

Reconfiguration Phases: Process Guide and Checklist

OVERVIEW: 800 MHz RECONFIGURATION

The TA has organized reconfiguration processes and its associated activities into two phases: a Planning and Negotiation Phase, and a Reconfiguration Implementation Phase. This process guide goes through the steps involved in order to complete each of these two phases.



PHASE I: PLANNING AND NEGOTIATION

The objectives of the Planning and Negotiation Phase are to develop your plan for implementing the reconfiguration of your system(s), and to execute an FRA with Sprint Nextel for the reconfiguration of your system(s).

To Be Completed	Source
<input type="checkbox"/> Complete Point of Contact (POC) form	<p>An Information Packet Mailing will be sent to you by the TA, prior to the start of your reconfiguration prioritization Wave. You may also expedite the process by opting to fill out and submit the POC form below.</p> <p><u>POC Form:</u></p> <ul style="list-style-type: none"> • PDF: http://www.800ta.org/content/resources/POC_Form.pdf • Word: http://www.800ta.org/content/resources/POC_Form.doc <p>Handbook Section V, Part A: <i>Complete Point of Contact Form</i></p>
<input type="checkbox"/> Contact Sprint Nextel to initiate negotiations	<p>A Sprint Nextel Representative should contact you to initiate negotiations before the end of voluntary negotiation periods for your wave.</p> <p>Licenses may contact Sprint Nextel directly to initiate negotiations at 800MHZBANDRECONFIGURATION@Sprint.com, or by phone/fax at 1-866-221-6990.</p>

<input type="checkbox"/>	<p>Enter into a Planning Funding Agreement (PFA) with Sprint Nextel</p> <p><i>*Please Note: A PFA may not be appropriate for all licensees. In some cases, planning costs may be included in the FRA.</i></p>	<p>If you require extensive funding and planning activities for reconfiguration before you can begin negotiations for an FRA, enter into a Planning Funding Agreement (PFA) with Sprint Nextel. See below for a discussion about completing an RFPF.</p> <p>Please see Handbook Section IV: <i>Overview of Licensee Reconfiguration Phases – Planning Funding Agreements</i>; Handbook Section V, Part B: <i>Submit Request for Planning Funding</i>; and Handbook Section VII: <i>Funding Guidelines</i>.</p>
<input type="checkbox"/>	<p>Complete a Request for Planning Funding (RFPF) form and submit to the TA</p> <p><i>Be sure to include the appropriate Statement of Work (SOW) for your system size (p. 6)</i></p>	<p><u>Funding Fact Sheet:</u> http://www.800ta.org/content/resources/Funding_Fact_Sheet.pdf</p> <p><u>PFA Fast Track Fact Sheet:</u> http://www.800ta.org/content/resources/PFA_Fast_Track_Fact_Sheet.pdf</p> <p><u>Planning Funding Metrics:</u> http://www.800ta.org/content/resources/PFA_Metrics.pdf</p> <p><u>RFPF and SOW</u></p> <ul style="list-style-type: none"> • RFPF Checklist: http://www.800ta.org/content/PDF/forms/RFPF_Checklist.pdf • RFPF Instructions: http://www.800ta.org/content/PDF/forms/RFPF_Instructions.pdf • RFPF Form / Template: http://www.800ta.org/content/PDF/forms/RFPF_Template.doc • SOW Template: http://www.800ta.org/content/resources/RFPF_SOW_Template.doc • Sample SOW: <i>Small System:</i> http://www.800ta.org/content/resources/Sample_SOW_Small.pdf <i>Medium / Large System:</i> http://www.800ta.org/content/resources/Sample_SOW_Large_Medium.pdf <p><u>Funding Guidelines</u></p> <ul style="list-style-type: none"> • Cost Classification Policy: http://www.800ta.org/content/resources/Cost_Classification_Policy.pdf • Educational Reimbursement Policy: http://www.800ta.org/content/resources/Educational_Reimbursement_Policy.pdf • Incumbent Labor Reimbursement Policy: http://www.800ta.org/content/resources/Incumbent_Labor_Reimbursement_Policy.pdf

<input type="checkbox"/>	Document Subscriber Equipment Inventory	Handbook Section V, Part C: <i>Document Subscriber Equipment Inventory</i>
<input type="checkbox"/>	Document Infrastructure Facilities Inventory	Handbook Section V, Part D: <i>Document Infrastructure Facilities Inventory</i>
<input type="checkbox"/>	Define Interoperability Environment	<p><u>Interoperability Fact Sheet:</u> http://www.800ta.org/content/resources/Interoperability_Fact_Sheet.pdf</p> <p>Handbook Section V, Part E: <i>Define Interoperability Environment</i></p>
<input type="checkbox"/>	Evaluate Proposed New Frequencies <i>*Please Note: Be sure to check your FPR co-channel environment again prior to the execution of your FRA</i>	<p>The TA will mail the proposed replacement frequencies to the Point of Contact information we have on file or to the contact listed in the FCC's ULS database at the start of your voluntary negotiation period for your Wave and Stage (Channels 1-120 or NPSPAC).</p> <p><u>FPR Fact Sheets:</u></p> <ul style="list-style-type: none"> • Canadian Border Region B/ILT/SMR Call Signs: http://www.800ta.org/content/PDF/other/Canada_Border_FPR_Fact_Sheet.pdf • Canada Border Region Public Safety Call Signs: http://www.800ta.org/content/resources/FPR_CBR_PS_Fact_Sheet.pdf • Non-NPSPAC Call Signs: http://www.800ta.org/content/resources/FPR_Non_NPSPAC_Fact_Sheet.pdf • NPSPAC Call Signs: http://www.800ta.org/content/resources/FPR_NPSPAC_Fact_Sheet.pdf <p>Handbook Section V, Part F: <i>Evaluate Proposed New Frequencies</i></p>
<input type="checkbox"/>	Submit Subscriber Equipment Deployment (SED) Request Form	<p>SED Request Form: http://www.800ta.org/content/PDF/forms/SED_Form.xls</p> <p>SED Instructions: http://www.800ta.org/content/resources/SED_Instructions.pdf</p> <p>Handbook Section V, Part G: <i>Submit Subscriber Equipment Deployment (SED) Request Form</i></p>
<input type="checkbox"/>	Prepare a Cost Estimate and submit to Sprint Nextel	<p>If necessary, be sure to include the appropriate Statement of Work (SOW) for your system size with your Cost Estimate (Handbook, p. 70)</p> <p><u>Cost Estimate:</u></p> <ul style="list-style-type: none"> • Guidelines for Preparing a Cost Estimate: http://www.800ta.org/content/resources/Cost_Estimate_Guidelines.pdf • Cost Estimate (Schedule C) Form: http://www.800ta.org/content/resources/Cost_Estimate_(Schedule_C)_Form.doc

		<p><u>Vendor Selection:</u></p> <ul style="list-style-type: none"> Standardized Bid Package (SBP) Instructions: http://www.800ta.org/content/resources/SBP_Instructions.pdf Request for Proposals: http://www.800ta.org/content/resources/SBP_Proposal_Request_Form.doc Invitation to Submit a Proposal: http://www.800ta.org/content/resources/SBP_Invitation_for_Proposal.doc Rebanding Agreement Between Sprint Nextel and Vendor: http://www.800ta.org/content/resources/SBP_Rebanding_Agreement_SN_Vendor.doc <p>Handbook Section V, Part H: <i>Prepare a Cost Estimate</i></p>
<input type="checkbox"/>	<p>Negotiate the Frequency Reconfiguration Agreement (FRA) with Sprint Nextel</p>	<p><u>Mediation</u></p> <ul style="list-style-type: none"> Request for Mediation Form (Third Party Authorization) <i>(if necessary)</i> PDF:http://www.800ta.org/content/resources/Mediation_Request_Third_Party_Form.pdf Word:http://www.800ta.org/content/resources/Mediation_Request_Third_Party_Form.doc Authorized Request for Mediation Form PDF:http://www.800ta.org/content/resources/Mediation_Authorized_Request_Form.pdf Word:http://www.800ta.org/content/resources/Mediation_Authorized_Request_Form.doc Request for TA to Communicate with Sprint Nextel PDF:http://www.800ta.org/content/resources/Mediation_Request_TA_SN_Form.pdf Word:http://www.800ta.org/content/resources/Mediation_Request_TA_SN_Form.doc Waiver of Privilege and Confidentiality Form PDF:http://www.800ta.org/content/resources/Mediation_Confidentiality_Waiver_Form.pdf Word:http://www.800ta.org/content/resources/Mediation_Confidentiality_Waiver_Form.doc <p><u>Alternative Dispute Resolution (ADR)</u></p> <ul style="list-style-type: none"> ADR Plan: http://www.800ta.org/content/resources/ADR_Plan.pdf ADR Fact Sheet for NPSPAC Licensees: http://www.800ta.org/content/resources/ADR_NPSPAC_Fact_Sheet.pdf <p>Handbook Section V, Part J: <i>Negotiate the Frequency Reconfiguration Agreement with Sprint Nextel</i></p>



<input type="checkbox"/>	Change Notice Process	<p><u>Change Notice Process Fact Sheet:</u> http://www.800ta.org/content/resources/Change_Note_Process_Fact_Sheet.pdf</p> <p><u>Change Notice Form:</u> http://www.800ta.org/content/resources/Change_Note_Form.doc</p> <p>Handbook Section V, Part I: <i>Change Notice Process</i></p>
<input type="checkbox"/>	Submit Waiver Request <i>(if applicable)</i>	<p><u>Waiver Request Form and Instructions:</u></p> <p>PDF: http://www.800ta.org/content/resources/Waiver_Request_Form.pdf</p> <p>Word: http://www.800ta.org/content/resources/Waiver_Request_Form.word</p>
<input type="checkbox"/>	Review Payment Process & Funding Guidelines	<p><u>Payment Process:</u></p> <ul style="list-style-type: none">• Change Notice Forms and Procedures <i>(see above: Change Notice Process)</i>• Alternative Dispute Resolution (ADR) <i>(see above: Negotiate FRA with Sprint Nextel)</i>• Funding Guidelines <i>(see above: Complete RFPF Form And Submit To The TA)</i> <p>Handbook Section VI: <i>Payment Process</i></p> <p>Handbook Section VII: <i>Funding Guidelines</i></p>

PHASE II: RECONFIGURATION IMPLEMENTATION

After licensees execute a FRA with Sprint Nextel at the end of the Planning and Negotiation Phase, the Reconfiguration Implementation Phase begins. Reconfiguration implementation, or physical retuning, consists of: (1) replacement and retuning of subscriber equipment; (2) retuning of base stations to the licensee’s new channel assignments and commencement of system operations on the new channels (sometimes referred to as the system “cutover”); and (3) additional post-cutover system modifications (e.g., disposal of temporary or legacy equipment, removal of pre-rebanding channels from subscriber units, where appropriate).

To Be Completed	Source
<p>Reconfiguration Completion Checklist:</p>	<p>http://www.800ta.org/content/resources/Reconfiguration_Completion_Checklist.pdf</p>
<p><input type="checkbox"/> Begin Implementation Planning & Attend an Implementation Planning Session (IPS) (if applicable)</p> <p><i>*Please note: Public Safety Licensees are expected to attend an IPS session in their Region</i></p>	<p>Preparing for Implementation Fact Sheet: http://www.800ta.org/content/resources/Preparing_For_Implementation_Fact_Sheet.pdf</p> <p><u>IPS Preparation Worksheet</u></p> <ul style="list-style-type: none"> • PDF: http://www.800ta.org/content/resources/IPS_Worksheet.pdf • Word: http://www.800ta.org/content/resources/IPS_Worksheet.doc <p>Handbook Section VIII: <i>Reconfiguration Implementation Phase.</i></p>
<p><input type="checkbox"/> File FCC Applications for License Modifications (to add new frequencies to your existing license)</p>	<p>Special Temporary Authorization (STA) Fact Sheet: http://www.800ta.org/content/resources/STA_Fact_Sheet.pdf</p> <p>STA Filing Process: http://wireless.fcc.gov/uls</p> <p>Handbook Section VIII, Part 1: <i>File FCC Applications for License Modification</i></p>
<p><input type="checkbox"/> FCC Grants License Modifications</p>	<p>Activation of the new frequencies in your system cannot commence until the FCC grants these applications</p> <p>Handbook Section VIII, Part 2: <i>FCC Grants License Modification</i></p>
<p><input type="checkbox"/> Request Sprint Nextel to Clear Frequencies</p>	<p>The detailed schedule for clearing for SN may be negotiated as part of your FRA, in a Retuning Schedule Letter (RSL), or following an IPS</p> <p><u>Channel Clearing Fact Sheet:</u> http://www.800ta.org/content/resources/Channel_Clearing_Fact_Sheet.pdf</p> <p><u>Channel Clearing Request Form:</u> http://www.800ta.org/content/resources/Channel_Clearing_Request_Form.doc</p>

		<p><u>Channel Clearing Attachment A:</u> http://www.800ta.org/content/resources/Channel_Clearing_Attachment_A_Form.doc</p> <p><u>Coverage Testing Fact Sheet:</u> http://www.800ta.org/content/resources/Coverage_Testing_Fact_Sheet.pdf</p> <p>Handbook Section VIII, Part 3: <i>Sprint Nextel Clears Frequencies</i></p>
<input type="checkbox"/>	Complete Pre-Reconfiguration Prep Work	Handbook Section VIII, Part 4: <i>Complete Pre-Reconfiguration Prep Work</i>
<input type="checkbox"/>	Reconfigure Infrastructure and Mobile Units	Handbook Section VIII, Part 5: <i>Reconfigure Infrastructure and Subscriber Units</i>
<input type="checkbox"/>	Complete System Cutover	Handbook Section VIII, Part 6: <i>System Cutover</i>
<input type="checkbox"/>	Complete Acceptance Testing <i>(if required)</i>	<p>It is important to note that the coverage testing for reconfiguration has a different objective than the testing necessary for acceptance of a new system. For a new system the objective is to verify the vendor has delivered to specification in all parts of the coverage area promised. New system acceptance may require an extensive drive test using a grid with thousands of data points and is quite different from comparing coverage before and after reconfiguration.</p> <p>Handbook Section VIII, Part 7: <i>Complete Acceptance Testing</i></p>
<input type="checkbox"/>	Complete FCC Surrender Applications and other filings	Handbook Section VIII, Part 8: <i>Complete FCC Surrender Applications and Other Filings</i>
<input type="checkbox"/>	Complete True Up with Sprint Nextel	<p><u>Actual Cost Reconciliation Fact Sheet:</u> http://www.800ta.org/content/PDF/reconfiguration_materials/Actual_Cost_Reconciliation_Fact_Sheet.pdf</p> <p><u>Change Notice Process</u> (see above: Change Notice Process)</p> <p>Handbook Section VIII, Part 9: <i>Licensee and Sprint Nextel Complete True Up</i></p>
<input type="checkbox"/>	Licensee and Sprint Nextel Certify Completion	Handbook Section VIII, Part 10: <i>Licensee and Sprint Nextel Certify Completion</i>
<input type="checkbox"/>	Maintain Records and Documentation	<p>All information related to reimbursable costs for reconfiguration should be stored for a <i>minimum</i> of 24 months after the closing of a PFA, or 18 months after the closing of an FRA.</p> <p>Handbook Section VIII, Part 11: <i>Maintain Records and Documentation</i></p>