

**800 MHz Reconfiguration –
Request for Planning Funding (RFPF) Form
Sample: Small 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 Smallville*

Licensee City, State and Zip: *City of Smallville, 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 Smallville

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.

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%
System Inventory	Engineering Consultant					0%
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%
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

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.



Start Date	End Date
<i>Day, Month, Year</i>	<i>Day, Month, Year</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.

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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.

Yes

No

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

Yes

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?

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.

Yes

No

Name (print): Joe Davis
Title: Director
Phone Number: (XXX) XXX-XXXX, extension XXXX
Email: Joe.Davis@cityofsmallville.gov

Joe.Davis

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.

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Statement of Work (SOW) Supporting RFPF

Licensee Organization Name: *City of Smallville*

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

1.0 System Description

Narrative System Description: City of Smallville operates an 800 MHz radio system. This voice system is a 10-channel 1-site trunked system. Of the 10 channels 2 are in the 1 to 120 portion of the band and must be reconfigured. These are voice only channels and no mobile data is supported on the system. There are approximately 950 mobiles and portables on the system. The city has good inventory records for the 950 subscriber units.

Table System Description:

<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	400
Number of <u>portable</u> units used for day-to-day communications covered by this RFPF	550
Number of channels covered by this RFPF (exclude channels not to be reconfigured)	2
Number of sites to be inventoried under this RFPF	1
Number of entities using the 800 MHz system being reconfigured	Only the City

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 channels proposed in the TA's FPR. Engineering Consultant will prepare a report showing any co-channel interference issues and make a recommendation of comparability to the city.

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

Engineering Consultant will review and evaluate the proposed new frequencies to determine if they will operate in the existing combiner and multi-coupler systems at the radio site. If it is found that modifications or replacement is needed to this equipment then the Engineering Consultant 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 the site. The City confirms that other licensees operate at the transmit site, including call sign WXY 225.

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	Site ABC
Licensee's fixed receive antenna is proximate to a transmitting antenna other than your own.	No	N/A
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**

None.

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

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The Official Reconfiguration Manager

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							
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	X	X	X	\$X.XX	\$X.XX		Engineering Consultant
Combiner Suitability	X	X	X	\$X.XX	\$X.XX		Engineering Consultant
Intermodulation Study	X	X	X	\$X.XX	\$X.XX		Engineering Consultant
Other Frequency and Interference Analysis							
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

City of Smallville already has good inventory records for the 950 subscriber units and will provide details to Sprint Nextel. The main Transmit site documentation is current and nor further details are needed to produce a cost estimate to reconfigure.

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The Official Reconfiguration Manager

4.0 Engineering/Implementation Planning

4.1 Interoperability Planning

There is no mutual aid impact.

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 to reconfigure the system. This will require X number of visits to the site, traveling X number of miles at \$.XX per mile reimbursement. A City Employee will need to take Engineering Consultant to the site.

4.3 Retune/Reprogram/Replace Determination

The City's Equipment Vendor confirmed that all mobile and portable units can be retuned. Engineering Consultant will determine costs to retune the units.

Engineering/Implementation Planning deliverables include:

Deliverables	Estimated Date of Completion
Implementation Plan	Day, Month, Year
Cost Estimate	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	

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The Official Reconfiguration Manager

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

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The Official Reconfiguration Manager

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		<i>Legal Consultant</i>
PFA Negotiations*	X	X	X	\$X.XX	\$X.XX		<i>Legal Consultant</i>
PFA Contract Review	X	X	X	\$X.XX	\$X.XX		<i>Legal Consultant</i>
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		<i>City Attorney</i>
FRA Negotiations	X	X	X	\$X.XX	\$X.XX		<i>City Attorney</i>
FRA Contract Review	X	X	X	\$X.XX	\$X.XX		<i>City Attorney</i>
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		<i>Legal Consultant</i>
FRA Negotiations	X	X	X	\$X.XX	\$X.XX		<i>Legal Consultant</i>
FRA Contract Review	X	X	X	\$X.XX	\$X.XX		<i>Legal Consultant</i>
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 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.

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The Official Reconfiguration Manager

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	\$.XX	\$.XX		City CIO
Negotiations Support*	X	X	X	\$.XX	\$.XX		City Staff
Total Internal Cost			X		\$.XX	\$.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	\$.XX	\$.XX		Project Management Consultant
Negotiations Support*	X	X	X	\$.XX	\$.XX		Project Management Consultant
Total Vendor Cost			X		\$.XX	\$.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.



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 (US) LLP, and Baseline Wireless Services, LLC 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 laws.