contact Person: _____

Phone number: _____

E-mail address: _____

Do you have an Implementation Point of Contact for your agency/system? This is a representative for your agency that is well suited to provide implementation status updates.

Implementation POC name: _____

Implementation POC phone number: _____

Implementation POC email: _____

Is your agency represented by Legal Counsel for Reconfiguration? Yes No

Counsel Contact name: _____

Counsel phone number: _____

Counsel email: _____

Describe your radio system:

- Manufacturer: _____
- Type of radio system: Conventional Simulcast Data
 Trunked Multicast P25
- Number of Transmit/Receive sites being rebanded: _____
- Radio inventory: (number of subscriber units):
Portables: _____
Mobiles: _____

Who will be rebanding your radio system? _____

Name of Primary Vendor _____

Vendor PM Contact name: _____

Vendor PM Phone number: _____

Vendor PM email: _____

Do you have a signed contract with this vendor? Yes No

Will you be using internal personnel in place of or in addition to a vendor? Yes No

Have you confirmed your schedule with your vendor? Yes No

Do you have a consultant? Yes No

Consultant Contact name: _____

Consultant phone number: _____

Consultant email: _____

Who is your Sprint/Nextel Rebanding Contact?

S/N Contact name: _____

S/N Contact phone number: _____

S/N Contact email: _____

Example Schedule:

Example of information that will be requested from your agency during an IPS Meeting:

	DURATION	START	FINISH
Agency Name (City of or County of)	395 days (total)	7/11/2008	2/5/2010
Cost Estimate Submitted	1 day	7/11/2008	7/11/2008
FRA Completed	90 days	7/14/2008	11/18/2008
Vendor Agreement Approved	1 day	11/19/2008	11/19/2008
Receipt of Replacement Equipment	61 days	11/20/2008	2/19/2009
Conduct Subscriber Reconfiguration	110 days	2/20/2009	7/27/2009
Sprint Nextel Clearing	1 day	7/28/2009	7/28/2009
Conduct Infrastructure Reconfiguration	34 days	7/29/2009	9/15/2009
Sprint/Nextel Clearing of Mutual Aid Channels	1 day	3/10/2009	3/10/2009
Retune Mutual Aid	26 days	3/10/2009	4/14/2009
Subscriber Second Touch	97 days	9/16/2009	2/5/2010

Your Agency Information:

	DURATION	START DATE	FINISH DATE
Your Agency Name			
Cost Estimate Submitted			
FRA Completed			
Vendor Agreement Approved			
Receipt of Replacement Equipment			
Conduct Subscriber Reconfiguration			
Sprint Nextel Clearing			

Conduct Infrastructure Reconfiguration			
Sprint/Nextel Clearing of Mutual Aid Channels			
Retune Mutual Aid (Calling & TAC 2)			
Subscriber Second Touch			

Are there agencies that must reconfigure any part of their system - subscribers or infrastructure - before you will be able to reconfigure? Yes No

If yes, please list these agencies and describe the associated prerequisite:

Interoperability:

Do you interoperate with other agencies? Yes No

If Yes, Please list these agencies.

Describe any dependencies between your system infrastructure and other systems.

Which agency must reconfigure their system first?

What other systems are programmed into your subscriber radios?

What outside agencies have your system programmed into their subscriber radios?

If you do interoperate with other agencies, does the level of interoperability require that all agencies reconfigure at the same time? Yes No (please describe)

What is your plan to maintain Interoperability on Mutual Aid Channels while rebanding your radio system?

Channel Clearing Schedule

Does your FRA contain firm dates or time frames based on the FRA effective date for Sprint Nextel to clear your new frequencies? Yes No

If no, have you subsequently entered into an agreement with Sprint Nextel that contains such dates?
 Yes No

Have you requested that Sprint Nextel clear your new frequencies? Yes No

Has Sprint Nextel cleared your new frequencies? Yes No

Have you cleared frequencies? _____

Are you now operating your system on replacement channels?

Are there any special circumstances associated with your rebanding that the TA or Sprint Nextel should be aware of?

Describe any unique components or attributes of your system that may require special attention.

Describe the timing of any unique events or activities that may impact the timing of your reconfiguration implementation.

COMMENTS:



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About the 800 MHz Transition Administrator

800 MHz Transition Administrator, LLC ("TA LLC") is the Transition Administrator ("TA") for the reconfiguration of the 800 MHz band mandated by the Federal Communications Commission ("FCC"). TA, LLC has contracted with Deloitte Consulting L.L.P., Squire, Sanders & Dempsey L.L.P., and Baseline Telecom, Inc. to perform the duties of the TA. Among its duties, the TA establishes reconfiguration guidelines, specifies replacement channels, reviews reconfiguration cost estimates, monitors payment of reconfiguration costs, manages the relocation schedule, facilitates issue resolution and administers the alternative dispute resolution process. TA LLC uses information it receives solely for the purposes of administering the 800 MHz reconfiguration process and may disclose such information to the FCC or other authorized parties pursuant to the requirements of the 800 MHz Order or other applicable law.