RFPF Review Checklist

This checklist provides guidance that will assist you in conducting an assessment of your Request for Planning Funding (RFPF) prior to submitting the RFPF documents to the TA. Refer to the RFPF Instructions available on the TA's website at http://800ta.org/content/resources/RFPF_Instructions.pdf for detailed instructions on completing the RFPF Form and corresponding Statement of Work (SOW).

Did you:

❑ Use RFPF Form #2.7 or 2.8?

❑ Include all licensee information? (page 2)

❑ Include all call signs subject to reconfiguration? (page 2)

❑ Note if the RFPF included all call signs that needed to be reconfigured and if not, provide an explanation? (page 2)

❑ Complete all cells in the Summary of All Costs Table – noting "$0" or "N/A" where appropriate? (page 3)

❑ Provide relative start and end dates for completion of planning activities? (page 4)

❑ Provide requested contact information? (page 5) (If you are the new Point of Contact (POC) for your organization or if the POC has changed, please download a Point of Contact Form from the TA's website (PDF or Word version), fill out the form, and submit it to the TA either via email to comments@800ta.org or via fax to 1-888-701-4380)

❑ Complete all Planning Cost Category tables and provide descriptions of activities/tasks? (in pages 6 through 13)

❑ Ensure consistency of cost entries and vendor names in the Summary of All Costs Table (page 3) and the information in the internal and vendor tables throughout the document?

o   If a Vendor cost has been attributed to a task, you must delineate the work to be performed by each specific Vendor and name the Vendor performing the work.

o   If an Expense is included, identify what the expense is for (examples include airfare, car rental, lodging and meals for four day trip for 1 person)

❑ Provide relative start and end dates for completion of planning activities for each Planning Cost Category activity/task? (in pages 6 through 13)

❑ Include a narrative system description consistent with the system description table and relevant SOW sections? (page 6) (If planning costs are included for multiple systems, please describe each system in detail and provide call signs associated with each system. Call signs must reflect those on page 2)

❑ Describe the type of system (*i.e.*, trunked, simulcast technology) and manufacturer's name? (page 6)

❑ Provide the number of mobiles/portables on the system that are impacted by rebanding? Do total mobile and portables noted match total number of subscriber units? If they don't match, why not? (pages 3 and 6)

❑ Describe the need for co-channel/adjacent-channel analysis if funds are requested? (page 7)

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- ❑ Provide justification in accordance with the guidance for an Intermodulation Study, if requested? (page 7)

- ❑ Infrastructure Inventory: Does the licensee describe the items (*e.g.*, antennas, duplexers, base stations) that will be inventoried and the information that will be collected? (begins on page 8)

- ❑ Interoperability Planning: If requested, does the licensee describe the planning tasks required to determine the methodology and costs to insure the interoperability environment remains in operation throughout the reconfiguration process? (page 9) (Provide a description of the scope of the interoperability planning in this section)

- ❑ Site Reconfiguration: If requested, does the licensee describe the planning tasks to reconfigure each site (*e.g.*, an overall method of procedure to complete reconfiguration)? (page 9)

- ❑ Describe how legal activities requested help in planning and why the work is necessary? Clearly differentiate between legal support for planning and for FRA negotiations (if requested) (pages 10,11 and 12)

- ❑ Describe the project management structure, including types of resources and roles? (page 12)

- ❑ Document and justify any "Other" costs? (page 13) (Only costs which are not covered under another specific category should be listed as "Other." Provide a description of the "Other" cost.)

- ❑ Correctly calculate all costs?

- ❑ Accurately record all total costs listed throughout the document in the Summary of All Costs Table? (page 3)

- ❑ Include only planning-related activities and costs (holding all reconfiguration implementation-related activities and costs for the Cost Estimate for the FRA)?