

Instructions for Submitting a Subscriber Equipment Deployment Request

The Subscriber Equipment Deployment initiative is designed to speed the completion of the reconfiguration of the 800 MHz band in accordance with Federal Communications Commission requirements. The 800 MHz Transition Administrator, LLC (TA) developed this initiative in consultation with the Public Safety community, Sprint Nextel, and other affected program stakeholders. This initiative enables licensees to obtain replacement equipment, software upgrade kits, and associated services in advance of negotiating the costs to reconfigure radio infrastructure. The Subscriber Equipment Deployment initiative will enable licensees to jump-start the reconfiguration implementation for their 800 MHz band system by providing licensees the option of replacing and/or reprogramming subscriber equipment and commencing other implementation activities prior to the negotiation of the terms of the reconfiguration of system infrastructure. Participation in this initiative is optional; however, the TA recommends that all licensees – especially those with large fleets of subscriber units – that have not yet executed an Frequency Reconfiguration Agreement (FRA), including those in planning or mediation, evaluate the benefits of participation.

How To Participate

Step 1: *Complete a Subscriber Equipment Deployment Request Form, available at http://www.800ta.org/content/PDF/forms/SED_Form.xls, and submit it to the TA.*

- a. This document identifies the equipment and labor required to complete the subscriber deployment. Refer to the “Level of Effort Guidance” section below for more information.
- b. Email (comments@800TA.org) or fax (1-888-701-4380) the completed Subscriber Equipment Deployment Request Form to the TA. The TA will record your request (for tracking purposes only) and immediately forward it to Sprint Nextel.

Step 2: *Enter into an agreement with Sprint Nextel that covers the terms, conditions, and costs of the deployment.*

A Sprint Nextel representative will contact you to finalize the terms, conditions, and costs of your Subscriber Equipment Deployment once they have received your request. The parties will negotiate an FRA that includes only those cost elements and associated work schedules that relate to subscriber equipment deployment. Once an FRA is in place, all additional costs agreed to by the licensee and Sprint Nextel that are associated with reconfiguration of infrastructure will be included in an amendment to the FRA. Licensees are not obligated to negotiate a “subscriber-only” FRA if they have already prepared a full Cost Estimate for reconfiguration that includes infrastructure costs and are prepared to negotiate all aspects of their reconfiguration. In this case the terms of subscriber equipment deployment would be included in all inclusive FRA. **Licensees should determine which option would best expedite their reconfiguration.** In either case, parties will enter into a single FRA, but will have the flexibility to negotiate the subscriber equipment deployment and infrastructure cost components of the FRA separately.

To expedite negotiations, the TA has developed, based on discussions with stakeholders and its own experience, a set of activities and levels of effort (LOE, or time per task) associated with the deployment of subscriber units that the TA considers presumptively reasonable and prudent. Accordingly, the TA will approve subscriber equipment deployment FRAs that provide for levels of effort that conform to those established as presumptively reasonable, except in extraordinary circumstances. Similarly, Sprint Nextel will accept, without further negotiation, subscriber equipment deployment requests that conform to these levels. Licensees will be required to certify that their subscriber equipment costs are the "minimum necessary" to provide facilities comparable to those presently in use.

Level of Effort Guidance

The TA recognizes that each system is unique, and in some cases the suggested LOE number may not be suitable for some tasks. The standards suggested here may be lower or higher than what is actually required by the licensee for a particular vehicle or other situation. ***Each licensee should request only the minimum hours required to complete a task based on their network.*** If this time is less than the suggested LOE, further justification is not required. For the tasks listed on the form, for which your LOE exceeds the suggested standard, that is presumed to be reasonable, the licensee must justify the additional time required. The justification should provide the specific factors that drive an increase in effort. If the task can be broken into sub-tasks, list those and the estimated time to complete each. For specialty vehicles (such as motor graders and boats, among others), add lines to the special vehicle section (item 1d) and list the vehicle type and include a brief description of the installation type, LOE, labor rate, and total cost. Licensees should explain the LOE required to Sprint Nextel. Below are hypothetical examples:

- o **Example 1:** A licensee has one or more fire engines with a remote mount radio and dual control heads. The presumed reasonable time for these units is:
 1. De-install and re-install – 4.7 hours
 2. Dual control head de-install and re-install – 2.8 hours
 3. De-install and re-install control cable (x2 for dual cables) – 2 hours
 4. Total = 9.5 hours. However, the licensee determined, due to special issues with these vehicles, that the LOE will exceed 9.5 hours so the following justification is needed:

The fire engines requiring replacement mobile units, as determined by the equipment vendor, uses a dual control head setup. One control head is mounted on the dash in the cab of the engine, and the other is mounted in a compartment on the outside of the engine near the pump panel. The radio RT pack is mounted under the seat. The equipment vendor informed the licensee that the replacement mobile units control cables are not compatible the existing control cables. The control cables to each head must be replaced. The cable to the in-cab head routes under the floor mat and needs only normal time to replace. The control cable to the outside head is difficult to remove and replace because several panels must be removed, the cable is routed out of the cab and under the engine and then back into compartments by the pump panel. This requires two installers to accomplish.

Sub-Tasks:

Remove seat – x hours

Remove and install radio pack and power leads - x hours

Remove old in-cab control cable, install new in-cab control cable and remove/install in-cab control head – x hours

Remove old outside control cable, install new outside control cable and remove/install outside control head – x hours

Install seat – x hours

- **Example 2:** Template modifications – Licensee’s system supports five departments that have five different masks. Each mask has programmed into it 185 talk groups plus the NPSPAC mutual aid channels. Each talk group also has a fail-soft channel assigned. This configuration allows the five templates to support various sub groups in each department without requiring many different templates. The current masks were developed with DOS- based software and the new replacement models use entirely different Windows-based software. The conversion is a manual process and requires x hours to complete. There are no additional masks with simpler modifications to reduce the average time.

While the Subscriber Equipment Deployment initiative provides the option to enter into “subscriber-only” agreements, as an aid to expediting reconfiguration, all parties are reminded that they must complete the negotiation of the FRA in its entirety, for both subscriber equipment and infrastructure, in accordance with the established band reconfiguration schedule. Most licensees that have not yet executed an FRA, nor expect to execute an FRA within the next 60 days, may benefit from a separate agreement for Subscriber Equipment Deployment. Each licensee should determine the option that will best expedite its reconfiguration. For additional information, contact the TA at comments@800TA.org

FAQs

- [Reconfiguration & Relocation Overview >](#)
- [Parties Involved in Reconfiguration >](#)
- [The Regional Prioritization Plan \(RPP\) >](#)
- [Planning & Negotiation Phase >](#)
- [Requests for Planning Funding >](#)
- [Reconfiguration Costs >](#)

Subscriber Equipment Deployment

Will Subscriber Equipment Deployment (SED) require me to have two (2) FRAs?

No. SED negotiations result in the signing and execution of your Frequency Reconfiguration Agreement (FRA) with standard FRA terms and conditions. However, the costs will specifically cover only the subscriber equipment deployment. All additional costs associated with reconfiguration of your infrastructure will be included in an amendment to the FRA once those are agreed to by you and Sprint Nextel.

If I have completed planning and am ready to provide a cost estimate and plan for reconfiguring my entire system, including subscriber units and infrastructure, am I required to negotiate a SED and then separately negotiate my infrastructure reconfiguration at a subsequent time?

No. However, if you feel you would benefit from the SED program and it would speed your reconfiguration then SED is an option for you. If you have completed your planning and are ready to provide a cost estimate and negotiate an FRA that covers all aspects of your reconfiguration, that can be done in a single negotiation. The FRA should include terms that call for early deployment of all subscriber equipment if appropriate and early completion of any other tasks that can be done ahead of infrastructure reconfiguration.

Will SED cause delays in my negotiation periods and ultimately my reconfiguration schedule?

SED is intended to speed reconfiguration of subscriber equipment prior to completing all negotiations. As such, negotiation periods will be maximized since licensees and vendors will be able to start implementation activities earlier and spread the work over a longer period of time. Also, if you identify any tasks or vehicle types that might cause a delay in completing the FRA for SED, the parties may consider deferring those items to the infrastructure negotiations.

When do I negotiate the terms and conditions of my FRA?

If you choose to participate in the SED initiative, then during negotiations for SED. One of the benefits of SED is the parties can agree on standard FRA terms and conditions not related to tasks and costs up front and get approvals one time for the FRA. Historically, negotiations over terms and conditions have not been a significant point of contention.

Can I participate in SED if I am still in the planning phase and do not have a PFA?

Yes. If your planning is far enough along to determine the subscriber equipment and associated costs, then it will likely make sense to participate.

Do I need to complete any other documentation as part of my SED request? The Subscriber Equipment Deployment Request Form does not include such items as travel costs. In what document do I account for those costs?

Any costs associated with tasks that are required for SED but not included on the Form may be added to your Schedule C. Any costs not required or known for SED should be added to the later amendment to the FRA when infrastructure reconfiguration is negotiated.

I have specialty vehicles not listed on the request form. Can these units be included?

You can add specialty vehicles (such as motor graders and boats, among others) to the form by inserting the costs in the special vehicle section (item 1d). Insert additional lines for each vehicle type. List the vehicle type and include a brief description of the installation type, LOE, labor rate, and total cost.

Item 1 lists tasks to be included for front or remote mount replacements, but I need to do some additional small tasks such as engraving an asset tag number on the unit or tracking the vehicle in a data base. What should I do?

The suggested LOE for item 1a includes time for such details. Include your time for those small tasks in that LOE number. If your LOE exceeds the LOE number that is presumed to be reasonable, then you should include an explanation justifying the additional time.

The tasks for the templates only refer to modifying existing templates. My old radios used a DOS-based template and I need to create a new template using new Windows-based software. How do I show that?

The template modification task is intended to include the time to create a new Windows template with other templates or derivatives of a master template. Although you are creating a new template in Windows, it is considered a modification of the old DOS template. Include all templates in the modify templates task.

Are the LOE numbers provided by the TA in the SED Request Form absolutes for all tasks? Will the TA accept numbers that may be above or below the numbers provided?

The TA recognizes that each system is unique, and in some cases the suggested LOE number may not be suitable for some tasks. The standards suggested may be lower or higher than what is actually required by the licensee for a particular vehicle or other situation. *Each licensee should request only the minimum hours required to complete a task based on their network.* If this time is less than the suggested stated LOE, further justification is not required. For the tasks listed on the form for which your LOE exceeds the suggested standard LOE presumed reasonable and more time is required for a task, the licensee must justify the additional time required.

If I require multiple touches to my system, do I negotiate that as part of SED or do I address that as part of the infrastructure amendment to my FRA?

The SED can get you started with the initial touch of your subscriber equipment. In the SED request, include any replaced units and, any units needing reprogramming (flashed), and the initial retune of the subscriber equipment. Any further touches of the subscriber equipment would be part of the later amendment to the FRA for infrastructure reconfiguration. This approach would allow a licensee to get started on reconfiguration of subscriber equipment while negotiating the total reconfiguration package.

What if I am in mediation? Can I still participate in SED?

Yes. If the parties are in mediation, the TA mediator will assist the parties to reach agreement according to the terms of the Alternative Dispute Resolution plan. Interest in participating in SED should be communicated to the TA mediator.

If I am not in mediation, and negotiations do not appear to be progressing toward an agreement, what should I do?

SED is intended to speed reconfiguration of subscriber equipment prior to completing all negotiations. Parties should seek mediation when negotiations are not progressing. The TA's ADR Plan provides that prior to or during the voluntary negotiation period, both parties must request mediation and that during the mandatory negotiation period either party may make the request. The "Request for Mediation Form" is available on the TA's website at <http://www.800TA.org/content/800mhz/forms.asp>.

I have incurred outside legal costs associated with issues regarding the reconfiguration of my infrastructure. Can these additional outside legal costs be included on the Subscriber Equipment Deployment form so that they can be paid without waiting for the FRA to be amended to include the additional costs associated with reconfiguration of my infrastructure?

No. The legal costs included on the Subscriber Equipment Deployment form should be limited to costs incurred or anticipated to be incurred with respect to negotiating the terms and conditions of the FRA. Legal costs incurred negotiating issues associated with implementation should be included in the subsequent amendment once all negotiations are complete.

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Subscriber Equipment Deployment Request Form - Version 1

For detailed guidance on completing this Form, see the **Instructions for Submitting a Subscriber Equipment Deployment Request** document available on the TA Website http://www.800TA.org/content/PDF/forms/SED_Instructions.pdf. Fill in quantities, per unit time (LOE) and labor rate for each task. Fax or email the completed form to the TA at 1-888-701-4380 or comments@800TA.org

Please complete the following:

Licensee Name:

Contact Name:

Title:

Address:

Telephone Number:

Email:

Date:

Subscriber Units to be Replaced - add lines if needed				
	List the Model and Quantity of Subscriber Units to be Replaced	Quantity Replaced	Quantity of Replacements	Comments (if any)
1				
2				
3				
4				
5				

Accessories for Replaced Units - add lines if needed				
	List Type and Quantity of Accessories for the Replaced Unit	Quantity Replaced	Quantity of Replacements	Comments (if any)
1				
2				
3				
4				
5				

Licensee Name:

Subscriber Units to be Reprogrammed - add lines if needed			
	List Model and Quantity of Subscriber Units to be Reprogrammed (Flashed)	Quantity	Comments (if any)
1			
2			
3			
4			
5			

Subscriber Units to be Retuned - add lines if needed			
	List Model and Quantity of Subscriber Units to be Retuned	Quantity	Comments (if any)
1			
2			
3			
4			
5			

Licensee Name: _____

Level of Effort							
Level of Effort (LOE) lists the time the TA presumes reasonable for each task, measured in man-hours. Licensees must list only the minimum time necessary to complete the task. If the LOE required is greater than that listed the last column, the licensee must attach justification. You may insert rows in the installation sections to list different special vehicle types. You may use separate sheets for multiple agencies/departments.							
Replacement of Dash Mount Radios							
Task	Description	Per Unit Time in Hrs	Quantity	Total Time Hrs	Rate \$	Total \$	LOE for a task on a per unit basis in man-hours
1	<ul style="list-style-type: none"> • Load programming template into new radio • De-install & Install of new dash mount radio • No antenna cable or mount install • Installation of new antenna rod only • Install new radio power cable(s) • Functional post test • Unpackage & Repackage Radios/Ship • Includes up to 30 miles travel for installer 						
1a	De-install & Install for standard sedan or light/medium truck with unit installed under the dash and no obstructions or special installation requirements. Includes subtasks above			0.0	\$ -	\$ -	2.4
1b	De-install & Install into Police sedan/cruiser (Center control console).			0.0	\$ -	\$ -	3.3
1c	De-install & install into Fire Truck			0.0	\$ -	\$ -	3.8
1d	De-install & Install into special vehicle (Insert hours and describe below).			0.0	\$ -	\$ -	By quote
	Describe the special vehicle De-install & Install in this cell.						See Instructions for Submitting a Subscriber Equipment Deployment Request for additional guidance
1e	Add time for special Install conditions in cell to right: (Extra Travel, Time due to custom install, Install of new antenna cable and mount, and etc.)			0.0	\$ -	\$ -	By quote
	Describe the special conditions in this cell.						See Instructions for Submitting a Subscriber Equipment Deployment Request for additional guidance
	Special Materials if required: (List items in this box - Price to right)					\$ -	By quote
1f	Interface of siren unit			0.0	\$ -	\$ -	1.9
1g	Time to fabricate special bezel as required			0.0	\$ -	\$ -	1.2
TOTAL						\$ -	

Licensee Name:

Level of Effort (Continued)							
Replacement of Remote Mount Radios							
Task	Description	Per Unit Time in Hrs	Quantity	Total Time Hrs	Rate \$	Total \$	LOE for a task on a per unit basis in man-hours
2	<ul style="list-style-type: none"> • Load programming template into new radio • De-install & Install of new trunk mount radio • No antenna cable or mount install • Installation of new antenna rod only • Install new radio power cables • Functional post test • Unpackage & Repackage Radios/Ship • Includes up to 30 miles travel 						
2a	De-install & Install for standard sedan or light/medium truck with no obstructions or special installation requirements. Includes subtasks above			0.0	\$ -	\$ -	3.3
2b	De-install & Install into Police sedan/cruiser (Center control console).			0.0	\$ -	\$ -	3.9
2c	De-install & Install into Fire Truck			0.0	\$ -	\$ -	4.7
2d	De-install & Install into special vehicle (Insert hours and describe below).			0.0	\$ -	\$ -	By quote
	Describe the special vehicle De-install & Install in this cell.						See Instructions for Submitting a Subscriber Equipment Deployment Request for additional guidance
2e	Add time for special Install conditions in cell to right. (Extra Travel, Time due to custom install, Install of new antenna and mount, and etc.)			0.0	\$ -	\$ -	By quote
	Describe the special conditions in this cell.						See Instructions for Submitting a Subscriber Equipment Deployment Request for additional guidance
	Special Materials if required: (List items in this box - Price to right)					\$ -	By quote
2f	Installation of dual control head			0.0	\$ -	\$ -	2.8
2g	Interface of siren unit			0.0	\$ -	\$ -	1.9
2h	Time to fabricate special bezel as required			0.0	\$ -	\$ -	1.1
2i	De-install & install of control Head Cable			0.0	\$ -	\$ -	1.0
TOTAL						\$ -	

Licensee Name:

Level of Effort (Continued)							
Retune Existing Mobile Radios							
Task	Description	Per Unit Time in Hrs	Quantity	Total Time Hrs	Rate \$	Total \$	LOE for a task on a per unit basis in man-hours
3	<ul style="list-style-type: none"> • Functional Pre-Test of existing radio - Talk group call on system • Retune existing radio (no obstruction to retuning of radio) • Functional post test of existing radio - Talk group call on system 			0.0	\$ -	\$ -	0.9
3a	Removal and re-install of existing mobile radio if radio cannot be programmed in the vehicle due to obstruction to programming port.			0.0	\$ -	\$ -	1.0
Flashing and Retuning Existing Mobiles							
Item	Description	Per Unit Time in Hrs	Quantity	Total Time Hrs	Rate \$	Total \$	LOE for a task on a per unit basis in man-hours
4	<ul style="list-style-type: none"> • Functional Pre-Test of existing radio - Talk group call on system • Flash existing radio with Rebanding software • Load programming template into existing radio (no obstruction to programming port of radio and radio is to be flashed and programmed in the vehicle) • Functional post test of existing radio - Talk group call on system 			0.0	\$ -	\$ -	0.9
4a	Removal and re-install of existing mobile radio if radio cannot be programmed in the vehicle due to obstruction to programming port.			0.0	\$ -	\$ -	1.0
TOTAL						\$ -	
Portable Radios							
Task	Description	Per Unit Time in Hrs	Quantity	Total Time Hrs	Rate \$	Total \$	LOE for a task on a per unit basis in man-hours
5	<u>Retune Existing Portable</u> <ul style="list-style-type: none"> • Functional Pre-Test of existing radio - Talk group call on system • Retune existing radio (no obstruction to retuning of radio) • Functional post test of existing radio - Talk group call on system 			0.0	\$ -	\$ -	0.7
5a	<u>Flashing and Retuning of Existing Portable Radio</u> <ul style="list-style-type: none"> • Functional Pre-Test of existing radio - Talk group call on system • Flash existing radio with Rebanding software • Load programming template into existing radio • Functional post test of existing radio - Talk group call on system 			0.0	\$ -	\$ -	0.7
5b	<u>Replacement of Existing Portable Radio</u> <ul style="list-style-type: none"> • Load programming template into new radio • Functional post test of new radio - Talk group call on system • Unpackage & Repackage Radios 			0.0	\$ -	\$ -	0.6
TOTAL						\$ -	

Licensee Name:

Level of Effort (Continued)							
Radio Templates (Masks)							
Task	Description	Per Unit Time in Hrs	Quantity	Total Time Hrs	Rate \$	Total \$	LOE for a task on a per unit basis in man-hours
6	Modify Radio Templates (Masks) for Replaced Units			0.0	\$ -	\$ -	4.0
6a	Modify Radio Templates (Masks) for Flashed Units			0.0	\$ -	\$ -	2.5
TOTAL						\$ -	

For Radio Program Templates or Masks - The reasonable LOE is determined as the average time per template based on the total number of templates.

Other Tasks							
Task	Description	Per Unit Time in Hrs	Quantity	Total Time Hrs	Rate \$	Total \$	LOE for a task on a per unit basis in man-hours
7	Legal Review •Review FRA terms and conditions. Time includes both incumbent and external legal review; assumes no other legal activity required.			0.0	\$ -	\$ -	By Quote
7a	Project Management • Manage the deployment of subscriber units for all tasks listed above.			0.0	\$ -	\$ -	See formula below

Grand Total						\$ -	
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Project Management - The reasonable LOE for project management is deemed to include all project management time for Licensee's internal time, vendors and consultants. If a licensee requests more time than the formula amount, the additional time must be justified by listing specific tasks and times for all project management work and a justification for each task. There should be no duplication of project management tasks between the licensee and its vendors and consultants.

Project Management LOE Check using Formula

Quantity of Mobile Radios	0	Number of 500 unit increments
Quantity of Portable Radios	0	
Total Radios	0	
PM Hours - Base Rate	0.0	0.0
PM Hours - Mobiles	0.0	
PM Hours - Portables	0.0	
TOTAL PM LOE (in hours)	0.0	

Project Management Formula = 24 hours first 500 units or increment of, add 8 hours for each additional 500 units and increment of + 12 minutes/per mobile and 7 minutes/per portable. See table to check if your LOE is equal or less than the formula. If greater you must justify.