

## Reconfiguration Phases: Process Guide and Checklist

### OVERVIEW: 800 MHz BAND RECONFIGURATION

The TA has organized the 800 MHz band reconfiguration process and all associated activities into three phases: (1) a Planning and Negotiation Phase, (2) a Reconfiguration Implementation Phase, and (3) a Closing Phase.

This process guide lists the various steps that licensees will need to go through in order to complete each of these three phases. It provides information about TA resources and guidance to assist you with these phases. It contains references to relevant sections of the Reconfiguration Handbook (available at [http://www.800ta.org/content/resources/Reconfiguration\\_Handbook.pdf](http://www.800ta.org/content/resources/Reconfiguration_Handbook.pdf)) and links to forms, fact sheets, and other reconfiguration documents available on the TA’s website (<http://www.800ta.org>).



### 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 a Frequency Reconfiguration Agreement (FRA) with Sprint for the reconfiguration of your system(s).

To Be Completed		Source
<input type="checkbox"/>	<b>Complete Point of Contact (POC) Form</b>	An Information Packet Mailing containing a POC Form will be sent to you by the TA prior to the start of your reconfiguration Wave. You may also expedite the process by opting to download, fill out, and submit the POC Form.  <u>POC Form:</u> <ul style="list-style-type: none"> <li>• PDF: <a href="http://www.800ta.org/content/resources/POC_Form.pdf">http://www.800ta.org/content/resources/POC_Form.pdf</a></li> <li>• Word: <a href="http://www.800ta.org/content/resources/POC_Form.doc">http://www.800ta.org/content/resources/POC_Form.doc</a></li> </ul> Handbook Section V, Part A: <i>Complete Point of Contact Form</i>
<input type="checkbox"/>	<b>Contact Sprint to initiate negotiations</b>	A Sprint Representative should contact you to initiate negotiations.  Licensees may contact Sprint directly to initiate negotiations by sending an email to <a href="mailto:800MHZ@Sprint.com">800MHZ@Sprint.com</a> , or by sending a fax to 678-405-8252.

<input type="checkbox"/>	<p><b>Complete a Request for Planning Funding (RFPF) Form and submit to the TA</b> <i>(if applicable)</i></p>	<p>If you require funding to conduct activities associated with planning for reconfiguration, you should prepare and submit an RFPF and negotiate a Planning Funding Agreement with Sprint.</p> <p>Handbook Section V, Part B: <i>Submit Request for Planning Funding</i> Handbook Section VII: <i>Funding Guidelines</i>.</p> <p><u>RFPF and Statement of Work (SOW)</u></p> <ul style="list-style-type: none"> <li>RFPF Instructions: <a href="http://www.800ta.org/content/resources/RFPF_Instructions.pdf">http://www.800ta.org/content/resources/RFPF_Instructions.pdf</a></li> <li>RFPF Form / Template: <a href="http://www.800ta.org/content/resources/RFPF_Form.doc">http://www.800ta.org/content/resources/RFPF_Form.doc</a></li> </ul> <p>Additional information on RFPFs, such as an RFPF Checklist and sample SOWs, is available on the TA's website at <a href="http://www.800ta.org/content/resources/processes.asp#rfpf">http://www.800ta.org/content/resources/processes.asp#rfpf</a></p> <p><u>Planning Funding Cost Metrics:</u> <a href="http://www.800ta.org/content/resources/PFA_Metrics.pdf">http://www.800ta.org/content/resources/PFA_Metrics.pdf</a></p> <p><u>PFA Fast Track Fact Sheet:</u> <a href="http://www.800ta.org/content/resources/PFA_Fast_Track_Fact_Sheet.pdf">http://www.800ta.org/content/resources/PFA_Fast_Track_Fact_Sheet.pdf</a></p> <p><u>Funding Fact Sheet:</u> <a href="http://www.800ta.org/content/resources/Funding_Fact_Sheet.pdf">http://www.800ta.org/content/resources/Funding_Fact_Sheet.pdf</a></p>
<input type="checkbox"/>	<p><b>Enter into a Planning Funding Agreement (PFA) with Sprint</b></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, then you can submit an RFPF (see above) and negotiate a PFA with Sprint.</p> <p>Handbook Section IV: <i>Overview of Licensee Reconfiguration Phases – Planning Funding Agreement</i> Handbook Section V, Part B: <i>Submit Request for Planning Funding</i></p>
<input type="checkbox"/>	<p><b>Document Subscriber Equipment Inventory</b></p>	<p>Handbook Section V, Part C: <i>Document Subscriber Equipment Inventory</i></p>
<input type="checkbox"/>	<p><b>Document Infrastructure Facilities Inventory</b></p>	<p>Handbook Section V, Part D: <i>Document Infrastructure Facilities Inventory</i></p>
<input type="checkbox"/>	<p><b>Define Interoperability Environment</b></p>	<p><u>Interoperability Fact Sheet:</u> <a href="http://www.800ta.org/content/resources/Interoperability_Fact_Sheet.pdf">http://www.800ta.org/content/resources/Interoperability_Fact_Sheet.pdf</a></p> <p>Handbook Section V, Part E: <i>Define Interoperability Environment</i></p>
<input type="checkbox"/>	<p><b>Evaluate Proposed New Frequencies</b></p> <p><i>*Please Note: Be sure to check your FPR co-channel environment again prior to the execution of your FRA.</i></p>	<p>The TA will mail Frequency Proposal Reports (FPRs) containing the proposed replacement frequencies to the Point of Contact information that the TA has on file or to the contact listed in the FCC's Universal Licensing System (ULS) database.</p> <p>Handbook Section V, Part F: <i>Evaluate Proposed New Frequencies</i></p>

<input type="checkbox"/>	<b>Submit Subscriber Equipment Deployment (SED) Request Form</b>	<p>SED Request Form: <a href="http://www.800ta.org/content/resources/SED_Form.xls">http://www.800ta.org/content/resources/SED_Form.xls</a></p> <p>SED Instructions: <a href="http://www.800ta.org/content/resources/SED_Instructions.pdf">http://www.800ta.org/content/resources/SED_Instructions.pdf</a></p> <p>Handbook Section V, Part G: <i>Submit Subscriber Equipment Deployment (SED) Request Form</i></p>
<input type="checkbox"/>	<b>Prepare a Cost Estimate and submit to Sprint</b>	<p>Handbook Section V, Part H: <i>Prepare a Cost Estimate</i></p> <p>If you have a complex system, you should include a Statement of Work with your Cost Estimate (Handbook pages 72 and 77).</p> <p>Cost Estimate:</p> <ul style="list-style-type: none"> <li>Guidelines for Preparing a Cost Estimate: <a href="http://www.800ta.org/content/resources/Cost_Estimate_Guidelines.pdf">http://www.800ta.org/content/resources/Cost_Estimate_Guidelines.pdf</a></li> <li>Cost Estimate (Schedule C) Form: <a href="http://www.800ta.org/content/resources/Cost_Estimate_(Schedule_C)_Form.doc">http://www.800ta.org/content/resources/Cost_Estimate_(Schedule_C)_Form.doc</a></li> </ul> <p>The TA prepared a standardized bid package that municipal licensees may use when developing solicitations to select vendors to provide reconfiguration services and to obtain firm bids. These documents (Instructions, Requests for Proposal Form, Invitation to Submit a Proposal Form, and Rebanding Agreement between Licensee and Vendor) can be found on the TA's website at <a href="http://www.800ta.org/content/resources/processes.asp#sbp">http://www.800ta.org/content/resources/processes.asp#sbp</a></p>
<input type="checkbox"/>	<b>Negotiate the Frequency Reconfiguration Agreement (FRA) with Sprint</b>	<p>Handbook Section V, Part I: <i>Negotiate the Frequency Reconfiguration Agreement with Sprint</i></p> <p><u>Mediation</u></p> <ul style="list-style-type: none"> <li>Alternative Dispute Resolution (ADR) Plan: <a href="http://www.800ta.org/content/resources/ADR_Plan.pdf">http://www.800ta.org/content/resources/ADR_Plan.pdf</a></li> <li>Request for Mediation Form (<i>if necessary</i>) PDF: <a href="http://800ta.org/content/resources/Mediation_Request_Form.pdf">http://800ta.org/content/resources/Mediation_Request_Form.pdf</a> Word: <a href="http://800ta.org/content/resources/Mediation_Request_Form.doc">http://800ta.org/content/resources/Mediation_Request_Form.doc</a></li> <li>Waiver of Privilege and Confidentiality Form PDF: <a href="http://www.800ta.org/content/resources/Mediation_Confidentiality_Waiver_Form.pdf">http://www.800ta.org/content/resources/Mediation_Confidentiality_Waiver_Form.pdf</a> Word: <a href="http://www.800ta.org/content/resources/Mediation_Confidentiality_Waiver_Form.doc">http://www.800ta.org/content/resources/Mediation_Confidentiality_Waiver_Form.doc</a></li> <li>ADR Fact Sheet for NPSPAC Licensees: <a href="http://www.800ta.org/content/resources/ADR_NPSPAC_Fact_Sheet.pdf">http://www.800ta.org/content/resources/ADR_NPSPAC_Fact_Sheet.pdf</a></li> </ul>
<input type="checkbox"/>	<b>Change Notice Process</b>	<p>Change Notice Process Fact Sheet: <a href="http://www.800ta.org/content/resources/Change_Notify_Process_Fact_Sheet.pdf">http://www.800ta.org/content/resources/Change_Notify_Process_Fact_Sheet.pdf</a></p> <p>Change Notice Form: <a href="http://www.800ta.org/content/resources/Change_Notify_Form.doc">http://www.800ta.org/content/resources/Change_Notify_Form.doc</a></p> <p>Handbook Section V, Part J: <i>Change Notice Process</i></p>



<input type="checkbox"/>	<b>Submit Request for Waiver of Rebanding Completion Deadline</b> <i>(if applicable)</i>	<p>Handbook Section X: <i>Requests for Waiver of the June 26, 2008 Completion Deadline</i></p> <p>Non-border, Canadian border, and Puerto Rico licensees that need to file a request for waiver of the rebanding completion deadline should use the TA's Request for Waiver forms. The forms are available on the TA's website at <a href="http://www.800ta.org/content/resources/forms.asp">http://www.800ta.org/content/resources/forms.asp</a></p>
<input type="checkbox"/>	<b>Review Payment Process &amp; Funding Guidelines</b>	<p>Handbook Section VI: <i>Payment Process</i> Handbook Section VII: <i>Funding Guidelines</i></p> <p>The following TA Policies are available on the TA's website at <a href="http://www.800ta.org/content/resources/tapolicies.asp">http://www.800ta.org/content/resources/tapolicies.asp</a></p> <ul style="list-style-type: none"><li>• Cost Classification Policy</li><li>• Educational Reimbursement Policy</li><li>• Incumbent Labor Reimbursement Policy</li></ul> <p>If you have a payment dispute, you may request mediation.</p> <ul style="list-style-type: none"><li>• Request for Mediation Form</li></ul> <p>PDF: <a href="http://800ta.org/content/resources/Mediation_Request_Form.pdf">http://800ta.org/content/resources/Mediation_Request_Form.pdf</a> Word: <a href="http://800ta.org/content/resources/Mediation_Request_Form.doc">http://800ta.org/content/resources/Mediation_Request_Form.doc</a></p>

## PHASE II: RECONFIGURATION IMPLEMENTATION

After licensees execute a FRA with Sprint 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><b>Reconfiguration Completion Checklist:</b></p>	<p><a href="http://www.800ta.org/content/resources/Reconfiguration_Completion_Checklist.pdf">http://www.800ta.org/content/resources/Reconfiguration_Completion_Checklist.pdf</a></p>
<p><input type="checkbox"/> <b>Begin Implementation Planning &amp; Attend an Implementation Planning Session (IPS)</b> (if applicable)</p> <p><i>*Please note: Public Safety licensees are required to attend an IPS in their region.</i></p>	<p>Preparing for Implementation Fact Sheet: <a href="http://www.800ta.org/content/resources/Preparing_For_Implementation_Fact_Sheet.pdf">http://www.800ta.org/content/resources/Preparing_For_Implementation_Fact_Sheet.pdf</a></p> <p>IPS Preparation Worksheet</p> <ul style="list-style-type: none"> <li>PDF: <a href="http://www.800ta.org/content/resources/IPS_Worksheet.pdf">http://www.800ta.org/content/resources/IPS_Worksheet.pdf</a></li> <li>Word: <a href="http://www.800ta.org/content/resources/IPS_Worksheet.doc">http://www.800ta.org/content/resources/IPS_Worksheet.doc</a></li> </ul> <p>Handbook Section VIII: <i>Reconfiguration Implementation Phase</i>.</p>
<p><input type="checkbox"/> <b>Conduct Subscriber Unit Reconfiguration</b></p>	<p>Subscriber unit reconfiguration involves retuning your subscriber units to add your new frequencies and/or replacing subscriber units that cannot be retuned as provided for in your FRA.</p>
<p><input type="checkbox"/> <b>File FCC Applications for License Modifications</b> (to add new frequencies to your existing license)</p>	<p>Handbook Section VIII, Step 1: <i>File FCC Applications for License Modifications</i></p>
<p><input type="checkbox"/> FCC Grants License Modifications</p>	<p>The activation of the new frequencies in your system cannot commence until the FCC grants these applications.</p> <p>Handbook Section VIII, Step 2: <i>FCC Grants License Modifications</i></p>
<p><input type="checkbox"/> <b>Request Sprint to Clear Frequencies</b></p>	<p>The detailed schedule for clearing by Sprint may be negotiated as part of your FRA, in a Retuning Schedule Letter (RSL), or following an IPS.</p> <p>Channel Clearing Fact Sheet: <a href="http://www.800ta.org/content/resources/Channel_Clearing_Fact_Sheet.pdf">http://www.800ta.org/content/resources/Channel_Clearing_Fact_Sheet.pdf</a></p> <p>Channel Clearing Request Form: <a href="http://www.800ta.org/content/resources/Channel_Clearing_Request_Form.doc">http://www.800ta.org/content/resources/Channel_Clearing_Request_Form.doc</a></p> <p>Channel Clearing Attachment A: <a href="http://www.800ta.org/content/resources/Channel_Clearing_Attachment_A_Form.doc">http://www.800ta.org/content/resources/Channel_Clearing_Attachment_A_Form.doc</a></p> <p>Handbook Section VIII, Step 3: <i>Sprint Clears Frequencies</i></p>

<input type="checkbox"/>	<b>Complete Pre-Reconfiguration Prep Work</b>	<p>Prep work may include facility preparation, system baseline testing (if required), or other activities outlined in your reconfiguration plan.</p> <p>Handbook Section VIII, Step 4: <i>Complete Pre-Reconfiguration Prep Work</i></p>
<input type="checkbox"/>	<b>Reconfigure Infrastructure</b>	<p>Handbook Section VIII, Step 5: <i>Reconfigure Infrastructure and Subscriber Equipment</i></p>
<input type="checkbox"/>	<b>Complete System Cutover</b>	<p>Handbook Section VIII, Step 6: <i>System Cutover</i></p>
<input type="checkbox"/>	<b>Complete Acceptance Testing</b> <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>Coverage Testing Fact Sheet:  <a href="http://www.800ta.org/content/resources/Coverage_Testing_Fact_Sheet.pdf">http://www.800ta.org/content/resources/Coverage_Testing_Fact_Sheet.pdf</a></p> <p>Handbook Section VIII, Step 7: <i>Complete Acceptance Testing</i></p>
<input type="checkbox"/>	<b>Perform Second Touch of Subscriber Units</b> <i>(if necessary)</i>	<p>If provided for in your FRA, this step involves performing a second (or subsequent) touch of your subscriber units to remove the pre-rebanding channels.</p>

## PHASE III: CLOSING

After licensees complete Reconfiguration Implementation, the Closing Phase begins. The objective of the Closing Phase is to execute the final steps and “paperwork” needed to “close” the FRA and fully complete the reconfiguration process. A licensee has not completed reconfiguration until all closing activities required in its FRA are complete. The Closing Phase consists of: (1) completing FCC license applications and other filings; (2) completing equipment reconciliation if replacement equipment is included in the FRA; (3) completing the Actual Cost Reconciliation process; (4) closing the FRA and certifying completion; and (5) maintaining records and documentation.

To Be Completed		Source
<input type="checkbox"/>	<b>Complete FCC License Applications and other filings</b>	Handbook Section IX, Step 1: <i>Complete FCC Surrender Applications and Other Filings</i>
<input type="checkbox"/>	<b>Complete Equipment Reconciliation</b>	Equipment reconciliation includes the true up of loaned, replaced, and replacement equipment. You must return all loaned equipment and replaced equipment to Sprint (or in some instances, Motorola).  Handbook Section IX, Step 2: <i>Licensee and Sprint Complete True Up</i>
<input type="checkbox"/>	<b>Complete the Actual Cost Reconciliation (ACR) process</b>	During the ACR process, you provide Sprint with supporting documentation for the actual costs incurred for your reconfiguration, and Sprint validates the costs incurred and performs a true-up of the actual costs as compared to the estimated costs in the FRA.  <u>Actual Cost Reconciliation Fact Sheet:</u> <a href="http://www.800ta.org/content/resources/ACR_Fact_Sheet.pdf">http://www.800ta.org/content/resources/ACR_Fact_Sheet.pdf</a>  <u>Change Notice Process</u> (see above: <a href="#">Change Notice Process</a> )  Handbook Section IX, Step 2: <i>Licensee and Sprint Complete True Up</i>
<input type="checkbox"/>	<b>Close the FRA</b>	Closing the FRA involves the preparation, execution, and delivery of the closing documents, including certifications.  Handbook Section IX, Step 3: <i>Licensee and Sprint Certify Completion</i>
<input type="checkbox"/>	<b>Licensee and Sprint Certify Completion</b>	You must sign and submit an FRA Completion Certification  Handbook Section IX, Step 3: <i>Licensee and Sprint Certify Completion</i>
<input type="checkbox"/>	<b>Maintain Records and Documentation</b>	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.  <u>Actual Cost Reconciliation Fact Sheet:</u> <a href="http://www.800ta.org/content/resources/ACR_Fact_Sheet.pdf">http://www.800ta.org/content/resources/ACR_Fact_Sheet.pdf</a>  Handbook Section IX, Step 4: <i>Maintain Records and Documentation</i>