



Transition Administrator

The Official Reconfiguration Manager

## 800 MHz Reconfiguration Program: Planning for Reconfiguration

The TA has organized the 800 MHz reconfiguration process and all associated activities into two phases.

- **The Planning & Negotiation Phase** ends with the execution of a Frequency Reconfiguration Agreement (FRA) between the licensee and Sprint Nextel, and includes the execution of a Planning Funding Agreement (PFA), if necessary.
- **The Reconfiguration Implementation Phase** relates to physical system reconfiguration.



The basic steps involved in the Planning & Negotiation Phase are described below. Not all steps are relevant for all licensees. The amount of planning, and the need for a PFA, will vary significantly based on system size and complexity.

Action	Applicable to	Details
<b>1. Complete the Point of Contact (POC) Form</b>	All licensees	<ul style="list-style-type: none"> <li>• The POC Form provides the TA with the correct contact to send timely information about the reconfiguration process.</li> <li>• Form location: <a href="http://www.800ta.org/content/documents/reconfig_forms.asp">http://www.800ta.org/content/documents/reconfig_forms.asp</a>.</li> <li>• You may modify your POC information at any time by contacting the TA.</li> </ul>
<b>2. Submit Request for Planning Funding (RFPF)</b>	Only licensees requiring funding for reconfiguration planning activities.	<ul style="list-style-type: none"> <li>• PFA Fast Track Option is available for RFPFs meeting certain criteria. More information is available on the TA's website at <a href="http://800ta.org/content/documents/rfpf_forms.asp">http://800ta.org/content/documents/rfpf_forms.asp</a>.</li> <li>• The TA encourages licensees to submit RFPFs, if necessary, as soon as possible. Submission deadlines are available on the TA's website.</li> <li>• Licensees that require planning funding may include large or complex systems, those with interoperability issues, or systems requiring more than 30 business days of resource effort for planning activities.</li> <li>• Many licensees will have minimal to no planning costs and can include their planning costs with reconfiguration costs in their Cost Estimate, if agreed to by Sprint Nextel.</li> <li>• Refer to the RFPF tools on the TA's website to obtain guidance for completion and submission of the RFPF form and associated Statement of Work (SOW). All RFPF's must be submitted in the format provided on the TA's website.</li> <li>• Do not use this process to submit implementation costs.</li> <li>• If you incur planning costs and do not submit an RFPF, you may be at risk for not getting reimbursed.</li> </ul>
<b>3. Document Subscriber Equipment and Infrastructure Facilities Inventories</b>	Only licensees who need to update existing inventory records	<ul style="list-style-type: none"> <li>• The reconfiguration of your 800 MHz systems may require changes to base stations, subscriber radios and other devices currently in service.</li> <li>• Identify equipment and facilities that require retuning, reprogramming or replacement as a result of the 800 MHz reconfiguration.</li> <li>• If your existing inventory records are fairly complete, it is possible that no additional inventory is required.</li> </ul>

**It is critical that licensees update their contact information in the FCC's Universal Licensing System (ULS) (<http://wireless.fcc.gov/uls>).**

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Action (Continued)	Applicable to	Details
<b>4. Define Interoperability Environment and Mutual Aid Dependencies</b>	Does not apply to most commercial or private licensees	<ul style="list-style-type: none"> <li>• 800 MHz public safety systems may be shared by multiple agencies.</li> <li>• If you operate in such an environment, it is essential that you determine all associated NPSPAC mutual aid channels, as well as other processes, systems and devices that may be affected by your relocation.</li> <li>• Please identify unlicensed agencies operating under user agreements on your systems and keep them informed during reconfiguration.</li> <li>• Inform Sprint Nextel about such situations for consideration during negotiations.</li> </ul>
<b>5. Evaluate Proposed New Frequencies</b>	All licensees	<ul style="list-style-type: none"> <li>• Licensees who are required to relocate will receive proposed new frequencies from the TA.</li> <li>• Evaluate proposed frequencies for comparability with existing ones.</li> <li>• Reach agreement and finalize your new frequencies with Sprint Nextel.</li> <li>• If you do not agree that the proposed frequencies are comparable, please work with Sprint Nextel to identify and agree to alternate frequencies.</li> <li>• An application must be filed with, and granted by the FCC prior to beginning reconfiguration or commencing operations on new frequencies.</li> </ul>
<b>6. Prepare a Cost Estimate</b>	All licensees	<ul style="list-style-type: none"> <li>• To obtain funding for actual reconfiguration, fax a Cost Estimate to Sprint Nextel at 678-405-8252, defining all the costs required to reconfigure your system, including equipment costs, engineering/consulting/legal fees, your internal labor costs and any vendor costs.</li> <li>• For complex systems, also prepare a Statement of Work (SOW) that defines the scope and description of planned activities, schedule, milestones, deliverables and required resources. This SOW is separate from the SOW submitted for Planning Funding.</li> </ul>
<b>7. Negotiate Contract with Sprint Nextel</b>	All licensees	<ul style="list-style-type: none"> <li>• If you requested planning funding, you may have a prior Planning Funding Agreement (PFA). You will have a Cost Estimate for implementation costs. These forms input to the final Frequency Reconfiguration Agreement (FRA).</li> <li>• Sprint Nextel will generally develop the first draft of the FRA for review by the licensee, and/or its legal counsel.</li> <li>• The TA can facilitate information sharing during negotiations and will mediate if the parties do not reach agreement during the negotiation period. Forms to request TA assistance are available on the TA's website.</li> <li>• You must amend the contract with Sprint Nextel before incurring new/additional expenses beyond those previously agreed upon in the contract.</li> </ul>

For further guidance on reconfiguration, please visit our website ([www.800TA.org](http://www.800TA.org)).



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#### 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 BearingPoint, Inc., Squire, Sanders & Dempsey L.L.P. and Baseline Telecom, Inc. 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 alternate 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.