

Request for Planning Funding (RFPF) Form

To facilitate review of your RFPF and to expedite the process to secure planning funding, please review the RFPF guidance thoroughly. RFPF submission must adhere to TA guidance – any deviation will slow the RFPF review process. Guidance documents are available at <http://www.800ta.org/content/resources/processes.asp#rfpf>.

The TA has developed the following documents to assist RFPF preparation:

- Instructions – http://www.800ta.org/content/resources/RFPF_Instructions.pdf
- Samples of completed RFPFs for Small and Medium/Large systems – http://www.800ta.org/content/resources/Sample_SOW_Large_Medium.pdf or http://www.800ta.org/content/resources/Sample_SOW_Small.pdf
- Planning Funding Agreement (PFA) Fast Track Fact Sheet – http://www.800ta.org/content/resources/PFA_Fast_Track_Fact_Sheet.pdf
- **Planning Funding Metrics** – To assist public safety licensees with the preparation of planning cost estimates and to expedite the process of negotiating PFAs with Sprint Nextel, the TA has published a set of cost metrics that identify typical licensee planning costs and rates in approved PFAs, based on system size. The metrics are available on the TA's website at: http://www.800ta.org/content/resources/PFA_Metrics.pdf

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Licensee Information

Licensee Organization Name:

Licensee City, State and Zip:

800 MHz Call Signs			
Call Sign (one call sign per cell)	Two-Letter Service Code	Call Sign Expiration Date	Licensee Name

Note: To add additional rows, place the cursor in the last box and press the "Tab" key.

Please do NOT include any call signs not requiring reconfiguration according to the FCC's *Report and Order*. Does this request include all call signs that are to be reconfigured?

- Yes
- No

If not, please identify which call signs are not included and explain below.

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Summary of All Costs Table

Pursuant to the FCC's mandated 800 MHz band reconfiguration, the incumbent licensee is required to reconfigure its system and requests that Sprint Nextel fund its estimated system reconfiguration planning costs, as outlined in the table below:

Planning Cost Category	Name of Internal and Vendor Service Provider(s)	Total Internal Costs (not to exceed)	Total Vendor Costs (not to exceed/firm fixed price)	Expenses	TOTAL (Internal Labor Costs + Vendor Costs + Expenses)	% of Total Cost ([Category Total / Total Estimated Planning Costs] x 100)
Frequency Analysis						%
System Inventory						%
Engineering and Implementation Planning						%
Legal Costs Associated with Planning Funding Agreement						%
Legal Costs Associated with Frequency Reconfiguration Agreement (optional)						
Project Management						%
Other						%
Total Estimated Planning Costs						Total=100%

Note: Ensure all costs and expenses are consistent between this table and the supporting SOW.

Note: If 0% is indicated for any Planning Cost Category, it is assumed that the licensee is not seeking planning funding for this activity.

Total Number of Subscriber Units (Guidelines regarding which Subscriber Units should be included in your count appear in the RFPF Instructions on page 9): # _____

Note: Since the Fast Track Option uses a \$55 per subscriber unit rate as a proxy for all other planning funding costs, licensees are reminded to provide a reliable, good faith estimate of the number of units.

Total Cost Per Unit (Total Estimated Planning Cost/Total # Subscriber Units): \$ _____

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<i>Timeline for Completion of Planning Activities</i>	
<i>Start Date</i>	<i>End Date</i>

Note - This form is not complete without supporting documentation substantiating the above estimates. Please see the detailed instructions and the Reconfiguration Handbook at www.800TA.org for additional information.

Licensee Certifications and Contact Information

1. I, licensee, have included all known planning costs for the call signs identified on page 2. Should additional costs be identified during negotiations, the estimate for those costs will be provided to Sprint Nextel and agreed to before submitting a PFA to the TA for final review.

Yes

No

2. Did you submit an Expansion Band Election Form to remain in the Expansion Band?

Yes

No

Name (print):

Title:

Phone Number:

Email:

Licensee Signature

Date

Note - If you have not returned a Point of Contact form to the TA, please do so immediately. The form is available at http://www.800ta.org/content/resources/POC_Form.pdf or http://www.800ta.org/content/resources/POC_Form.doc.

Statement of Work (SOW) Supporting RFPF

Licensee Organization Name:

Licensee City, State and Zip:

1.0 System Description

Narrative System Description:

<Insert detailed description including type of technology, age of system, etc.>

Table System Description:

<Please verify numbers provided below match narrative description provided above *and details provided in RFPF and SOW.*>

<u>System Description</u>	
Number of <u>mobile</u> units used for day-to-day communications covered by this RFPF (used to calculate per unit cost); include control stations and SCADA units	
Number of <u>portable</u> units used for day-to-day communications covered by this RFPF	
Number of channels covered by this RFPF (exclude channels not to be reconfigured)	
Number of sites to be inventoried under this RFPF	
Number of entities using the 800 MHz system being reconfigured	

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2.0 Frequency Analysis
2.1 Co-channel/Adjacent Channel Analysis

<Please insert detailed description here>

2.2 Combiner and Receiver Multi-coupler Suitability

<Please insert detailed description here>

2.3 Intermodulation Study
Helpful Hint:

- Intermodulation Studies (IM) are necessary only under limited circumstances. To request an IM for a site, the licensee must believe that at least one of the three criteria, as described in the RFPF Form/Instructions, is present within their environment. To qualify for funding, the condition(s) must be indicated in the RFPF Form.

<Please insert detailed description>

Qualifying Scenarios	Suspected (yes/no)	Site(s) Affected (if known)
Location with two or more co-site transmitters with potential to impair base station receivers.	<Yes/No>	<Site Name(s)>
Licensee's fixed receive antenna is proximate to a transmitting antenna other than your own.	<Yes/No>	<Site Name(s)>
Landlords or site managers of shared transceiver sites requiring an analysis of the IM environment as part of site agreements when changing transmitting frequencies.	<Yes/No>	<Site Name(s)>

2.4 Other Frequency and Interference Analysis

<Please insert detailed description>

Frequency and Interference Analysis deliverables include:

Deliverables	Estimated Date of Completion
<Insert Deliverable>	<Date>
<Insert Deliverable>	<Date>
<Insert Deliverable>	<Date>

Internal Labor Table

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Labor Name
Frequency and Interference Analysis							

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The Official Reconfiguration Manager

Co-channel Analysis							
Combiner Suitability							
Intermodulation Study							
Other Frequency and Interference Analysis							
Total Internal Cost							

Vendor Labor Table

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Vendor Name
Frequency and Interference Analysis							
Co-channel Analysis							
Combiner Suitability							
Intermodulation Study							
Other Frequency and Interference Analysis							
Total Vendor Cost							

Note - If a task includes both hard and transactional costs in the table, please include a separate row for each applicable subtask and provide details in the description section.

3.0 System Inventory
3.1 Infrastructure Inventory

<Please insert detailed description>

3.2 Subscriber Inventory

<Please insert detailed description>

System Inventory deliverables include:

Deliverables	Estimated Date of Completion
<Insert Deliverable>	<Date>
<Insert Deliverable>	<Date>
<Insert Deliverable>	<Date>

Internal Labor Table

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Labor Name
System Inventory							

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Infrastructure Inventory							
Subscriber Inventory							
Total Internal Cost							

Vendor Labor Table

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Vendor Name
System Inventory							
Infrastructure Inventory							
Subscriber Inventory							
Total Vendor Cost							

Note - If a task includes both hard and transactional costs in the table, please include a separate row for each applicable subtask and provide details in the description section.

4.0 Engineering/Implementation Planning

Helpful Hint:

- Include activities and costs associated with developing your Implementation Plan and Cost Estimate.
- **Drive or coverage/acceptance testing is considered part of reconfiguration implementation, not planning!** These tests are done immediately before and after system cutover to new channels, and should not be part of planning requests.

4.1 Interoperability Planning

<Please insert detailed description>

4.2 Site Reconfiguration Planning

<Please insert detailed description>

4.3 Retune/Reprogram/Replace Determination

<Please insert detailed description>

Engineering/Implementation Planning deliverables include:

Deliverables	Estimated Date of Completion
Implementation Plan	<Date>
Cost Estimate	<Date>
<Insert Deliverable>	<Date>

Internal Labor Table

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Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Labor Name
Engineering/ Implementation Planning							
Interoperability Planning							
Site Reconfiguration Planning							
Retune/Reprogram/ Replace Determination							
Total Internal Cost							

Vendor Labor Table

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Vendor Name
Engineering/ Implementation Planning							
Interoperability Planning							
Site Reconfiguration Planning							
Retune/Reprogram/ Replace Determination							
Total Vendor Cost							

Note - If a task includes both hard and transactional costs in the table, please include a separate row for each applicable subtask and provide details in the description section.

5.0 Legal Costs (Limited to attorney’s fees, no project management costs)

Helpful Hint:

- If desired, you may include legal costs related to negotiating an FRA either in the planning request or in the Cost Estimate for an FRA.
- All legal costs are subject to the guidelines outlined in the TA’s Cost Classification Policy.

5.1 PFA Negotiations

<Please insert detailed description>

5.2 PFA Contract Review

<Please insert detailed description>

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5.3 FRA Negotiations (optional)

<Please insert detailed description>

5.4 FRA Contract Review (optional)

<Please insert detailed description>

Internal Labor Table - PFA

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Labor Name
Legal (PFA)							
PFA Legal Advice							
PFA Negotiations*							
PFA Contract Review							
Total Internal Cost							

*Negotiations not applicable for Fast Track

Vendor Labor Table - PFA

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Vendor Name
Legal (PFA)							
PFA Legal Advice							
PFA Negotiations*							
PFA Contract Review							
Total Vendor Cost							

*Negotiations not applicable for Fast Track

Internal Labor Table - FRA

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Labor Name
Legal (FRA)							
FRA Legal Advice							
FRA Negotiations							
FRA Contract Review							
Total Internal Cost							

Vendor Labor Table - FRA

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Vendor Name
Legal (FRA)							
FRA Legal Advice							

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FRA Negotiations							
FRA Contract Review							
Total Vendor Cost							

Note - If a task includes both hard and transactional costs in the table, please include a separate row for each applicable subtask and provide details in the description section.

6.0 Project Management

Helpful Hint:

- Non-project management activities, such as the activities included in developing an Incumbent’s Implementation Plan and Cost Estimate, should not be included in the project management description or associated costs.
- Improperly categorizing project management costs could drive up the percentage of total that includes project management. This could make you ineligible for the Fast Track Option.

6.1 Planning Support

<Please insert detailed description>

6.2 Negotiations Support

<Please insert detailed description>

Project Management deliverables include:

Deliverables	Estimated Date of Completion
<Insert Deliverable>	<Date>
<Insert Deliverable>	<Date>
<Insert Deliverable>	<Date>

Internal Labor Table

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Labor Name
Project Management							
Planning Support							
Negotiations Support*							
Total Internal Cost							

*Negotiations support expected to be minimal or not applicable for Fast Track

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Vendor Labor Table

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Vendor Name
Project Management							
Planning Support							
Negotiations Support*							
Total Vendor Cost							

*Negotiations support expected to be minimal or not applicable for Fast Track

Note - If a task includes both hard and transactional costs in the table, please include a separate row for each applicable subtask and provide details in the description section.

7.0 Other

Other deliverables include:

<Please insert detailed description>

Deliverables	Estimated Date of Completion
<Insert Deliverable>	<Date>
<Insert Deliverable>	<Date>
<Insert Deliverable>	<Date>

Internal Labor Table

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Labor Name
Other (explain)							
Total Internal Cost							

Vendor Labor Table

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Vendor Name
Other (explain)							
Total Vendor Cost							

Note - If a task includes both hard and transactional costs in the table, please include a separate row for each applicable subtask and provide details in the description section.

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