



Instructions for Submitting a Subscriber Equipment Deployment Request

The Subscriber Equipment Deployment (SED) initiative is designed to speed the completion of the reconfiguration of the 800 MHz band in accordance with Federal Communications Commission requirements. The 800 MHz Transition Administrator, LLC (“TA”) developed this initiative in consultation with the Public Safety community, Sprint Nextel, and other affected program stakeholders. This initiative enables licensees to obtain replacement equipment, software upgrade kits, and associated services in advance of negotiating the costs to reconfigure radio infrastructure. The Subscriber Equipment Deployment (SED) initiative will enable licensees to jump-start the reconfiguration implementation for their 800 MHz band system by providing licensees the option of replacing and/or reprogramming subscriber equipment and commencing other implementation activities prior to the negotiation of the terms of the reconfiguration of system infrastructure. Participation in this initiative is optional; however, the TA recommends that all licensees – especially those with large fleets of subscriber units – that have not yet executed an Frequency Reconfiguration Agreement (FRA), including those in planning or mediation, evaluate the benefits of participation.

How To Participate

Step 1: *Complete a Subscriber Equipment Deployment Request Form, available at http://www.800TA.org/content/resources/SED_Form.xls, and submit it to the TA.*

- a. This document identifies the equipment and labor required to complete the subscriber deployment. Refer to the “Level of Effort Guidance” section below for more information.
- b. Email (comments@800TA.org) or fax (**1-888-701-4380**) the completed Subscriber Equipment Deployment Request Form to the TA. The TA will record your request (for tracking purposes only) and immediately forward it to Sprint Nextel.

Step 2: *Enter into an agreement with Sprint Nextel that covers the terms, conditions, and costs of the deployment.*

A Sprint Nextel representative will contact you to finalize the terms, conditions, and costs of your Subscriber Equipment Deployment once they have received your request. The parties will negotiate an FRA that includes only those cost elements and associated work schedules that relate to subscriber equipment deployment. Once an FRA is in place, all additional costs agreed to by the licensee and Sprint Nextel that are associated with reconfiguration of infrastructure will be included in an amendment to the FRA. Licensees are not obligated to negotiate a “subscriber-only” FRA if they have already prepared a full Cost Estimate for reconfiguration that includes infrastructure costs and are prepared to negotiate all aspects of their reconfiguration. In this case the terms of subscriber equipment deployment would be included in all inclusive FRA. **Licensees should determine which option would best expedite their reconfiguration.** In either case, parties will enter into a single FRA, but will have the flexibility to negotiate the subscriber equipment deployment and infrastructure cost components of the FRA separately.

To expedite negotiations, the TA has developed, based on discussions with stakeholders and its own experience, a set of activities and levels of effort (LOE, or time per task) associated with the deployment of subscriber units that the TA considers presumptively reasonable and prudent. Accordingly, the TA will approve subscriber equipment deployment FRAs that provide for levels of effort that conform to those established as presumptively reasonable, except in extraordinary circumstances. Similarly, Sprint Nextel will accept, without further negotiation, subscriber equipment deployment requests that conform to these levels. Licensees will be required to certify that their subscriber equipment costs are the "minimum necessary" to provide facilities comparable to those presently in use.

Level of Effort (LOE) Guidance

The TA recognizes that each system is unique, and in some cases the suggested LOE number may not be suitable for some tasks. The standards suggested here may be lower or higher than what is actually required by the licensee for a particular vehicle or other situation. ***Each licensee should request only the minimum hours required to complete a task based on their network.*** If this time is less than the suggested LOE, further justification is not required. For the tasks listed on the form, for which your LOE exceeds the suggested standard, that is presumed to be reasonable, the licensee must justify the additional time required. The justification should provide the specific factors that drive an increase in effort. If the task can be broken into sub-tasks, list those and the estimated time to complete each. For specialty vehicles (such as motor graders and boats, among others), add lines to the special vehicle section (item 1d) and list the vehicle type and include a brief description of the installation type, LOE, labor rate, and total cost. Licensees should explain the LOE required to Sprint Nextel. Below are hypothetical examples:

- **Example 1:** A licensee has one or more fire engines with a remote mount radio and dual control heads. The presumed reasonable time for these units is:
 1. De-install and re-install – 4.7 hours
 2. Dual control head de-install and re-install – 2.8 hours
 3. De-install and re-install control cable (x2 for dual cables) – 2 hours
 4. Total = 9.5 hours. However, the licensee determined, due to special issues with these vehicles, that the LOE will exceed 9.5 hours so the following justification is needed:

The fire engines requiring replacement mobile units, as determined by the equipment vendor, uses a dual control head setup. One control head is mounted on the dash in the cab of the engine, and the other is mounted in a compartment on the outside of the engine near the pump panel. The radio RT pack is mounted under the seat. The equipment vendor informed the licensee that the replacement mobile units control cables are not compatible the existing control cables. The control cables to each head must be replaced. The cable to the in-cab head routes under the floor mat and needs only normal time to replace. The control cable to the outside head is difficult to remove and replace because several panels must be removed, the cable is routed out of the cab and under the engine and then back into compartments by the pump panel. This requires two installers to accomplish.

Sub-Tasks:

- Remove seat – x hours
 - Remove and install radio pack and power leads - x hours
 - Remove old in-cab control cable, install new in-cab control cable and remove/install in-cab control head – x hours
 - Remove old outside control cable, install new outside control cable and remove/install outside control head – x hours
 - Install seat – x hours
- **Example 2:** Template modifications – Licensee’s system supports five departments that have five different masks. Each mask has programmed into it 185 talk groups plus the NPSPAC mutual aid channels. Each talk group also has a fail-soft channel assigned. This configuration allows the five templates to support various sub groups in each department without requiring many different templates. The current masks were developed with DOS- based software and the new replacement models use entirely different Windows-based software. The conversion is a manual process and requires x hours to complete. There are no additional masks with simpler modifications to reduce the average time.

While the Subscriber Equipment Deployment initiative provides the option to enter into “subscriber-only” agreements, as an aid to expediting reconfiguration, all parties are reminded that they must complete the negotiation of the FRA in its entirety, for both subscriber equipment and infrastructure, in accordance with the established band reconfiguration schedule. Most licensees that have not yet executed an FRA, nor expect to execute an FRA within the next 60 days, may benefit from a separate agreement for Subscriber Equipment Deployment. Each licensee should determine the option that will best expedite its reconfiguration. For additional information, contact the TA at comments@800TA.org

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 LLP, 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.