

800 MHz Re-banding Hints and Kinks

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Three Most Important Things

- RECORDS
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Pre-Negotiation Period

- Decide who will be on YOUR team
- Conduct a complete inventory
- Evaluate acceptable outage period
- Evaluate timing of work
- Evaluate workload
 - Technical staff
 - Administrative Personnel
 - Management

Your Team

- Communications System Manager
- Technical Personnel
- Operational Representatives
- Legal Representative
- Procurement Representative
- Elected and Appointed Officials

Need to Determine

- Who will be the Point of Contact
 - Ensure that the TA and NEXTEL know who this individual is
- Who is authorized to sign the contract/agreement for the re-banding
 - What is the review/approval process
- **CAUTION:** Do not sign the agreement until after the TA has approved

The Inventory

- Make and Model Number of all equipment
 - Fixed stations
 - Mobile radios
 - Portable radios
 - Transmitter combiners
 - Receiver Multi-couplers
 - Filters
 - Building Distribution Systems
 - All other frequency sensitive equipment

The Inventory

- Where is it?
 - Building locations
 - Vehicle numbers and/or license numbers
 - Names of people
- Who might have radios?
 - Operational personnel
 - Allied agencies and Media
 - Elected and appointed officials
 - Emergency Caches and Spares
 - Maintenance Equipment

Outage Periods and Timing

- Radios WILL BE out-of-service for some period of time
- Need to determine
 - How long is acceptable?
 - When can the outage occur?
 - The answers will be different for different groups of users?
 - Do you have spare radios that can be used?
 - Alternatively, do you need NEXTEL to provide spares?

Workload

- Technical staff
 - Do you want “in-house” staff to do the work or do you want outside contractors to do it?
 - If “in-house”, then need to estimate how much effort is involved
 - If contractors, then need to estimate your own support of them
 - Site access
 - Quality Review

Workload

- Administrative Personnel
 - Property managers
 - Clerical staff to maintain re-banding records
 - Effort required to update site records
 - Effort required to update FCC licenses
 - Legal staff and procurement personnel to conduct negotiations and review contracts
- Management

Negotiating the Contract

- Establish cost for doing all of the work
 - May need to establish a “rate” for personnel time
 - Include your agency preparation efforts
 - Include your agency participation during conversion
 - Include “close-out”
- Establish who is going to do what
- Establish when work is to be accomplished
- Establish where work is to be performed

Negotiating the Contract

- Don't forget
 - ALL of the work effort by your staff
 - Travel time to locations where work is to be performed
 - Travel costs for lodging and per diem
- Allow for a “soft” completion
 - Sign-off for majority of work
 - Allowance for converting “found” radios days or weeks after the system has been converted

During the Conversion

- Keep records of work completed
 - Be specific about units completed
- Compare what was converted against your “inventory”
 - Ensure ALL of the radios were converted
 - Determine if more radios were converted
 - May need to amend the contract for more reimbursement

Expect

- You will miss radios during the inventory
- You will miss radios during the conversion
 - Those radios WILL appear—perhaps weeks later
- The Transition Administrator will want to audit your expenses
 - If you kept records, this should be easy

More Information

- APCO's 800 Alert Web Site
 - www.800mhz.org
 - “800 Alert” link on APCO's homepage at www.apcointl.org
- Send questions to 800 Alert
 - 800alert@apco911.org