800 MHz Reconfiguration – Request for Planning Funding (RFPF) Form Sample: Large and Medium System

Please refer to RFPF Process section of the Resources by Category section of the TA website (http://www.800TA.org/content/resources/processes.asp), as well as the RFPF Instructions (http://www.800TA.org/content/resources/RFPF_Instructions.pdf) for information and guidance on completing this document.

Licensee Information

Licensee Organization Name: ***City of Sample***

Licensee City, State and Zip: ***City of Sample, Any State 12345***

800 MHz Call Signs			
Call Sign (one call sign per cell)	**Two-Letter Service Code**	**Call Sign Expiration Date**	**Licensee Name**
WXY123	GF	Day, Month, Year	City of Sample
WYX456	GF	Day, Month, Year	City of Sample
ABC789	YP	Day, Month, Year	City of Sample
TUV678	PW	Day, Month, Year	City of Sample
DFG567	GP	Day, Month, Year	City of Sample

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?

X Yes
☐ No

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

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	City Technical Staff/Engineering Consultant	$X.XX	$X.XX		$X.XX	X%
System Inventory	Engineering Consultant	$X.XX	$X.XX	$X.XX	$X.XX	X%
Engineering and Implementation Planning	Engineering Consultant	$X.XX	$X.XX	$X.XX	$X.XX	X%
Legal Costs Associated with Planning Funding Agreement	City Attorney/Legal Consultant	$X.XX	$X.XX		$X.XX	X%
Legal Costs Associated with Frequency Reconfiguration Agreement (optional)	City Attorney/Legal Consultant	$X.XX	$X.XX		$X.XX	
Project Management	City CIO/City Staff/Project Management Consultant	$X.XX	$X.XX	$X.XX	$X.XX	X%
Other	N/A	N/A	N/A	N/A	N/A	0%
Total Estimated Planning Costs	**--**	**$X.XX**	**$X.XX**	**$X.XX**	**$X.XX**	**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): # X Units

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): $_____X_____

Timeline for Completion of Planning Activities	
Start Date	***End Date***

Day, Month, Year	*Day, Month, Year*

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 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.

   X Yes

   ☐ No

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

   ☐ Yes

   X No

3. If you operate in the Southeast ESMR, does your analysis of your planning funding needs include all channels available in the expanded ESMR Band?

   X Yes

   ☐ No

   ☐ Do not operate in the Southeast ESMR

4. Incumbent licensee requests TA mediation if it fails to reach agreement with Sprint Nextel within 60 calendar days of the date on which Sprint Nextel receives the RFPF from the TA. Incumbent acknowledges that TA mediation will be mandatory if the Incumbent has not reached agreement with Sprint Nextel by the start of the mandatory negotiation period. Select "yes" or "no" below. For the Fast Track Option, this is not required.

   X Yes

   ☐ No

Name (print):	Bob James
Title:	Director
Phone Number:	(XXX) XXX-XXXX, extension XXXX
Email:	Bob.James@cityofsample.gov

Bob James — Licensee Signature

Day, Month, Year — 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/documents/reconfig_forms.asp***.***

Statement of Work (SOW) Supporting RFPF

Licensee Organization Name: ***City of Sample***

Licensee City, State and Zip: ***City of Sample, Any State 12345***

1.0 System Description

Narrative System Description: City of Sample operates two 800 MHz radio systems. The voice system is a 10-channel 7-site trunked simulcast system. Of the 10 channels 5 are NPSPAC voice only and will need to be reconfigured to the new NPSPAC band. One channel, 852.5125 will need to be moved up to the interleaved portion of the band. This is a control channel. Four channels are in the interleaved band and not subject to reconfiguration. This system supports all of the City's public safety and public service voice requirements. There are approximately 1400 mobiles and portables on the system. The city only has inventory records for 1100 units as each department purchases their own equipment. There should be an equal number of portable and mobile equipment, but this must be verified.

The other City system is for mobile data and supports only the police and fire activities. This is a 3-channel system with 7 sites (same as the voice system) and supports 510 mobile units. Each unit is registered in the mobile data controller, so this is an accurate count. This system has one channel, 853.2125 that must be reconfigured. The system also has a channel 860.4125 in the expansion band. The third channel is in the interleaved band and will not be reconfigured. The City is still evaluating this channel and may not move it. Therefore 8 channels are covered by this RFPF.

Table System Description:

System Description	
Number of mobile units used for day-to-day communications covered by this RFPF (used to calculate per unit cost); include control stations and SCADA units	1210 (must be verified by inventory)
Number of portable units used for day-to-day communications covered by this RFPF	700 (must be verified by inventory)
Number of channels covered by this RFPF (exclude channels not to be reconfigured)	8
Number of sites to be inventoried under this RFPF	7
Number of entities using the 800 MHz system being reconfigured	3 city departments – police, fire and public works

2.0 Frequency Analysis

2.1 Co-channel Analysis

The City will use the services of *Engineering Consultant* to verify the short spaced co-channel environment for the new non-NPSPAC channels proposed in the TA's FPR. *Engineering Consultant* will prepare a report showing the interference contours of all co-channel licensees located less than 113 km from the City's transmitter sites for the proposed new channels.

2.2 Combiner and Receiver Multi-coupler Suitability

The City Technical Staff will review and evaluate the proposed new frequencies to determine if they will operate in the existing combiner and multi-coupler systems at each site. If it is found that modifications or replacement is needed to this equipment then the staff will determine the cost for those modifications or replacement.

2.3 Intermodulation Study

Engineering Consultant will conduct an Intermodulation study to show potential interference to the City's and other users' receivers at each site. As there is no accurate inventory of the transmit and receive frequencies located at Sites 1 and 2, *Engineering Consultant* will survey those two sites to determine an inventory of frequencies for the intermodulation study. *Engineering Consultant* will prepare a report and recommendations to resolve any potential interference cases. This may require different frequencies or special filtering to resolve interference cases. VVV333 is one call sign for another licensee at the same location. Other licensees operate at this site location.

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.	No	N/A
Licensee's fixed receive antenna is proximate to a transmitting antenna other than your own.	Yes	Site ABC
Landlords or site managers of shared transceiver sites requiring an analysis of the IM environment as part of site agreements when changing transmitting frequencies.	No	N/A

2.4 Other Frequency and Interference Analysis

The City is unsure of the benefit vs. the cost and system disruption for changing the expansion channel to a new channel. The City will use Engineering Consultant to analyze and report on the benefits and risks to move the expansion channel. From this study the City will decide to keep or replace that channel.

Frequency and Interference Analysis deliverables include:

Deliverables	Estimated Date of Completion
Co-channel Analysis - Report showing the comparability of the new frequencies to the old frequencies.	Day, Month, Year
Combiner and Receiver Multi-coupler Suitability Assessment - Determination of the suitability of the proposed frequencies to operate on the existing transmit combiners and receiver multi-couplers.	Day, Month, Year
Intermodulation Report - Computer report that will be analyzed to determine any harmful intermodulation products caused by the use of the proposed new frequencies.	Day, Month, Year

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							
Co-channel Analysis							
Combiner Suitability	X	X	X	$X.XX	$X.XX		*City Technical Staff*
Intermodulation Study							
Other Frequency and Interference Analysis							
Total Internal Cost			X		$X.XX		

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	X	X	X	$X.XX	$X.XX		*Engineering Consultant*
Combiner Suitability							
Intermodulation Study	X	X	X	$X.XX	$X.XX		*Engineering Consultant*
Other Frequency and Interference Analysis	X	X	X	$X.XX	$X.XX		*Engineering Consultant*
Total Vendor Cost			X		$X.XX		

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

The City's Equipment Vendor informed the City that trunking controller will need new firmware and possibly new control boards to operate with the new NPSPAC channels. The city will use Engineering Consultant to inventory each controller and report on the exact firmware upgrades and board replacements needed.

The City does not have records for the antennas used with the NPSPAC channels at each site. The non-NPSPAC frequencies use a separate antenna that is known to cover the entire interleaved band. The City cannot determine that for the NPSPAC antennas. The City does know that all the antennas used are the same model, so City Technical Staff will conduct a sample antenna model inventory of the nearest site to the radio shop. Expenses include 1 trip to 1 location, traveling X miles at $.XX per mile reimbursement.

3.2 Subscriber Inventory

The mobile data subscriber units count and model information is accurate and no inventory is needed. The inventory of the voice system subscribers is not known within 5% accuracy. Also the City's Equipment Vendor requires a sample of the model and firmware version for 10% of the total units so the correct firmware upgrades can be made to the units to operate on the new NPSPAC channels. Labor time and expense is included to read the firmware of not more than 10% of the total units. Labor time is included to count the unknown mobiles and portables and assumes up to 300 units are not known. Expenses include 1 trip to the police station, 1 trip to the City yard and 1 trip to each of the city's 10 fire stations, traveling X number of miles at $.XX per mile reimbursement.

System Inventory deliverables include:

Deliverables	Estimated Date of Completion
Infrastructure Inventory – An inventory of the infrastructure of the radio system.	Day, Month, Year
Subscriber Inventory – An inventory of subscriber units.	Day, Month, Year

Internal Labor Table

Planning Cost Category/Tasks	Start Date	End Date	Labor Hours	Labor Rate	Cost (Hrs x Rate)	Expenses	Labor Name
System Inventory							
Infrastructure Inventory							
Subscriber Inventory	X	X	X	$X.XX	$X.XX		*City Technical Staff*
Total Internal Cost			X		$X.XX	$X.XX	

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	X	X	X	$X.XX	$X.XX		*Engineering Consultant*
Subscriber Inventory							
Total Vendor Cost			X		$X.XX	$X.XX	

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

4.1 Interoperability Planning

The City has mutual aid agreements with two cities that are adjacent to it, Cities Y and Z. Those cities operate their own radio system using City's Equipment Vendor equipment. The mutual aid agreements include sharing of talk groups between systems for police and fire. Also all units of all three cities have two common talk groups. The fire departments of the three cities dispatch using the closest available unit. This requires the three cities to reconfigure based on a coordinated schedule. The cities will each reconfigure their own systems but a coordinating committee has formed to insure the interoperability is not down during the reconfiguration of the three cities. This will require close coordination between the three cities. Therefore, labor and expenses are included for the Committee Members and Engineering Consultant to meet a total of x times during the planning process at X number of travel miles, $.XX reimbursement per mile.

4.2 Site Reconfiguration Planning

The City's staff is not large enough to plan the reconfiguration or to provide labor to reconfigure the system. The city proposes to use Engineering Consultant to plan the reconfiguration and to develop a MOP for the reconfiguration. Engineering Consultant will develop a plan and costs for each of the seven sites and for both radio systems. Engineering Consultant will participate in the interoperability coordination meetings and is tasked with coordinating the City's reconfiguration plan with the other two cities to insure the systems remain operational and support the interoperability needs during reconfiguration.

4.3 Retune/Reprogram/Replace Determination

Engineering Consultant will confirm that all the mobile data units can be retuned without firmware upgrades. Engineering Consultant will determine those units that need firmware upgrades to reconfigure to the new NPSPAC channels. Engineering Consultant will determine the cost to implement firmware upgrades and retune the mobiles and portables. At this time, no replacement of units is anticipated.

Engineering/Implementation Planning deliverables include:

Deliverables	Estimated Date of Completion
Implementation Plan	Day, Month, Year
Cost Estimate	Day, Month, Year
Interoperability Plan – Report detailing the method of cost to insure the interoperability environment remains operational during the reconfiguration process.	Day, Month, Year
Site Reconfiguration Report - Report detailing the MOP and cost to complete the reconfiguration of sites in the system.	Day, Month, Year
Retune/Reprogram/Replace Plan - Report detailing the cost required to retune, the subscriber units.	Day, Month, Year

Internal Labor Table

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

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	X	X	X	$X.XX	$X.XX		*Engineering Consultant*
Site Reconfiguration Planning	X	X	X	$X.XX	$X.XX		*Engineering Consultant*
Retune/Reprogram/ Replace Determination	X	X	X	$X.XX	$X.XX		*Engineering Consultant*
Total Vendor Cost			X		$X.XX	$X.XX	

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)

5.1 PFA Negotiations

The City requires outside legal assistance to negotiate a PFA with Sprint Nextel. Legal Consultant will be used for that support.

5.2 PFA Contract Review

The City Attorney must review the contract for city specific terms and conditions.

5.3 FRA Negotiations (optional)

The City requires outside legal assistance to negotiate an FRA with Sprint Nextel. Legal Consultant will be used for that support.

5.4 FRA Contract Review (optional)

The City Attorney must review the contract for city specific terms and conditions.

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	X	X	X	$X.XX	$X.XX		*City Attorney*
PFA Negotiations*	X	X	X	$X.XX	$X.XX		*City Attorney*
PFA Contract Review	X	X	X	$X.XX	$X.XX		*City Attorney*
Total Internal Cost			X		$X.XX		

*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	X	X	X	$X.XX	$X.XX		*Legal Consultant*
PFA Negotiations*	X	X	X	$X.XX	$X.XX		*Legal Consultant*
PFA Contract Review	X	X	X	$X.XX	$X.XX		*Legal Consultant*
Total Vendor Cost					$X.XX		

*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	X	X	X	$X.XX	$X.XX		*City Attorney*
FRA Negotiations	X	X	X	$X.XX	$X.XX		*City Attorney*
FRA Contract Review	X	X	X	$X.XX	$X.XX		*City Attorney*
Total Internal Cost			X		$X.XX		

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	X	X	X	$X.XX	$X.XX		*Legal Consultant*
FRA Negotiations	X	X	X	$X.XX	$X.XX		*Legal Consultant*
FRA Contract Review	X	X	X	$X.XX	$X.XX		*Legal Consultant*
Total Vendor Cost			X		$X.XX		

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

6.1 Planning Support

The city will use Project Management Consultant to manage the overall planning project. Project Management Consultant will develop and track project time lines, compile all deliverables, and prepare a report to the city explaining the methods and costs to reconfigure the city's radio systems. The City will begin this planning project within 2 weeks of RFPF approval and contract signing. The planning project is scheduled to take no more than 2 months to complete. The City can enter negotiations with Sprint Nextel with a cost estimate for the FRA after completion. The analysis of the non-NPSPAC proposed frequencies will be complete three weeks after start of the project. The results will be given to Sprint Nextel at that time.

The City CIO will conduct and manage the project on behalf of the city. The CIO labor rate is based on the salary and overhead for that position using the City's internal calculation method for overhead.

Expenses include X trips for meetings with impacted parties, at X number of travel miles, $.XX reimbursement per mile.

6.2 Negotiations Support

Project Management Consultant will also advise and assist the City in negotiations with Sprint Nextel. Labor and expenses are included for X meetings during the negotiations, at X number of travel miles, $.XX reimbursement per mile.

Project Management deliverables include:

Deliverables	Estimated Date of Completion
Project Plan	Day, Month, Year

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	X	X	X	$X.XX	$X.XX		*City CIO*
Negotiations Support*	X	X	X	$X.XX	$X.XX		*City Staff*
Total Internal Cost			X		$X.XX	$X.XX	

*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
Project Management							
Planning Support	X	X	X	$X.XX	$X.XX		*Project Management Consultant*
Negotiations Support*	X	X	X	$X.XX	$X.XX		*Project Management Consultant*
Total Vendor Cost			X		$X.XX	$X.XX	

*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

No other costs.