



Transition  
Administrator

The Official Reconfiguration Manager

## **800 MHz Transition Administrator**

### **Licensee Reconfiguration Process**

**– Overview**

**April 7, 2005**

## The 800 MHz Transition Administrator's Role

**The TA is charged by the FCC to facilitate a smooth transition to the FCC's 800 MHz band reconfiguration plan through fair and expeditious management – with minimal disruption to all impacted licensees.**

- Establish a relocation schedule
- Oversee administrative and financial aspects of reconfiguration process
- Communicate reconfiguration process
- Specify replacement channels
- Facilitate negotiations with Nextel
- Implement alternative dispute resolution process
- Establish reimbursement guidelines and approve cost estimates
- Track timeliness of payments to vendors and licensees

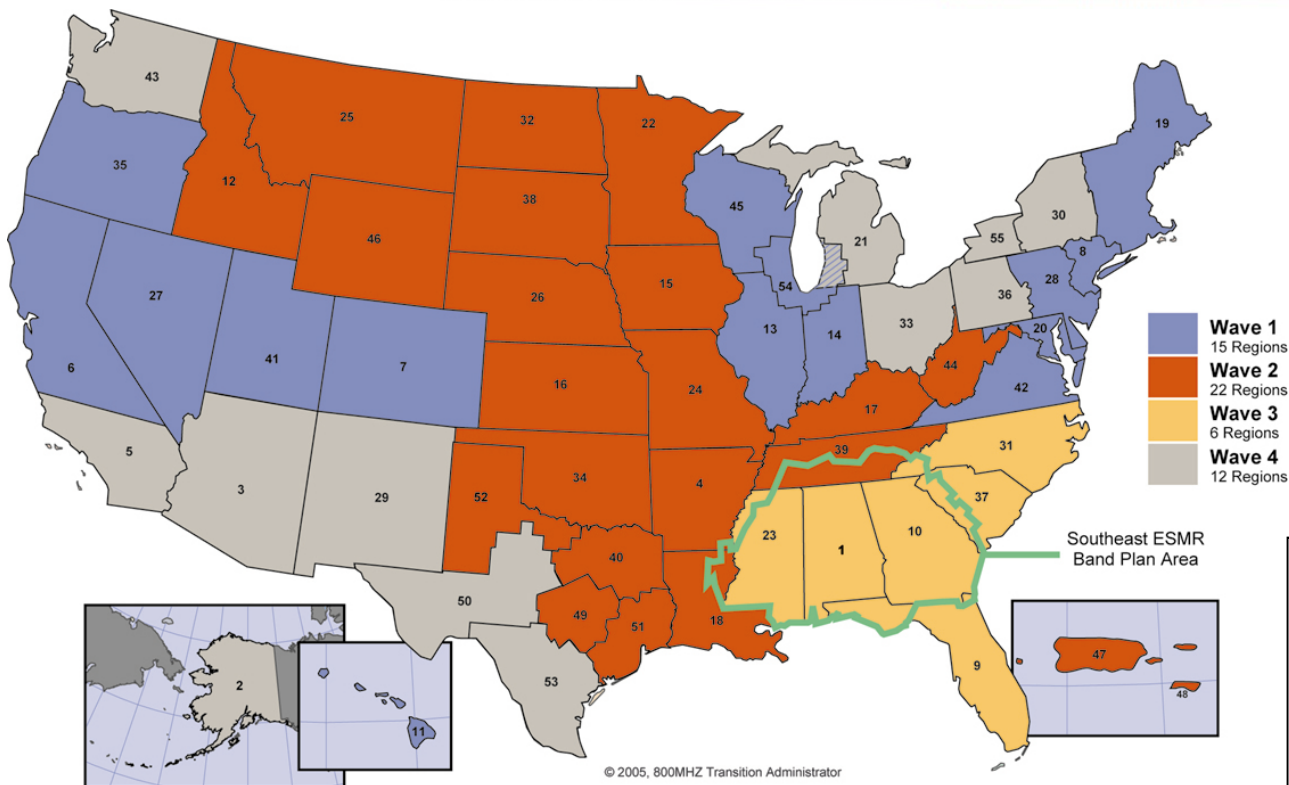
*The TA oversees the reconfiguration of the 800 MHz band*

- **Licensee Information Packets**
  - **First release: On or About April 15, 2005**
  - **Second release: Late May / Early June 2005**
  - **Outreach to 800 MHz licensees, Nextel, system vendors & FCC**
  - **New frequency assignments to 806-809 MHz/851-854 MHz (channels 1-120) Wave 1 licensees: late May 2005**
- **Reconfiguration operational readiness**
  - **Define processes for licensees to work with Nextel and TA (i.e., contracting and cost estimate approval)**
  - **Communicate to licensees – conferences, website, contact center**
- **Reconfiguration financial readiness**
  - **Payment process**
  - **TA audit process**
  - **Letter of Credit/Trust Agreement**

# Regional Prioritization Plan

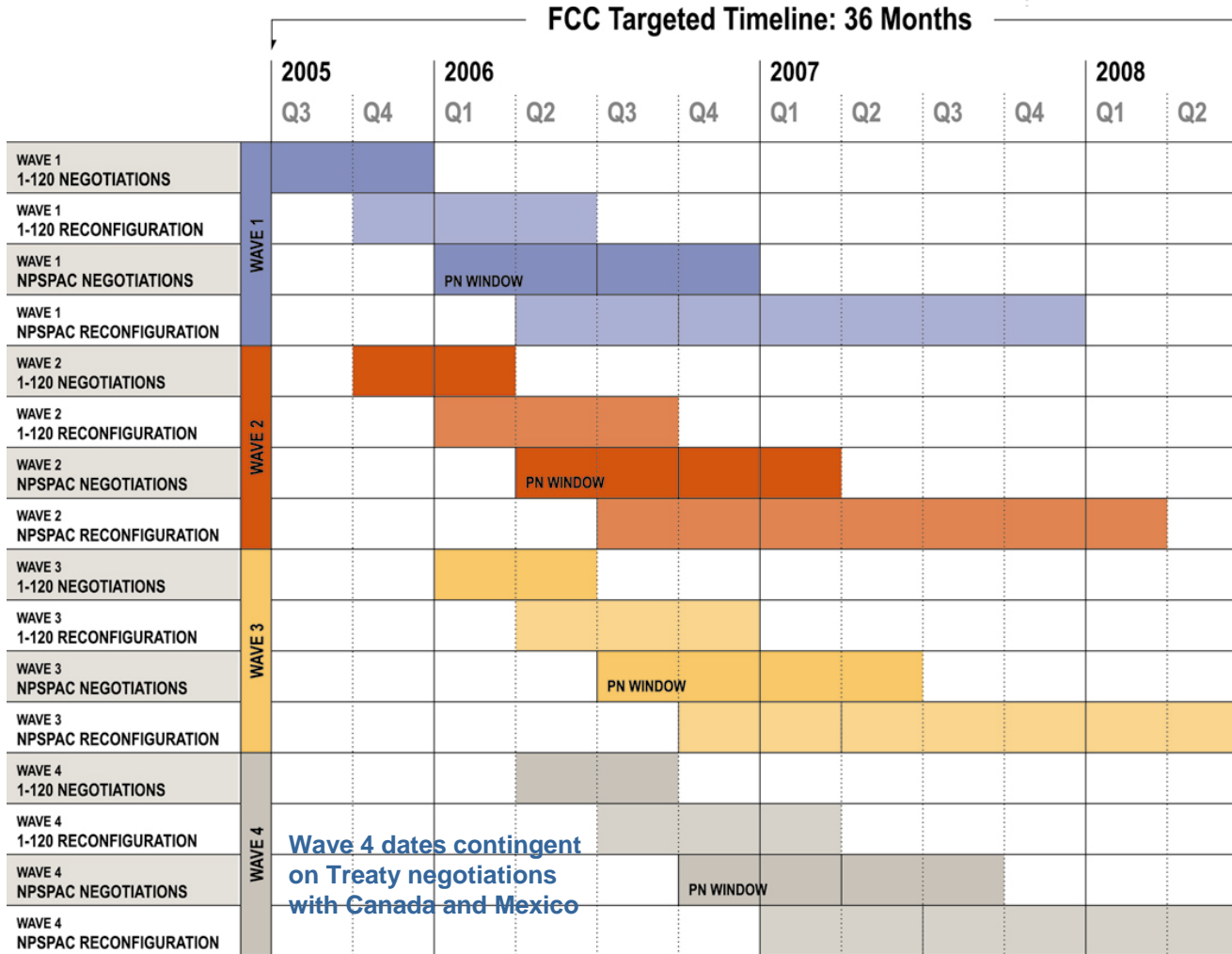
	WAVE 1	WAVE 2	WAVE 3	WAVE 4
Channels 1-120 Wave Voluntary Start Dates	June 27, 2005	October 3, 2005	January 3, 2006	April 3, 2006
Earliest NPSPAC Voluntary Start Dates	February 1, 2006	May 1, 2006	August 1, 2006	November 1, 2006*

\*Pending treaties with Canada and Mexico



**Channels 1-120 are the frequencies in the 806-809 MHz / 851-854 MHz band. Licensees with those frequencies reconfigure first to clear space for the NPSPAC licensees.**

# Regional Prioritization Plan



**NOTE:** PN window is the period during which Public Notice announces the start of NPSPAC region negotiations

## Key Considerations:

- Know when you are scheduled to relocate (site-based licensees visit [800ta.org/tools.htm](http://800ta.org/tools.htm))
- If relocation is optional (e.g., Public Safety in the expansion band), decide if you intend to relocate
- Align your activities and schedule with the **Regional Prioritization Plan**

**Channels 1-120 are the frequencies in the 806-809 MHz / 851-854 MHz band.**

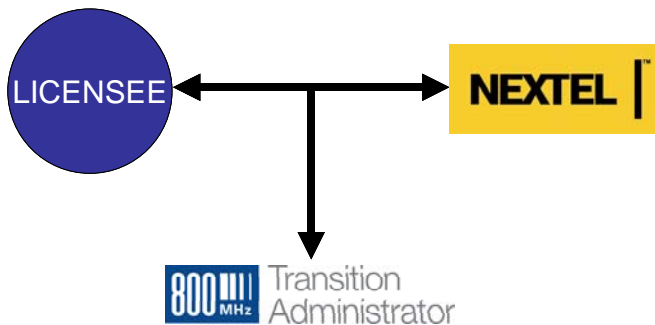
# Licensee Reconfiguration Process



## Key Licensee Activities:

- Provide contact information
- Document inventory for subscriber equipment and infrastructure facilities
- Evaluate new frequency assignments
- Submit request for planning funding, if necessary
- Prepare statement of work and cost estimate
- Negotiate relocation agreement with Nextel

# Licensee Reconfiguration Process



## Guidelines for Negotiation:

- TA encourages direct negotiations between the licensee and Nextel as the fastest and most efficient method for reaching an agreement
- Both licensee and Nextel have option to use TA for exchange of information
- TA cannot negotiate on licensee's behalf
- Requests for TA involvement should be submitted in writing

# Licensee Reconfiguration Process



## Key Activities:

- **FCC applications filed and granted for new frequencies**
- **Nextel clears frequencies**
- **Licensee relocates to new frequencies**
- **Nextel makes payments for reconfiguration**
- **Acceptance testing**
- **Channel surrender applications are filed with the FCC to clear old frequencies**
- **Licensee and Nextel certify completion – closing documentation**

- **Using forms provided in TA mailing approximately 75 days prior to the start of voluntary negotiations, provide key points of contact:**
  - **Administrative:** Execution of contract, coordination of contract, and payment logistics
  - **Technical:** Detailed system information (as needed) and reconfiguration logistics
  - **Legal:** Legal representation to licensee
- **Verify and list all 800 MHz call signs for which you are licensed**
- **Due to varied address information in the FCC database you may receive multiple letters from the TA**
  - **Consolidate all the letters into a single response incorporating all related call signs**
  - **Provide completed survey to TA within 30 days**
- **Contact information is needed for:**
  - **Timely notification of frequency assignments, other important notifications and events**
  - **Receipt of payments**

- **Provides basis for generating reconfiguration cost estimates and planning the Reconfiguration Implementation phase**
- **Only inventory 800 MHz equipment currently in use (in service + working spares)**

## End User Equipment:

- **Mobiles, portables, accessories**
- **Public Safety: Include devices that are assigned to related agencies that may not be licensed but are under operating agreements per FCC rules**
- **Serial number-level detail generally not required; exact counts in larger systems also not required**
- **Consult with equipment vendor to obtain level of detail necessary for determining reconfiguration method – retune, reprogram, or replace**
- **Vendors can provide data collection templates and other tools**

## Network Equipment:

- **Gather details and key characteristics necessary to plan and estimate the re-tuning effort**
- **Relevant categories of equipment include:**
  - **Repeaters and site facilities – combiners, antennae, duplexers, etc.**
  - **Centralized facilities, consoles, and management systems**
  - **Bi-directional amplifiers and other specialized frequency-specific equipment**
  - **Special applications like mobile data systems or SCADA**
- **For larger or simulcast systems, identify characteristics that may require additional capacity or a temporary overlay during re-tuning**
- **Consult with your system vendor for relevant tools and templates to assist with inventory effort**

# Evaluate New Frequency Assignments

Planning and  
Negotiation Phase

- **TA will send proposed new frequencies to all 800 MHz licensees that require reconfiguration**
- **Proposed new frequencies will be mailed to each licensee concurrent with the FCC Public Notice announcing the start date of voluntary negotiations for each stage**
- **Review proposed frequencies for comparability and plan to discuss with Nextel as the first item in negotiation**
- **Frequency advisors may be consulted if needed**
- **Changes to frequencies should be worked out directly with Nextel; Nextel will coordinate with the TA on concurrence for revised assignments**
- **As part of the reconfiguration agreement with Nextel, determine who will prepare and file FCC applications**

# Planning Considerations for Public Safety Licensees

Planning and  
Negotiation Phase

- **Thoroughly define the community operating on your system so that no one is missed**
  - All agencies with subscriber devices on the system
  - All other licensed systems on which licensees' subscribers operate
  - NPSPAC Mutual Aid channels in use
- **For larger systems involving multiple agencies, develop a formal interoperability plan that can be validated as part of the testing process**
- **Plan ahead and manage risk: develop contingency plan for potential equipment downtime during retuning and incorporate into Statement of Work**
  - Consult with your system vendor to understand potential retuning risks
  - Vendors should plan to have spares on hand
  - In your Statement of Work, quantify the cost of implementing contingency plans if they must be used

# Negotiate Relocation Agreement with Nextel

Planning and  
Negotiation Phase

- **Licensee and Nextel need to agree on:**
  - Licensee's new frequencies
  - Overall cost and timetable for reconfiguration; identify tasks, level of effort, resources, costs and schedule for performing the re-tuning effort in a **Statement of Work / Cost Estimate**
  - Any soft transaction costs (i.e, legal costs)
  - Payment process / schedule
  - Who will prepare and file FCC applications
  - Terms and conditions
- **Once contract is ready for signing, Nextel will submit to TA along with the Statement of Work / Cost Estimate for review and approval. TA will either:**
  - Approve
  - Reject with explanation / recommended corrections
  - Request additional information

- **Submit a cost estimate to Nextel**
  - Costs estimates are a key component of the relocation agreement
  - Requests for planning funding should be submitted separately, if required
- **Enter into a contract with Nextel; TA will review and approve**
- **Receive payment from Nextel**
  - Vendors will be paid within 30 days of Nextel's receipt of licensee approved invoice (later of receipt of invoice or licensee approval/receiving report)
  - Licensees will be paid within 30 days of contractually agreed milestones
- **True up payments at conclusion of reconfiguration**
  - Final payment by Nextel or refund from licensee/vendor depending upon true-up at close
  - Expenditures subject to audit by TA

# Timeline for Funding Requests

- Requests for planning funding – submit no earlier than Planning Window Start Date for licensee’s Wave and Stage
- Reconfiguration Cost Estimates – submit as early as the Voluntary Negotiation Start Date

<b>WAVE and STAGE</b>	<b>VOLUNTARY START DATE FOR 1-120 / EARLIEST DATE FOR NPSPAC VOLUNTARY START</b>	<b>PLANNING WINDOW START</b>
Wave 1 Channels 1-120	June 27, 2005	April 15, 2005
Wave 1 NPSPAC	February 1, 2006	November 18, 2005
Wave 2 Channels 1-120	October 3, 2005	July 20, 2005
Wave 2 NPSPAC	May 1, 2006	February 15, 2006
Wave 3 Channels 1-120	January 3, 2006	October 20, 2005
Wave 3 NPSPAC	August 1, 2006	May 18, 2006
Wave 4 Channels 1-120	April 3, 2006*	January 18, 2006*
Wave 4 NPSPAC	November 1, 2006*	August 18, 2006*

\*Tentative dates; actual dates for this wave depend on border treaties.

## Other Funding Considerations

- **Licensee must certify that requests for planning funding and cost estimates are the minimum required for comparable facilities**
- **Licensee has option to use internal or external resources (e.g., vendors) or a combination thereof**
  - **Internal labor costs require supporting documentation including time and cost**
  - **We encourage licensees to allow Nextel to pay vendors directly to simplify the procurement process**
- **Use of a competitive bid process for external resources is left to the licensee's discretion and will be reviewed by Nextel and the TA**
  - **Licensee/vendor may be asked to demonstrate that rates are comparable to prior pre-Reconfiguration work**

# Reconfiguration Implementation Phase



Reconfiguration  
Implementation

## 1. FCC Applications Filed and Granted

- Licensee or Nextel file license application (to be determined as part of relocation agreement)

## 2. Nextel Clears Frequencies

- Nextel and licensee will arrange schedule details as part of the agreement
- Nextel will remove licensee's new frequencies from operation the iDEN network to prepare for use on the licensee's system
- Nextel will notify licensee and TA when clearing is completed

## 3. Licensee Relocates To New Frequencies

- Public Safety and CII systems should take extra care to ensure smooth cutover
- Public Safety and CII systems will require careful coordination of subscriber and infrastructure changes
- For larger systems, make certain there is adequate project management, with a detailed cutover plan and contingency plans
- Report progress against agreed-upon milestones to TA

## 4. Nextel Makes Payments For Reconfiguration

## 5. Acceptance Testing

- **Formal acceptance test will serve as basis for certifying completion of reconfiguration**
- **Structured test plan and schedule with acceptance criteria is recommended for complex networks**
- **For Public Safety, be sure to validate interoperability as appropriate**
- **Coverage analysis may be included for larger systems, especially wide area and simulcast systems**
  - **Must be part of the agreed upon SOW; generally not required for simpler systems such as single-site conventional**
  - **If approved, baseline test should be conducted immediately before retuning and validation test should be conducted immediately after retuning for comparability**
  - **Automated signal measurement and data collection tests that provide quantitative analysis are preferable to more subjective means, such as mic tests**

## 6. Channel Surrender Applications Filed With FCC

- Licensee and/or Nextel files per agreement
- Grant of application by FCC provides basis for TA and FCC to determine that frequencies are reconfigured and is a prerequisite to completion

## 7. Licensee and Nextel Certify Completion

- Both parties validate that all obligations have been met
- Licensee provides certification of acceptance and agreement on payments received
- License assignments (if any) are filed as consummated with FCC
- Completed documentation is forwarded to TA and TA registers reconfiguration as complete



## Licensee Information Packet

- **First Release: On or About April 15, 2005**
- **Second Release: Late May/Early June 2005**

Transition Administrator	<ul style="list-style-type: none"><li>• <a href="mailto:Comments@800ta.org">Comments@800ta.org</a></li><li>• 888.800.8020</li></ul>
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