

Reconfiguration Phases: Process Guide and Checklist

OVERVIEW: 800 MHz RECONFIGURATION

The TA has organized the reconfiguration process and all associated activities into three phases: a Planning and Negotiation Phase, a Reconfiguration Implementation Phase, and a Closing Phase.

This process guide goes through the steps involved in order to complete each of these three phases. It also provides information about resources and guidance to assist you with these 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	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"> • PDF: http://www.800ta.org/content/resources/POC_Form.pdf • Word: http://www.800ta.org/content/resources/POC_Form.doc Handbook Section V, Part A: <i>Complete Point of Contact Form</i>
<input type="checkbox"/> Contact Sprint Nextel to initiate negotiations	A Sprint Nextel Representative should contact you to initiate negotiations. Licensees may contact Sprint Nextel directly to initiate negotiations by sending an email to 800MHZBANDRECONFIGURATION@Sprint.com , or by sending a fax to 678-405-8252.



<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, you can enter into a Planning Funding Agreement (PFA) with Sprint Nextel. See below for a discussion about completing a Request for Planning Funding.</p> <p>Please see 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>; 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><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 Cost Metrics:</u> http://www.800ta.org/content/resources/PFA_Metrics.pdf</p> <p><u>RFPF and Statement of Work (SOW)</u></p> <ul style="list-style-type: none"> • RFPF Checklist: http://www.800ta.org/content/resources/RFPF_Checklist.pdf • RFPF Instructions: http://www.800ta.org/content/resources/RFPF_Instructions.pdf • RFPF Form / Template: http://www.800ta.org/content/resources/RFPF_Form.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	<u>Interoperability Fact Sheet:</u> http://www.800ta.org/content/resources/Interoperability_Fact_Sheet.pdf Handbook Section V, Part E: <i>Define Interoperability Environment</i>
<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>	The TA will mail Frequency Proposal Reports (FPRs) containing the proposed replacement frequencies to the Point of Contact information we have on file or to the contact listed in the FCC's Universal Licensing System (ULS) database at the start of the negotiation period for your Wave and Stage (Channels 1-120 or NPSPAC). <u>FPR Fact Sheets:</u> <ul style="list-style-type: none"> • Canadian Border Region B/ILT or SMR Call Signs: http://www.800ta.org/content/resources/FPR_CBR_BILT_SMR_Fact_Sheet.pdf • Canada Border Region Public Safety Call Signs: http://www.800ta.org/content/resources/FPR_CBR_PS_Fact_Sheet.pdf • Non-Border Non-NPSPAC Call Signs: http://www.800ta.org/content/resources/FPR_Non_NPSPAC_Fact_Sheet.pdf • Non-Border NPSPAC Call Signs: http://www.800ta.org/content/resources/FPR_NPSPAC_Fact_Sheet.pdf Handbook Section V, Part F: <i>Evaluate Proposed New Frequencies</i>
<input type="checkbox"/>	Submit Subscriber Equipment Deployment (SED) Request Form	SED Request Form: http://www.800ta.org/content/resources/SED_Form.xls <u>SED Instructions:</u> http://www.800ta.org/content/resources/SED_Instructions.pdf Handbook Section V, Part G: <i>Submit Subscriber Equipment Deployment (SED) Request Form</i>
<input type="checkbox"/>	Prepare a Cost Estimate and submit to Sprint Nextel	If you have a complex system, you should include a Statement of Work with your Cost Estimate (Handbook, pp. 72, 77) <u>Cost Estimate:</u> <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 Licensee 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 (<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 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 Alternative Dispute Resolution (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 I: <i>Negotiate the Frequency Reconfiguration Agreement with Sprint Nextel</i></p>
<input type="checkbox"/>	<p>Change Notice Process</p>	<p><u>Change Notice Process Fact Sheet:</u> http://www.800ta.org/content/resources/Change_Notice_Process_Fact_Sheet.pdf</p> <p><u>Change Notice Form:</u> http://www.800ta.org/content/resources/Change_Notice_Form.doc</p> <p>Handbook Section V, Part J: <i>Change Notice Process</i></p>
<input type="checkbox"/>	<p>Submit Request for Waiver of Rebanding Completion Deadline (<i>if applicable</i>)</p>	<p>Handbook Section X: <i>Requests for Waiver of the June 26, 2008 Completion Deadline</i></p> <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.doc</p>
<input type="checkbox"/>	<p>Review Payment Process & Funding Guidelines</p>	<p>Handbook Section VI: <i>Payment Process</i></p> <p>Change Notice Forms and Procedures (<i>see above: Change Notice Process</i>)</p> <p><u>Funding Guidelines</u></p> <ul style="list-style-type: none">• Handbook Section VII: <i>Funding Guidelines</i>• 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 <p>If you have a payment dispute, you may request mediation.</p> <ul style="list-style-type: none">• Request for Mediation Form (<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

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 required to attend an IPS in their region</i></p>	<p><u>Preparing for Implementation Fact Sheet:</u> 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>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"/> Request Sprint Nextel to Clear Frequencies</p>	<p>The detailed schedule for clearing by Sprint Nextel 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>Handbook Section VIII, Step 3: <i>Sprint Nextel Clears Frequencies</i></p>



<input type="checkbox"/>	Complete Pre-Reconfiguration Prep Work	Handbook Section VIII, Step 4: <i>Complete Pre-Reconfiguration Prep Work</i>
<input type="checkbox"/>	Reconfigure Infrastructure and Subscriber Equipment	Handbook Section VIII, Step 5: <i>Reconfigure Infrastructure and Subscriber Equipment</i>
<input type="checkbox"/>	Complete System Cutover	Handbook Section VIII, Step 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><u>Coverage Testing Fact Sheet:</u> http://www.800ta.org/content/resources/Coverage_Testing_Fact_Sheet.pdf</p> <p>Handbook Section VIII, Step 7: <i>Complete Acceptance Testing</i></p>

PHASE III: CLOSING PHASE

After licensees complete Reconfiguration Implementation, the Closing Phase begins. The Closing Phase addresses the administrative aspects of completing the 800 MHz Band reconfiguration. The Closing Phase consists of: (1) completing FCC license applications and other filings; (2) completing the true-up; (3) certifying completion; and (4) maintaining records and documentation.

To Be Completed		Source
<input type="checkbox"/>	Complete FCC License Applications and other filings	Handbook Section IX, Step 1: <i>Complete FCC Surrender Applications and Other Filings</i>
<input type="checkbox"/>	Complete True Up with Sprint Nextel	<p>Actual Cost Reconciliation Fact Sheet: http://www.800ta.org/content/resources/ACR_Fact_Sheet.pdf</p> <p><u>Change Notice Process</u> (see above: <i>Change Notice Process</i>)</p> <p>Handbook Section IX, Step 2: <i>Licensee and Sprint Nextel Complete True Up</i></p>
<input type="checkbox"/>	Licensee and Sprint Nextel Certify Completion	Handbook Section IX, Step 3: <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>Actual Cost Reconciliation Fact Sheet: http://www.800ta.org/content/resources/ACR_Fact_Sheet.pdf</p> <p>Handbook Section IX, Step 4: <i>Maintain Records and Documentation</i></p>