

## How to Obtain Planning Funding

If you require funding for activities associated with planning for reconfiguration, you should submit a Request for Planning Funding (RFPF) Form to the 800 MHz Transition Administrator, LLC (TA), including a formal Statement of Work (SOW) in support of the request, and enter into a Planning Funding Agreement (PFA) with Sprint. The objective of the RFPF process is to determine all tasks necessary to plan the reconfiguration of the licensee's radio system, including cost data for all planning tasks. The RFPF Form, together with supporting documentation, will serve as the basis for requesting funding from Sprint for reconfiguration planning activities.

The objective of the planning process is to determine all tasks necessary to reconfigure the licensee's radio system. This will include cost data for all reconfiguration implementation tasks. The primary deliverables coming out of the planning stage are the Implementation Plan and the Cost Estimate (an estimate of the costs associated with the reconfiguration of the licensee's radio system). A Cost Estimate is needed to begin the negotiations of a Frequency Reconfiguration Agreement (FRA) with Sprint.

Specific planning activities required will vary based on the size and scope of your existing system. The TA does not recommend a PFA for all licensees. In particular, for licensees with fewer than 500 subscriber units or less than 30 business days of resource effort for planning, the TA encourages licensees to consider including planning costs with reconfiguration costs in the Cost Estimate included in the FRA.

All planning costs, whether submitted for approval in the RFPF or Cost Estimate, must be reasonable and prudent expenses directly related to the retuning of an 800 MHz system. Licensees must certify that the costs are the minimum necessary to provide facilities comparable to those presently in use.

### RFPF Deadline for Licensees Along the U.S.-Mexico Border

On April 1, 2013, the Federal Communications Commission's (FCC's) Public Safety and Homeland Security Bureau (PSHSB) released a Fifth Report and Order (Fifth R&O) adopting a reconfigured channel plan for the 800 MHz band along the U.S.-Mexico border. The PSHSB provided that Mexican border licensees seeking funding planning should submit an RFPF on or before August 23, 2013. Mexican border licensees should use RFPF Form version 2.7 or later.

### PFA Fast Track Option

The PFA Fast Track Option (Fast Track) provides a means for licensees and Sprint to streamline their efforts to execute a PFA without undertaking a detailed cost element by cost element negotiation. Fast Track does not require different action on your part when submitting your RFPF. Rather, it allows licensees, whose RFPF submissions meet certain guidelines, to more quickly secure planning funding. To qualify for the Fast Track Option, the licensee must be able to determine a reasonably accurate subscriber unit count. In addition, the following guidelines should be met:

- The total planning funding request should equate to \$55 or less per subscriber unit
- The total legal costs should be 8% or less of the total request<sup>1</sup>
- The total costs for project management should be 25% or less of the total request<sup>1</sup>

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<sup>1</sup> If the RFPF includes estimated costs listed in Section 7.0 – "Other Costs" on the form, then the TA reserves the right to determine if some or all of these costs are related to legal or project management tasks. Any costs determined to be legal or project management costs will be recategorized as such for the purposes of evaluating the RFPF's eligibility for Fast Track.

If all of these guidelines are met, and the TA has approved the RFPF submission for conformance with program guidelines (including that the costs are reasonable and prudent expenses directly related to the retuning of an 800 MHz system), Sprint will incorporate it into a PFA.

Standard PFA Negotiation Process (Non-Fast Track Submissions)

If the RFPF submission does not qualify for Fast Track, the RFPF will follow the standard PFA negotiation process.

Mexican border licensees will commence PFA negotiations with Sprint after the RFPF is determined to be complete (further detail appears in the “RFPF Submission and Review Process” section below). You and Sprint will have 30 days from submittal of a complete RFPF to negotiate a PFA. If, at the end of the 30-day negotiation period, a PFA has not been submitted to the TA, then you and Sprint will participate in mediation for 20 working days.

RFPF Submission and Review Process

For Non-Fast Track RFPF Submissions:

1. Submit a completed RFPF Form and SOW to the TA via fax to **888-701-4380** or via email to [comments@800TA.org](mailto:comments@800TA.org) (with an email subject line that includes “RFPF Submission” and the name of the licensee or agency).
2. For RFPFs submitted before August 9, 2013, the TA will validate the completeness of the information in the RFPF Form and confirm that supporting documentation conforms to the TA’s RFPF instructions and contains an appropriate level of detail. **This initial review does not represent TA approval of the proposed planning activities and costs or TA acceptance of the rates. All planning activities and costs, including rates identified, are subject to negotiations between Sprint and the licensee.** Once the request is reviewed by the TA and determined to conform to the RFPF instructions, the TA will forward the RFPF to Sprint, with a communication to both parties that they should begin PFA negotiations.
3. For RFPFs submitted on or after August 9, 2013, the TA Mediator will forward the RFPF to Sprint to review whether it is sufficiently complete to enable you and Sprint to engage in PFA negotiations, pursuant to the procedures in section 8.H of the TA’s Alternative Dispute Resolution (ADR) Plan (Version 1.9). The ADR Plan is available on the TA’s website at [http://www.800ta.org/content/resources/ADR\\_Plan.pdf](http://www.800ta.org/content/resources/ADR_Plan.pdf).
4. You and Sprint will have 30 days from submittal of a complete RFPF to negotiate a PFA. A TA Mediator will monitor the negotiations.
5. If, at the end of the 30 day period, a PFA has not been submitted to the TA, you and Sprint will participate in mediation for 20 working days. If you do not reach agreement during the mediation period, the TA will refer any remaining disputed issues to the PSHSB within 10 days after the close of the mediation period. Additional information about the mediation process can be found in the TA’s ADR Plan.
6. Once an agreement is reached on your planning funding and payment terms, Sprint will prepare a PFA for your review. You will sign the PFA (and minimum cost certification) and return it to Sprint. The RFPF Form and the finalized SOW are required to be included as schedules within the PFA with agreed upon cost amounts and payment terms. Sprint will then forward the PFA to the TA for review.

7. The TA will review the PFA and supporting RFPF. If approved, the TA will return the PFA to Sprint for execution, and payments will be made according to the terms and conditions of the Agreement. If the TA requires additional information during its review, the TA will inform Sprint and/or the licensee. Parties should comply with the TA's instructions in an effort to obtain approval. It is critical that licensees ensure accurate and detailed information is provided in the RFPF Form submitted.
8. Should additional costs be identified during negotiations, the estimate for those costs should be provided to Sprint and agreed to before the final submission of a PFA to the TA for review.

**Note: Once a PFA has been fully executed, if additional planning costs are identified, the licensee should follow the Change Notice process, as outlined in the PFA and the TA's Change Notice Process Fact Sheet.**

For Fast Track RFPF Submissions:

1. Submit a completed RFPF Form and SOW to the TA via fax to **888-701-4380** or via email to [comments@800TA.org](mailto:comments@800TA.org) (with an email subject line that includes "RFPF Submission" and the name of the licensee or agency).
2. The TA will validate that the RFPF meets the guidelines for the Fast Track Option, confirm that the submission conforms to the TA's RFPF instructions, and **ensure that the costs are reasonable and prudent expenses directly related to the retuning of an 800 MHz system.** The TA, during its review, may contact the licensee for additional information regarding the RFPF and the licensee is encouraged to respond to any TA requests as soon as possible so that the TA may complete its review. **If additional planning costs are identified after the RFPF Form is submitted to the TA for review, contact the TA immediately.** The TA will determine the appropriate course of action based on the nature and extent of the additional costs. It is important to note that Fast Track submissions are expected to be complete and accurate in order to facilitate the Fast Track process.
3. After completing its review and determining that the RFPF meets the guidelines for the Fast Track Option, the TA will forward the RFPF to Sprint. Sprint will expeditiously prepare the PFA for the approved amount.
4. If the TA determines the RFPF does not meet the guidelines for the Fast Track Option, but is otherwise complete and conforms to the TA's RFPF instructions, the TA will forward the RFPF to Sprint, with a communication to both parties that they should begin PFA negotiations using the standard PFA negotiation process.
5. You will sign the PFA (and minimum cost certification) and return it to Sprint. Sprint will then forward the PFA to the TA for review.
6. The TA will review the PFA and supporting RFPF. If approved, the TA will return the PFA to Sprint for execution, and payments will be made according to the terms and conditions of the Agreement. If the TA requires additional information during its review, the TA will inform Sprint and/or the licensee. Parties should comply with the TA's instructions in an effort to obtain approval.

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To ensure your RFPF is complete and to supplement the instructions provided in this document, the TA has developed various templates and tools to assist in this process. These include:

- **RFPF Form Template** – This Microsoft Word form outlines areas that may need to be addressed and includes placeholders for data to be easily entered and stored. This template is provided to facilitate the development of an RFPF and SOW. **Use of this template is required to meet TA review guidelines for submitted RFPFs and supporting documentation.**
- **Funding Fact Sheet** – Quick reference aid with additional details and clarifications on the distinctions between the RFPF and Cost Estimate processes.
- **Sample RFPF Packages** – One “completed” RFPF Form and supporting SOW for a fictional licensee reconfiguring a large/medium system and one for a licensee reconfiguring a small system. These samples serve to provide additional insight into the level of detail expected within this process. The samples are not intended to guide the licensee on what may be acceptable activities for their specific system or situation.  
[http://www.800ta.org/content/resources/Sample\\_SOW\\_Large\\_Medium.pdf](http://www.800ta.org/content/resources/Sample_SOW_Large_Medium.pdf) or  
[http://www.800ta.org/content/resources/Sample\\_SOW\\_Small.pdf](http://www.800ta.org/content/resources/Sample_SOW_Small.pdf)
- **PFA Fast Track Fact Sheet** – Reference aid for licensees wishing to pursue the PFA Fast Track Option. [http://www.800ta.org/content/resources/PFA\\_Fast\\_Track\\_Fact\\_Sheet.pdf](http://www.800ta.org/content/resources/PFA_Fast_Track_Fact_Sheet.pdf)
- **Reconfiguration Handbook** – Available on the TA’s website at [http://www.800ta.org/content/resources/reconfiguration\\_handbook.pdf](http://www.800ta.org/content/resources/reconfiguration_handbook.pdf)
- **Planning Funding Cost Metrics** – To assist public safety licensees with the preparation of RFPFs and to expedite the process of negotiating PFAs with Sprint, 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](http://www.800ta.org/content/resources/PFA_Metrics.pdf)

## Instructions for Completing the Request for Planning Funding (RFPF) Form

To facilitate submitting accurate RFPFs and obtaining planning funds, the following instructions must be followed. Any RFPF submitted that does not adhere to the TA's guidance will result in additional review time and requests for information before negotiations commence between the licensee and Sprint.

### Licensee Information

1. Provide identification information – licensee organization name, city, state, zip code.
2. Identify all call signs associated with this request, including the associated two-letter service code, expiration date, and licensee name.
3. Indicate if all call signs, or only a portion, are included in the request. If only a portion of the call signs are included, explain why in the designated area of the Licensee Information Section of the RFPF Form.

### Summary of All Costs Table

This section of the form is used to summarize all requested costs and activities associated with the planning funding request. The following Planning Cost Categories are provided on the form:

- Frequency Analysis – includes costs for activities associated with evaluating the proposed frequency assignments provided by the TA for comparability to existing frequencies, as defined in the FCC's 800 MHz Report and Order.
- System Inventory – includes costs to identify and document inventory to a +/- 5% level of accuracy.
- Engineering and Implementation Planning – includes costs associated with engineering activities to determine implementation planning.
- Legal – includes attorneys' fees necessary to complete a PFA with Sprint. At the option of the licensee, attorneys' fees necessary to complete an FRA with Sprint may also be included in the RFPF.
- Project Management – includes costs to manage the completion of the Planning and Negotiation Phase.
- Other – includes all other necessary planning costs not outlined above. If included, the types of requested costs must be explicitly described in the supporting documents.

All anticipated planning costs must be identified in the RFPF submission.

1. Complete the table identifying the required activities based on the SOW activity details and cost information (note that not all categories may be required for your situation). For each Planning Cost Category:
  - a) In the "Name of Internal and Vendor Service Provider(s)" column, enter "Internal" if you have internal costs for that cost category and enter the name(s) of vendor service providers (company names).
  - b) Enter internal labor estimates based on "not to exceed" maximums. To calculate your internal costs, please refer to the Incumbent Labor Rate Reimbursement Policy ([http://www.800ta.org/content/resources/Incumbent\\_Labor\\_Reimbursement\\_Policy.pdf](http://www.800ta.org/content/resources/Incumbent_Labor_Reimbursement_Policy.pdf)).

- c) Enter vendor costs based on “firm fixed price” or “not to exceed” maximums. **It is the licensee’s responsibility to consolidate all vendor quotes and include all anticipated internal and vendor costs in the RFPF Form submitted to the TA.**
  - d) Enter estimated expenses required to support the Planning Cost Category between both internal and vendor resources.
  - e) Calculate the total of internal costs, vendor costs and expenses.
  - f) Calculate the Percentage of Total Cost column. Some rows, where the Planning Cost Category is not applicable, will be 0%. The sum of the percentages should equal 100%, as noted in the bottom right corner of the table. To calculate:
    - Divide the Total Cost by the Total Estimated Planning Cost
    - Multiply the result by 100 to get the percentage
2. Enter the total number of subscriber units.
- Include those subscriber units that use the system for day-to-day communications.
  - Include units owned by other agencies, but operated on the licensee’s system under an agreement for day-to-day communications.
  - **Do not include** those units that use the system only for mutual aid or interoperability purposes.

**Since the Fast Track Option uses a \$55 per subscriber unit rate as a proxy for all other planning funding costs, licensees are reminded that a reliable, good faith estimate of the number of units is critical to the Fast Track Option. The TA reminds licensees that representations made to the TA are held to the same requirement of truth and candor as representations made to the FCC.**

3. Calculate the Total Cost per Unit by dividing the Total Estimated Planning Costs by the Total Number of Subscriber Units.
4. For each planning cost category, provide supporting documentation in a Statement of Work (SOW). Guidelines for completing the SOW are available in this document on page 8. **The template provided as part of the RFPF Form (available at [http://www.800ta.org/content/resources/RFPF\\_Form.doc](http://www.800ta.org/content/resources/RFPF_Form.doc)) must be used as part of the RFPF submission.** Costs listed in the Summary of All Costs Table must be consistent with costs listed on the corresponding SOW and with vendor SOWs (if a vendor is used). Any inconsistencies between the Summary of All Costs Table and SOW(s) will significantly slow the RFPF review and may require additional information from the licensee.

### Timeline for Completion of Planning Activities

1. Indicate forecasted start and end date for the entire planning process.
2. If your planning schedule is 60 days or more, you must provide a detailed schedule including a Gantt chart that shows each task duration and major milestones. This step is also suggested if your planning schedule is less than 60 days.

Pursuant to the Fifth R&O, a Mexican border licensee must complete planning and submit a Cost Estimate to Sprint within 90 to 110 days after the TA approves its PFA, depending on the number of subscriber units in its system. Licensees with up to 5,000 units will have 90 days to complete planning and submit a Cost Estimate, licensees with 5,001 to 10,000 units will have 100 days, and licensees with more than 10,000 units will have 110 days. Mexican border licensees should ensure that the timeline for completion of planning activities in their RFPF complies with these timeframes.

### Licensee Certifications and Contact Information

1. Indicate whether all known planning costs are included in the submission by selecting either “Yes” or “No.”
2. Indicate whether you submitted an Expansion Band Election Form to remain in the Expansion Band by selecting either “Yes” or “No.”
3. Provide your contact information in the space provided.
4. Sign to acknowledge the information provided above. **Although third parties or contractors may assist with completing the RFPF and SOW, the licensee of record with the FCC must sign the RFPF Form.** The TA reminds licensees that representations made to the TA are held to the same requirement of truth and candor as representations made to the FCC.

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### Documentation Requirements

Payment terms will be addressed in the PFA with Sprint. All supporting planning and reconfiguration documentation is subject to audit by the TA and should be retained by the licensee for a minimum of 24 months from the closing as defined in the PFA.

Advance payments to licensees for estimated internal labor or third-party contractor costs will need to be reconciled with documentation evidencing the actual costs, once incurred. Licensees will be required to submit copies of this documentation evidencing costs incurred, including invoices, receipts, timesheets of internal personnel (not applicable for PFAs structured on a cost per unit basis), documentation supporting internal cost structures/hourly rates (including overhead), statements of work, and vendor contracts. Such documentation will be subject to audit by the TA and the licensee will be required to comply with TA audit requests. A true-up payment for additional approved funding from Sprint, or a refund for excess funding to a licensee, will be made based on the reconciliation of estimated costs to actual costs.

If you have any questions regarding the Request for Planning Funding process, please visit the TA's website at [www.800TA.org](http://www.800TA.org). You may also contact the TA by phone (888-800-8220), by fax (888-701-4380), or by email at [comments@800TA.org](mailto:comments@800TA.org).

## Guidelines for Preparing Supporting Statement of Work (SOW) Included in a Reconfiguration Planning Funding (RFPF) Filing

This section will give guidance to licensees on providing the required SOW documentation. If you require more information on the reconfiguration process, refer to the TA's website at <http://www.800TA.org>.

While each system is unique to some extent, there are many common elements to planning for the reconfiguration of these systems. The TA guidelines in this document address these common elements. For unique planning items not covered in this document, task(s) should be included for each item in Section 7.0 – "Other Costs." This document was designed to include both large complex systems and smaller systems. Not all tasks defined in this document, or level of effort indicated, will be required to plan for all system reconfigurations.

Vendor proposals with details for tasks they are performing can be included in part or attached in full to this SOW. The vendor proposals may be "not to exceed estimates" or "firm fixed price" and should be clearly identified as such. **The licensee is responsible for consolidating all internal and vendor/contractor cost estimates into the TA's RFPF Form (Summary of All Costs Table). Failure to do so will delay processing of your form and may require clarification.**

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The SOW must follow this outline for order of Planning Cost Category and Tasks. Each section contains an Internal Labor and Vendor Labor table to record costs, including expenses. Please record costs in the appropriate table and provide additional details outlining the reason for the expenses. Clearly outline details for all tasks. With the exception of expenses, do not roll up costs into lump sums for tasks. If a task includes both hard and transactional costs, please include a row for each and provide details in the description section. For additional information on cost classification, please refer to the TA's Cost Classification Policy at [http://www.800ta.org/content/resources/Cost\\_Classification\\_Policy.pdf](http://www.800ta.org/content/resources/Cost_Classification_Policy.pdf).

Record total Internal and Vendor costs from the tables throughout the RFPF Form in the Summary of All Costs table at the beginning of the RFPF Form. Provide expense information for each planning cost category within the table. Expenses should also be segmented by internal labor and vendor for each planning cost category.

### 1.0 System Description

Include a narrative description of the complete radio system **and** complete the System Description Table below. The narrative description should include items such as the total number of subscriber units (break this out by mobiles and portables), the total number of channels, the total number of sites, a list of the sites that have equipment that must be inventoried, and the number of entities using the system. For large complex systems, provide a block diagram. Indicate if the system uses trunked and/or simulcast technology. Include the frequencies that are to be reconfigured and indicate if they are used for voice, data or control. Include the geographical size that the system covers. Finally, provide an indication of the age of your system or any other details unique to your system that you considered in pulling together your planning funding request.

It is critical that the licensee review this section of the RFPF, together with the details identified in the System Description Table below, and ensure it is consistent with the information provided by vendors and/or consultants. The TA has found that this has been an area of inconsistency in RFPFs submitted for processing and often results in delays. Inconsistencies will require clarification and slow the process.

For purposes of determining Fast Track eligibility, the number of radios on a system should:

- Include only those subscriber units that use the system for day-to-day communications.

- Include units owned by other agencies that use the system under an agreement for day-to-day communications.
- Exclude subscriber units that only use the system for mutual aid or interoperability purposes.

The licensee should make every reasonable effort to be as accurate as possible in determining the number of radios that will support determination of consideration for the Fast Track Option. The TA understands this information may be approximate and one of the tasks may be to inventory the subscriber units to get a more accurate number. Include a brief statement as to how accurate the information is for both the infrastructure and the subscriber units.

<b><u>System Description Table</u></b>	
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	

The licensee is responsible for ensuring the information provided in the table above, and the details provided in the Systems Description section, are consistent with any details provided in accompanying SOWs provided by consultants and/or vendors, if applicable.

## **2.0 Frequency Analysis**

Include estimated time and labor rates to analyze the proposed frequencies sent to you in the Frequency Proposal Report (FPR) to determine comparability.

### **2.1 Co-channel/Adjacent Analysis**

For reconfiguring channels not in the NPSPAC band, licensees may conduct a contour analysis of co-channel stations less than 113 km from your licensed site. The licensee will use this analysis to determine the comparability of the replacement frequencies to the existing

frequencies. This task will generate a report showing the comparability of the new frequencies to the old frequencies.

For reconfiguring channels not in the NPSPAC band, adjacent channel analysis is normally not needed. The FCC specifically noted that adjacent channels are not a consideration in selecting replacement channels (See Memorandum Opinion and Order, October 5, 2005, FCC 05-174, footnote 85). The need for any adjacent channel analysis requested as part of planning for reconfiguration will have to be specifically documented and explained by the licensee. Any RFPF requesting adjacent channel analysis will not be considered for Fast Track.

Where NPSPAC frequencies are being moved as a block in a NPSPAC region along the U.S.-Mexico border, all existing co-channel, 12.5 kHz offset channel and adjacent channel relationships are preserved. Co-channel and adjacent channel analysis are not necessary in those cases. Any request for such analysis as part of planning will have to be specifically documented and justified by the licensee.

To the extent that NPSPAC frequencies along the U.S.-Mexico border are not being moved as a block and 12.5 kHz offset channel and adjacent channel relationships are not preserved, licensees may conduct co-channel and adjacent channel analyses to determine comparability of the new frequencies to the old frequencies.

## **2.2 Combiner and Receiver Multi-coupler Suitability**

This task is meant to assess if the proposed frequencies will work in your transmit combiner and receiver multi-coupler system. Determine the suitability of the existing transmit combiner to be tuned to operate on the new frequencies. Make the same determination for the receiver multi-couplers. This task will result in the determination of the suitability of the proposed frequencies to operate on the existing transmit combiners and receiver multi-couplers.

## **2.3 Intermodulation Study**

If your base station receivers are co-located with, or near, other wireless operators' base station transmitters, you may want to request funding for an Intermodulation (IM) study. IM studies identify certain specific forms of harmful interference affecting base station receivers usually produced by nearby base station transmitters that may prevent a licensee from achieving operational comparability post-reconfiguration.

**To request an IM study, you need to suspect one or more of the conditions below exist in your system environment.** Please keep in mind, IM studies would only be required for base station transmitter sites, not for subscriber units. In the SOW, indicate which condition(s) is/are suspected and list the site name(s) affected by each condition (if known).

1. A radio antenna location with two or more co-located transmitters operating on frequencies that are within a frequency band known to produce IM product frequencies that can substantially affect, and potentially impair, the reconfiguring licensee's fixed co-located receivers or other licensees' co-located receivers.
2. The reconfiguring licensee's fixed receive antenna is proximate to a transmitting antenna (e.g., 1 km at 1,000 ERPW; 316 meters at 100 ERPW) such as VHF/UHF or 900 MHz paging.
3. Landlord or site manager of the shared transceiver site requires an analysis of the IM environment as part of the site agreement when changing the transmitting channels.

Qualifying Scenarios	Suspected (yes/no)	Site(s) Affected (if known)
Location with two or more co-located 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 channels.	<Yes/No>	<Site Name(s)>

For more information about Intermodulation Studies, please refer to the TA's Intermodulation Interference Studies Guidance, available on the TA's website at [http://www.800ta.org/content/resources/Intermod\\_Interference\\_Guidance.pdf](http://www.800ta.org/content/resources/Intermod_Interference_Guidance.pdf).

**2.4 Other Frequency and Interference Analysis**

This task includes other analysis required to determine comparability of the proposed frequencies. Completely describe and justify any costs included in this category. Include labor hours and rates. This should include analysis of the suitability of the frequencies for use in Vehicular Repeaters and other ancillary network devices.

**Note – This frequency analysis should be completed as soon as possible in the planning project so timely feedback can be made to Sprint on the suitability of each proposed frequency. If there are any comparability or implementation issues with the proposed frequencies, that information should be shared with Sprint ASAP.**

**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
<b>Frequency and Interference Analysis</b>							
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 – Attach your consultant’s proposal for the tasks they will complete. If your tasks are very complicated and it would be less effort, use an Excel spreadsheet with the above format to record and total costs for all tasks in this request.**

**3.0 System Inventory**

The system inventory is one of the factors used to determine the costs to reconfigure the licensee’s system. The level of effort specified to inventory the system should be limited to that required to determine the costs to reconfigure the licensee’s system.

**3.1 Infrastructure Inventory**

Include a description of items, such as tower top preamps, antennas, duplexers, receive multi-couplers, transmit combiners, base stations and trunking controllers, that will be inventoried and the information on each item that will be recorded. Remember that the intent of the inventory is to gather only the information needed to determine the costs to reconfigure. As an example, if only a 1-120 channel needs to be reconfigured at a trunked site, it may not be necessary to determine the exact firmware revision for each board in the trunking controller to estimate the cost of new code plugs for the frequency change. However, for a NPSPAC frequency, that information may be necessary for the vendor to provide the correct firmware updates. Include number of hours and rates on a per site basis for labor required to complete this task.

The end result of this planning task is an inventory of the infrastructure of the radio system. This inventory will be used in the system engineering tasks to determine the total cost to reconfigure the infrastructure of the system.

**3.2 Subscriber Inventory**

Include the approximate number of radios that will be inventoried. Again only include those items necessary to estimate the cost of the reconfiguration. The overall inventory count should be accurate to +/- 5%. If existing records are accurate to that extent and no other information is needed to estimate the cost of the subscriber reconfiguration, then an inventory is not needed. In some cases a complete inventory is not needed, only a sampling of units to confirm the models used in the system. Include an estimate of the labor time and rate involved to inventory each subscriber unit. Include funds for the highest expected number of units to be inventoried. For example, a licensee believes they have 900 units based on a ten channel trunked system. However, as some departments added radios over time which were not recorded, the actual number could be as high as 1,100 units. Include funds to cover inventorying 1,100 units. Also

note those numbers in the system description. There will be a true-up process at the end so if the actual number of units is less than projected, the licensee will need to return any excess payments to Sprint.

The end result of this planning task is an inventory of subscriber units that will be used in the system engineering tasks to determine the total costs to reconfigure the subscriber units.

**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
<b>System Inventory</b>							
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
<b>System Inventory</b>							
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 and provide details in the description section.**

**4.0 Engineering/Implementation Planning**

The licensee will use this series of tasks to determine a Method of Procedures (MOP) and the costs to reconfigure the licensee's radio system.

**4.1 Interoperability Planning**

Describe the planning tasks required to determine the methodology and costs to reconfigure the entire system. Include planning tasks to maintain the interoperability environment during the reconfiguration. Include labor hours and rates for this task(s).

The end result of this task will be the method and cost to insure the interoperability environment

remains operational during the reconfiguration process. A report detailing the method and cost to ensure the interoperability environment remains in operation throughout the reconfiguration process. The cost to develop the interoperability plan should be a line item under the Engineering and Implementation Plan table.

**4.2 Site Reconfiguration Planning**

Tasks to plan the reconfiguration for each site. This includes an overall method of procedure to complete the reconfiguration task. Include the labor hours and rates on a per site basis for this task. The end result is a report detailing the MOP and cost to complete the reconfiguration of sites in the system. The cost to develop the site reconfiguration plan should be a line item under the Engineering and Implementation Plan table.

**4.3 Retune/Reprogram/Replace Determination**

Determine the number of subscriber units to be retuned or reprogrammed. Retuned is defined as using factory programming to change frequencies and other parameters as needed to reconfigure the unit. It does not include a firmware update to the unit. Reprogram is defined as a firmware upgrade and then the use of factory programming to change frequencies and other parameters as needed to reconfigure the unit. Included in this task is the determination of the cost to retune/reprogram subscriber units on a per unit basis. This task will also identify any significant travel costs required to retune/reprogram the units.

Determine the number of units that must be replaced. The replacement units would be those models your vendor has determined cannot be reprogrammed or retuned to the new frequencies. This task covers the planning required to determine those units that must be replaced.

The end result of this task will be a report detailing the cost required to retune, reprogram or replace subscriber units as required to reconfigure the licensee's radio system. The cost to develop this report should be a line item under the Engineering and Implementation Plan table.

In the majority of systems that only need to reconfigure non-NPSPAC channels, the subscriber equipment can be retuned and the above retune/reprogram/replace analysis is not required.

**Engineering/Implementation Planning deliverables include:**

Deliverables	Estimated Date of Completion
Implementation Plan	<Date>
Cost Estimate	<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
<b>Engineering/ Implementation Planning</b>							
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
<b>Engineering/ Implementation Planning</b>							
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 and provide details in the description section.**

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

**Legal Costs Associated with PFA**

Include a description of the activities that will be performed and associated costs. Provide details for legal costs – including why the work is necessary, how it helps in planning, associated labor hours, and rates. This section should only include costs of utilizing legal resources (e.g., attorneys). Other activities and costs associated with negotiations should be entered under Project Management.

**License modifications only include the addition of the new frequencies. No other changes may be made as part of the reconfiguration process.**

**Internal Labor Table - PFA**

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

\*Negotiations not applicable for Fast Track

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

**Legal Costs Associated with FRA (Optional)**

If desired, you may include services and associated costs related to negotiating an FRA. Note that for Fast Track eligibility, the total Legal costs requested should not exceed 8% of the total costs. If you do not wish to include legal costs related to negotiating an FRA in your RFPF submission, these costs may be included in your Cost Estimate for your FRA.

**Internal Labor Table - FRA**

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

**6.0 Project Management**

Include a description of the project management activities and resources needed to complete the planning and negotiation phase. The project management description should identify the following planning details:

- Roles and responsibilities of the project management team, including vendors and consultants.
- Tasks to be completed, including meetings or other contact with end-users and the nature/need for the contact. Note: meetings associated with interoperability planning should be estimated in the Engineering/Implementation Planning category.
- Status reports to agency stakeholders.
- Resources assigned to these tasks (internal vs. external).
- Total number of labor hours and estimated labor costs by subtask.
- Internal cost estimates.
- Vendor cost estimates.
- Procurement process and details (if using external vendors or resources).
- Developing the reconfiguration implementation project schedule (input to the Implementation Plan identified as being developed as a deliverable in the Engineering/Implementation Planning section).

**All other non-project management activities, such as the activities included in developing a licensee’s Implementation Plan and Cost Estimate for the FRA, should not be included in the project management description or associated costs.**

The project manager’s time should be separated to show only project management tasks in this section. Any time the project manager spends on actual planning activities should be placed under that planning activity section and identified as planning work.

Be sure to break out costs to support negotiations with Sprint from those that directly relate to planning activities as well as to separate costs into hard and transactional categories (refer to the TA’s Cost Classification Policy for descriptions of these categories). In summary, this section should identify the key project management milestones that need to be completed to reach the FRA and include only those tasks, resources, and costs associated with the planning and negotiation phase.

**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
<b>Project Management</b>							
Planning Support							
Negotiations Support*							
Total Internal Cost							

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

**Vendor Labor Table**

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Vendor Name
<b>Project Management</b>							
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 and provide details in the description section.**

**7.0 Other**

If you have other costs that do not fit into the above planning categories, you must fully describe and justify these costs. Include a separate line item for each cost included in this category. Separate costs into hard and transactional categories.

**Other deliverables include:**

Deliverables	Estimated Date of Completion
<Insert a separate row for each Deliverable and provide Deliverable name>	<Date>

**Internal Labor Table**

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Labor Name
<b>Other (explain)</b>							
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 and provide details in the description section.**

