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John R. Hoffman
6607 Willow Lane
Mission Hills, Kansas 66208

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FEDERAL COMMUNICATIONS COMMISSION
OFFICE OF THE SECRETARY

January 10, 2000

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FEDERAL COMMUNICATIONS COMMISSION
OFFICE OF THE SECRETARY

Mr. Larry Strickling, Chief
Common Carrier Bureau
Federal Communications Commission
445 12th Street, S.W.
Washington, D.C. 20554

Dear Larry:

The North American Numbering Council (NANC), by telephonic meeting held on December 22, 1999, approved an updated Thousand Block Pool Administrator Requirements Document. I am pleased, as NANC Chairman, to transmit herewith to your office a copy of the final version of that Requirements Document.

If there are any questions concerning the Requirements Document, please feel free to contact me or Peter Guggina, the Chairman of NANC's Pooling Issues Management Group (who worked tirelessly to timely compile the Requirements Document). Peter can be reached at 972-729-5136 (or via the Internet at: peter.p.guggina@wcom.com).

Thank you very much for your attention to this matter.

Sincerely,

John R. Hoffman
913-362-0945 (tel)
913-677-4130 (fax)
[illegible]

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List A B C D E

North American Numbering Council

(NANC)

North American Numbering Plan

(NANP)

Updated

Thousand Block Pool Administrator

Requirements Document

December 22, 1999

CONTENTS

Section		Page
1.0	GENERAL INFORMATION	3
2.0	PROPOSAL OUTLINE AND RESPONDENT INFORMATION	17
3.0	BACKGROUND AND OVERVIEW OF NUMBER POOLING	21
4.0	QUALITIES AND ATTRIBUTES	22
5.0	FUNCTIONAL REQUIREMENTS	24
6.0	GENERAL RESPONSIBILITIES	26~~7~~
7.0	DISPUTE RESOLUTION	32~~3~~
8.0	ENTERPRISE SERVICES	33
9.0	MISCELLANEOUS	34~~5~~
10.0	PRICING	38
APPENDIX A		40

1.0 General Information

In June 1998, the North American Numbering Council (NANC) initially concluded that the identified functions and duties of the Thousand Block Pool Administrator are similar to that of the CO Code administrative services currently provided by the North American Numbering Plan Administrator (NANPA). Some of the rational behind the NANC's decision to consider the Pooling Administrator (PA) function as an extension of CO Code Administration are summarized in the following:

- Thousand (NXX-X) blocks are a North American Numbering Plan (NANP) resource just like Central Office (NXX) Codes.
- The administrative processes of thousand blocks are similar to CO codes.
- Thousand block pool administration entails other similar collateral responsibilities as do CO codes, such as data collection, forecasting, data security, and reporting.
- It has been determined that having a separate entity to perform thousand block pool administration would likely be less efficient. However, this should not be construed to exclude having a separate entity perform thousand block pooling administration if the NANC deems it necessary.
- Existing obligations and agreements related to national numbering policy and administration in a CO (NXX) code environment would also be applied in a similar manner when administering pooled resources.

With this initial conclusion, in December 1998 the NANC directed the NANPA Oversight Work (NOWG) to draft a Thousand Block Pool Administrator Requirements Document for NANC to submit to the NANPA for an initial response. In addition, the Industry Numbering Committee (INC) has a Final Working Draft dated December 2, 1999 of the Thousand Block (NXX-X) Pooling Administration Guidelines and these will be re-issued in January 2000, which contains the duties, and obligations of the Pooling Administrator (PA). Therefore, the Thousand Block Pooling Administrator Requirements document has been updated to reflect the most current requirements.

1.1 Introduction

The purpose of this Requirements Document is to invite the Respondent to submit a proposal which includes a firm, fixed price to provide the administrative and assignment functions associated with thousand block pooling for the NANP[1]. The respondent when designated to provide the administrative and assignment functions associated with thousands block pooling will perform the duties of the national Pool Administrator (PA). References to blocks, pools, or administrator throughout this document are specific to thousand block (NXX-X) number pooling only, unless otherwise specified.

The NANP is the basic numbering scheme for the public switched telecommunications networks in the following 19 countries (formerly known as World Zone 1): Anguilla, Antigua & Barbuda, Bahamas, Barbados, Bermuda, British Virgin Islands, Canada, Cayman Islands, Dominica, Dominican Republic, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, Turks & Caicos Islands, and the United States. The format of the NANP is in compliance with International Telecommunications Union (ITU) standards as detailed in Recommendation E.164.

The North American Numbering Council (NANC) developed this Requirements Document. At this time it is intended to apply only to thousand block pooling in the United States.

The NANC is a Federal Advisory Committee established pursuant to the United States Federal Advisory Committee Act, 5 U.S.C., App. 2 (1988) (FACA). The NANC was established to advise the FCC and other NANP member countries on issues related to NANP administration, and to advise the Commission on local number portability administration issues in the United States. The NANC also develops policy recommendations on numbering issues, initially resolves

[1] Final thousand block pooling administrative fees are subject to endorsement by the NANC and subject to FCC order.

disputes, selects the administrator and provides guidance to the PA as well as the NANPA. The NANC's Charter under the FACA provides that, in carrying out its responsibilities, the NANC shall assure that NANP administration supports the following policy objectives: (1) that the NANP facilitates entry into the communications marketplace by making numbering resources available on an efficient, timely basis to communications service providers; (2) that the NANP does not unduly favor or disfavor any particular industry segment or group of consumers; (3) that the NANP does not unduly favor one technology over another; (4) that the NANP gives consumers easy access to the public switched telephone network; and (5) that the NANP ensures that the interests of all NANP member countries are addressed fairly and efficiently, fostering continued integration of the NANP across NANP member countries. The NANC will have oversight responsibility for the PA and appropriate cost allocation function.

No legal or other obligations are assumed by the NANC or the FCC by virtue of the NANC's issuing of the Requirements Document, or by the NANC's or the FCC's receiving, accepting, and/or evaluating a respondent's proposal, and/or making a respondent selection.

This Requirements Document may include unintended errors, omissions, and/or deficiencies. Therefore, the accuracy and completeness of this document and related documents are not guaranteed. In the event that the respondent discovers such errors, omissions, and/or deficiencies, the respondent shall notify the NANC in writing.

Further, it is understood that the Respondent, as the PA, will conform to existing terms and conditions as set forth in the NANC NANPA Requirements Document dated February 20, 1997 and all associated FCC rules. In addition, the FCC may order changes to thousand block pooling that may supercede requirements contained within this document; it is understood that any such changes will be addressed in accordance with the process identified within the PA Requirements Document.

1.2 Neutrality

As stated in the Telecommunications Act of 1996 (Section 251(e)(1)), the FCC is required to "create or designate one or more impartial entities to administer telecommunications numbering and to make such numbers available on an equitable basis." The Respondent selected must meet the same neutrality criteria as stated in CC Docket No. 92-237, "should be a non-governmental entity that is not aligned with any particular telecommunications industry segment." and as reaffirmed in CC Docket No. 97-372. In addition, the respondent must commit to remain neutral for the full Term of its Administration. Accordingly, the NANC shall apply the following Neutrality Criteria[22] to determine the neutrality of any respondent:

1) a respondent may not be an affiliate of any telecommunications service provider(s) as defined in the Telecommunications Act of 1996. "Affiliate" is a person who controls, is controlled by, or is under the direct or indirect common control with another person. A person shall be deemed to control another if such person possesses, directly or indirectly, (i) an equity interest by stock, partnership (general or limited) interest, joint venture participation, or member interest in the other person ten (10%) percent or more of the total outstanding equity interests in the other person, or (ii) the power to vote ten (10%) percent or more of the securities (by stock, partnership (general or limited) interest, joint venture participation, or member interest) having ordinary voting power for the election of directors, general partner, or management of such other person, or (iii) the power to direct or cause the direction of the management and policies of such other person, whether through the ownership of or right to vote voting rights attributable to the stock, partnership (general or limited) interest, joint venture participation, or member interest) of such other person, by contract (including but not limited to stockholder agreement, partnership (general or limited) agreement, joint venture agreement, or operating agreement), or otherwise;

[2] Criteria established by FCC Order are in addition to the summaries contained herein. Respondent's proposal must also display compliance with all related FCC Orders.

2) a respondent and any affiliate thereof may not issue a majority of its debt to, nor may it derive a majority of its revenues from any telecommunications service provider. "Majority" shall mean greater than 50 percent, and "debt" shall mean stocks, bonds, securities, notes, loans or any other instrument of indebtedness; and

3) notwithstanding the Neutrality Criteria set forth in 1) and 2) above, a respondent may be determined to be or not to be subject to undue influence by parties with a vested interest in the outcome of numbering administration and activities. NANC may conduct an evaluation to determine whether a respondent meets the undue influence criterion.

In addition to the Respondent Information described in Section 2.0, the NANC and/or the FCC may request and consider additional information from the respondent for purposes of applying the Neutrality Criteria in this Section 1.2.

A Respondent's compliance with these Neutrality Criteria must be demonstrated as evidenced by the respondent's response to this requirements document (i) a written agreement of principles, and (ii) a majority of closing documents, both of which pertain to a transaction or other action that will bring a Respondent into compliance with the Neutrality Criteria. Any respondent seeking to demonstrate that compliance is underway under the terms of this subsection shall be required to submit a written plan, as part of its response to this Requirements Document, detailing how it will comply with these Neutrality Criteria by 120 days after the NANC recommendation to the FCC.

If, at any time during the term of the PA the neutrality provisions set forth herein are violated, or there is potential for a violation, the PA must notify the NANC and the FCC in writing as soon as such a violation, or potential violation, becomes evident. Such notification shall, at a minimum, contain sufficient details that describe the basic nature of the neutrality violation, reference to the specific Neutrality Criteria being violated, any notable effects on performing the functions of the

~~[illegible] tablished by FCC Order are in addition to the summaries contained herein. Respondent's proposal must~~

thousands block pooling administrator during the time period commencing with the issuance of the notification and during the evaluation period of the violation, and a skeleton proposal for possible resolution of the violation. Upon receipt of the notification by the NANC and the FCC, an assessment of the violation will begin in an attempt to resolve the matter in an expeditious manner while preserving the PA function. Neutrality violations are considered as defaults and could result in termination of the Term of Administration of the PA.

Any subcontractor(s) that perform number administration duties must also meet the neutrality requirements described above, and must be identified before or at the time of or prior to initiation of duties.

Disclosure of any affiliations or associations with any telecommunications service provider(s) must be presented at the time the proposal is submitted. Failure to do so will result in the rejection of any proposal.

1.3 Term of Administration

The PA selected by the FCC following recommendation by the NANC shall serve for an initial period concurrent with the existing term of the NANPA. The start date for the PA is subject to modification due to regulatory and/or industry activities. At any time prior to the termination of the initial or subsequent Term of Administration, the Term of Administration may be renewed up to 5 years with the approval of the PA and the appropriate regulatory authorities. The respondent must commit to fulfilling their duties as PA throughout the entirety of the term.

1.4 Valid Period for Respondent Proposals

The respondent shall indicate that their proposal is valid for a period of 6 months from the Date the Respondent Proposal was officially received by the NANC.

~~also display compliance with all related FCC Orders.~~

1.5 Impacts of Regulatory and Industry Activities

1.5.1 Regulatory Impacts

In the future, regulatory authorities may issue rules, requirements or policy directives, which may increase, decrease or otherwise impact the functions to be performed by the PA.

1.5.2 Changes to Number Resource Assignment Guidelines

The mission of the INC, an industry forum operating under the auspices of the Alliance for Telecommunications Industry Solutions (ATIS), is to provide an open forum to address and resolve industry-wide issues associated with the planning, administration, allocation, assignment and use of numbering resources and related dialing considerations for public telecommunications within the NANP area.

Accordingly, after a PA is selected, NANC, regulatory authorities and/or the INC may establish NANP numbering resource plans, administrative directives, assignment guidelines (including modifications to existing assignment guidelines), and procedures that may affect the functions to be performed by the PA.

When numbering resource plans, administrative directives, assignment guidelines and procedures are developed, the PA shall, within a period of not more than 20 business days from said event; e.g., the date INC issues the "official" guideline(s), provide NANC and INC with written notice regarding these changes and summarize the potential impact of the changes to the PA. The NANC will make a recommendation to the FCC as it deems changes are necessary.

1.6 Performance Review Process

The PA shall be subject to monitoring of its performance by the NANC. On at least an annual basis, the NANC shall formally assess the performance of the PA, and the PA shall implement any remedial action which should be taken to correct any identified performance problems.

The performance monitoring process shall include, but not be limited to, an internal, documented performance monitoring mechanism to be developed, mutually agreed to, and implemented by the PA and made available to the industry through the NANC. The respondent will describe this mechanism in their proposal, but submission of said proposal does not constitute acceptance. There will also be a formal mechanism developed by the NANC to permit industry participants to provide annual performance assessment data and recommendations to the NANC.

Monitoring of the performance of the PA shall include performance of tasks in accordance with identified service elements and performance measurements established in this Requirements Document and any associated numbering resource assignment guidelines established by the NANC, the INC and appropriate regulatory bodies. Sharing of and / or use of data provided by the NANPA or Number Portability Administration Center (NPAC) to the PA may also be assessed.

The annual assessment process shall not preclude telecommunications industry participants from identifying performance problems to the PA and the NANC as they occur, and from seeking resolution of such performance problems in an expeditious manner. If performance problems are identified by a telecommunications industry participant, the NANC and the PA shall investigate the performance problem and report back within a period of not more than 10 business days from

the date of notification to the NANC of the performance problem. Then the NANC will inform the telecommunications industry participant of the results of such investigation and any corrective action taken or to be taken. The PA and the NANC shall mutually agree to a reasonable time to implement the corrective action.

1.7 Penalty for Non-Performance

The PA shall deliver a fully functional and operational thousand block pooling system (system) within nine months of the effective date of the FCC order pursuant to the system project plan, industry guidelines, PA duties enumerated herein, and other industry/regulatory documents. The PA will be subject to penalties if this requirement is not met as follows:

- 45 days late, $320,000 non-refundable payment;
- 90 days late, additional $500,000 non-refundable payment; and
- 180 days late, full refund of all amounts paid, in addition to the above non-refundable payments, and termination of the Term of Administration.

Evidence of final acceptance will be subject to finalization of a mutually agreed to system architecture and capability description, project plan, and project milestones. Any dispute arising out of or related to system delivery and performance, which cannot be resolved by negotiation, shall be settled by binding arbitration in accordance with the J.A.M.S/Endispute Arbitration Rules and Procedures (Endispute Rules). The PA and the industry shall share the costs of arbitration, including the fees and expenses of the arbitrator, equally unless the arbitration award provides otherwise. The PA and the industry each must bear their respective costs to prepare and present its case.

The Arbitrator's authority to grant relief is subject to the United States Arbitration Act, 9 U.S.C. 1-16 et seq. (USAA), the provisions of this Requirements Document, applicable regulatory orders, and the ABA-AAA Code of Ethics for Arbitrators in Commercial Disputes. The Arbitrator's decision shall follow the plain meaning of the relevant documents, and binds on the

Parties. Any Party may appeal a decision of the arbitrator to the FCC. The Arbitrator shall render a written and reasoned opinion setting forth both findings of fact and conclusions of law. All post proceedings, except those before the FCC, shall be governed by the USAA.

If the NANC determines at any time that the PA substantially or materially defaults in performing its obligations, the NANC shall immediately advise the PA of the default, request immediate action to correct its performance, permit the PA reasonable time to correct its performance and/or will recommend to the FCC and other appropriate regulatory bodies appropriate remedies up to and including termination of the Term of Administration of the PA.

1.8 Preparation and Submission of Proposals

The respondent is responsible for any and all costs incurred in the preparation of a response to this Requirements Document.

All of the conditions and requirements detailed in the Requirements Document must, where appropriate, be addressed in the respondent's proposal.

The responses to this Requirements Document must be made in the format as described in Section 2.0.

A proposal meeting the document preparation and submission requirements will be reviewed pursuant to the proposal evaluation process set forth in Section 1.9.

A duly authorized representative of the respondent must sign all submissions.

The respondent's package containing the proposal shall be marked accordingly as "Proposal - Thousands Block Pool Administrator," and shall identify the name of the respondent organization. The proposal should be submitted to the NANC in electronic form for distribution to the NANC members and/or it's designated proposal evaluation team. Two (2) copies must be

provided as paper copies in a binder plainly marked with one copy identified as the "Master Copy." Each paper copy must also contain a diskette. The "Master Copy" proposal will be delivered to the NANC Chair. If discrepancies between copies and/or the diskettes are found, the paper "Master Copy" will govern. If additional paper copies are requested by the FCC, respondent will be required to provide those copies of their proposal in a timely manner to the addresses provided by the FCC.

All proposals shall be in the English language (diskette copies shall be in IBM PC, Microsoft Windows, compatible with Office 97, Microsoft Word 7.0. software format). All proposals shall be typed double-spaced, in Times New Roman font size 12. The printed copy will have printing on one side only, on 8-½" x 11" 3-hole punched paper. Each major section of the proposal binder shall begin on a new page and be tabbed separately.

Proposals shall be submitted to the NANC Chair and the designated NANC Issues Management Group (IMG).

NANP member countries may request a redacted copy of the responses to the Requirements Document from the FCC.

If, after submission of a proposal, the respondent no longer wishes to have its proposal considered, the NANC Chair must be notified in writing at the earliest possible opportunity.
The respondent is expected to examine the Requirements Document specifications and instructions carefully. Calculation errors shall be the respondent's risk. In the event of a respondent's error in price, time or calculations, the respondent's quoted price, time or calculations shall prevail.

1.9 Evaluation of Proposals

The NANC, with input from its designated IMG, will assess the proposals and provide a recommendation for a PA to the FCC and other NANP member countries. It is expected that the

FCC will promulgate rules to govern the PA, and that these rules will incorporate as enforceable standards the functional terms and conditions contained in this Requirements Document.

Members of the NANC designated evaluation team will be required to sign a non-disclosure agreement to perform the evaluation. Employees and/or consultants of the respondent or other potential respondents will not be part of the evaluation team.

1.9.1 Evaluation Process

Step 1

The first step in the review of the respondent's proposal will be to determine if the proposal complies with the anticipated schedule for assuming PA responsibilities as directed in this Requirements Document.

Step 2

The second step in the review of the respondent proposal will be to assess the response submitted against the INC Thousand Block Pooling Administration Guidelines, as well as the requirements and specifications contained within this document. The response should be in compliance matrix form, as described in Section 2.0, and will be used to ascertain whether the respondent meets the requirements. Once this compliance has been confirmed, then the evaluation of the detailed respondent proposal will be conducted.

Step 3

In the third step of the evaluation process, the pricing information will be taken into account. The pricing information will then be evaluated.

Step 4

The NANC designated IMG, will, if necessary, generate a list of questions to the respondent. The respondent will answer in writing. Questions may be generated until the NANC and/or the designated IMG have resolved all open issues identified within the respondent's proposal.

Step 5

After the evaluators have received and reviewed the answers to the questions, the respondent will be required to participate in meetings with the evaluation team. Based on written answers and/or the meeting(s) with the respondent, the evaluators may re-evaluate the proposal.

Step 6

Using the information gathered in Steps 1-5, the evaluation team will discuss the proposal and reach consensus on a recommendation to the NANC.

Step 7

IMG will forward their recommendation to the NANC.

Step 8

The NANC will review the IMG recommendation and forward the NANC final recommendation to the FCC.

1.9.2 Evaluation Criteria

Compliance

Requirements enumerated in this and related documents that are not complied with or that are only partially complied with will negatively impact the proposal's evaluation. Exceptions and deviations from these requirements will be viewed objectively but must not, in the evaluation teams opinion, change or alter the overall requirement specification.

Innovation

In evaluating this response, consideration will be given to the creative nature of the response taking into account its efficiency and flexibility. The efficiency and flexibility displayed in the respondents response should also describe its ability and willingness to seek and make use of

NPAC, NANPA and/or industry data/information available for its use when executing its duties and responsibilities as the PA.

Value

Taking into account the compliance, innovation and other determining factors, an overall value will be determined based on the respondents bid price. As necessary, the designated evaluation team will consider the cost/benefit effects of the respondent's proposal and adjust with respondent items as necessary to achieve maximum value.

1.10 Schedule

The following is a schedule of planned events, subject to change, which details the activities associated with the issuance of the Requirements Document, time frames for questions concerning the document, and the evaluation process. The NANC intends to make its recommendation to the FCC and other appropriate regulatory authorities when it has completed evaluation of the proposal.

Event	*Date*
Draft Thousands Block Number Pool Administrator Requirements document issued by NANC	January 1999
Due Date for Initial Respondent Proposal	February 1999
Designated IMG Initial Evaluation Period	March 1999
Designated IMG Develops and Distributes Questions to Respondent / Respondent Replies to Questions And Designated IMG Individual Meetings with Respondent	March 1999 to November 1999
IMG initial proposal evaluation recommendation presented to NANC.	July 1999
Updated Thousands Block Number Pool Administrator Requirements document issued by NANC	December 1999
Final Proposal Submitted by NANPA	December 1999 / January 2000

Designated IMG Final Evaluation of Respondent	December 1999 / January 2000
Designated IMG Final Recommendation of Respondent to NANC	January 2000

1.11 Confidentiality and Use of Information

Respondent shall use this Requirements Document and any other information furnished to them under this Requirements Document solely for the purposes of responding to this Requirements Document. Reproduction of any part of this Requirements Document is authorized only for the preparation of a proposal.

No publicity or news releases pertaining to this Requirements Document, responses to this Requirements Document or discussions of any kind regarding the Requirements Document or the selection of a respondent may be released without the prior written approval of the NANC.

1.12 Inquiries

All questions, matters, and concerns related to this Requirements Document should be directed to the designated IMG Chair or to the NANC Chair.

A copy of correspondence to the NANC Chair or the IMG Chair should be simultaneously sent to the Designated Federal Official to the NANC, Federal Communications Commission at the address stated below.

Network Services Division
Common Carrier Bureau
445 Twelfth Street, S. W. Suite 6A320
Washington, DC 20554

In the interest of fairness, all correspondence submitted to the Chair would be made public. Respondent confidential information will not be disclosed.

2.0 Proposal Outline and Respondent Information

The respondent's proposal to serve, as the PA, shall follow the format described in the following section.

2.1 Cover Page

The proposal must contain a cover page. The cover page should include the name of the respondent's organization, and the respondent's contact's name, address, telephone number, facsimile number, e-mail address, date, and signature of a duly authorized respondent representative.

2.2 Proposal Overview

This section shall summarize all key features of the proposal including the use of subcontractors. A summary of all deviations and exceptions from the Requirements Document should be identified.

The proposal shall contain certification that the respondent and any subcontractor shall comply with all of the provisions of the Requirements Document in its submission. The respondent, by stating compliance to a requirement in this Requirements Document, agrees that the respondent has read and understood the requirement and that compliance is complete and deliverable at no additional cost unless otherwise noted.

2.3 Respondent Information

The following information is intended to provide an overview of the respondent's business activities and organization:

2.3.1 Description of the Respondent's Business

The respondent proposal shall contain a concise description of the principal business of the respondent and any subcontractors, including such items as company background, characteristics of business strength and the products and services offered.

2.3.2 Respondent Financial Information

The respondent proposal shall include a detailed description of the financial condition of the respondent and any subcontractors. This section shall include information by which to assess the respondent's financial strength. Useful information could include the most recent annual report and audited financial statements (e.g., Income Statement, Balance Sheet) of the respondent and any subcontractors.

2.3.3 Additional Information

The respondent shall include detailed information regarding: (1) ownership of and affiliation with telecommunications service provider(s); (2) percent of revenues received from, and debt held by, telecommunications service provider(s); and (3) undue influence by parties with a material interest in the outcome of numbering administration and activities. This information shall be submitted in three parts to respond to each of the three Neutrality Criteria set forth in Section 1.2. When supplying this information, the respondent shall indicate the specific Neutrality Criteria being addressed.

2.3.4 List of Company Officers

The respondent proposal shall include a list of its company officers and their titles and responsibilities. Also include a list of the respondent's Board of Directors.

2.4 Performance Bond

The respondent proposal shall include demonstrated evidence that the respondent is bondable.

2.5 Legal Proceedings

The respondent proposal shall identify any current litigation or other proceeding, including bankruptcy and related matters, in any judicial court or administrative agency in any jurisdiction, as well as any matter currently in, or expected to be in, arbitration, mediation or other form of dispute resolution, the resolution of which could materially affect the respondent's financial strength or ability to perform its duties as the PA, in which the respondent is presently involved or which it reasonably anticipates involvement outside of this Requirements Document, and shall provide a summary description of the liabilities the respondent anticipates may occur as a result of such proceedings.

2.6 References

The respondent proposal shall furnish references, preferably for similar work being performed currently or in the near past, including the name of the company, contact name, address and telephone number.

2.7 Proposal Details

The respondent must prepare a detailed response to this Requirements Document that provides the information requested in a Compliance Matrix form. Specifically, a response must list the Section number, Section title and requirement as defined in the Requirements Document. The

respondent must clearly state whether it can comply with the stated requirement and provide additional, detailed information about how it can fulfill the requirement.

2.8 Compliance Matrix

The respondent must complete a Compliance Matrix. The matrix shall contain a high-level summary description of the detailed information included in the respondent's proposal.

2.9 Respondent Confidential Information

Subject to 5 USC 552 (Freedom of Information Act), information submitted in a respondent's proposal shall not be deemed confidential, with the exception of financial information (Section 2.0), pricing information (Section 10.0) and trade secrets. The final pricing information for the respondent recommended by NANC as the PA may be made public within the NANC recommendation and subsequent regulatory proceedings or orders.

In order to safeguard any confidential information submitted by the respondent, the respondent will be required to submit a copy of their proposal with confidential information deleted. Further, this copy must follow the same outline as described in Section 2.0 with the same information appearing on the same page. The respondent will provide their redacted proposal to the NANC by electronic distribution.

3.0 Background and Overview of Thousand Block Pooling

3.1 Thousand Block Pooling

Thousand-block pooling involves the allocation of blocks of sequential telephone numbers within the same NXX to different SPs, which serve customers within the same rate area[3]. ~~area[4].~~

[3] Rate area, as used herein, denotes the smallest geographic area used to distinguish rate boundaries.
~~[4] Rate area, as used herein, denotes the smallest geographic area used to distinguish rate boundaries.~~

All ten thousand numbers within each NXX continue to be assigned to one rate area, but are allocated among multiple SPs at the thousand-block (NXX-X) level. An example of this arrangement is shown below:

847-999-1XXX	SP-1
847-999-2XXX	SP-2
847-999-3XXX	SP-3
etc.	

Using this example, SP-1, SP-2, SP-3, etc., can each assign numbers from their allocated thousand-block within the 847-999 NPA-NXX, but only to customers residing within the designated rate area. This methodology preserves two of the three historical functions of the NXX (call rating and toll discrimination), but breaks the association of an NXX with a particular SP switch. The switch identification is accomplished via an external data base look-up.

Significantly, the 847-999 NXX shown in the example would still is assigned in its entirety to one switch entity/one SP within the Local Exchange Routing Guide (LERG). The assigned SP is referred to as the LERG Assignee. The LERG Assignee, however, is only permitted to assign numbers within the particular thousand-block or blocks that have been allocated to it by the PA.

4.0 Qualities and Attributes

The PA should have certain qualities and attributes in order to perform the functions assigned to it. The Respondent must describe in its response their commitment to perform and how they possess (or how they will acquire) the following attributes:

1. knowledge about telecommunications network operations (e.g., routing, rating, billing), local number portability including the NPAC, and the use and allocation of NANP numbering resources (e.g., NANP, INC Guidelines, addressing, dialing) in order to effectively determine the legitimacy of applications for pooled numbering resources (e.g., regulatory and

operational requirements) and to ensure the assignment of pooled numbering resources to participating service providers;

2. capability to act as an information resource for regulatory authorities and the industry concerning all aspects of number pooling;

3. capability to develop, deliver, operate and maintain the computer hardware, software (database) and mechanized systems required to perform the PA functions;

4. management skills (e.g., capability to manage the PA organization, resource management, staffing, budgeting);

5. project management skills (e.g., to conduct First Implementation meetings, ability to manage national rollout and industry inventory pool management);

6. interpersonal communication and negotiation skills (e.g. maintaining effective relations with numbering resource applicants);

7. capability to safeguard and manage proprietary data and competitively sensitive information;

8. public relations skills (e.g., the ability to explain complex number pooling issues to the media and the public consistent with industry positions on number pooling);

9. compliance resources, i.e., the ability to comply with all applicable laws affecting the operation of the PA's business during each and every Term of Administration.

10. knowledge of applicable local, state, regional and national Thousand Block Pooling conditions.

11. the same qualities, attributes and general services requirements reasonably applicable to all areas of "number administration" which is described in the NANPA Requirements Document (See Section 1.0)

4.1 Resumes of Respondent's Personnel and Sub Contractors

The respondent shall provide a projected list of the respondent's organizational structure, personnel and sub-contractors, if available, who would perform the PA functions, and a resume of each person, which provides evidence of the capabilities and attributes, identified above. In addition, the respondent shall also provide demonstrated evidence of the respondent's skills, knowledge and experience in numbering resource issues, the NANP, NANP Administration, INC, NANP area country regulatory issues affecting numbering, number resource assignment guidelines, central office code administration and NPA relief planning.

5.0 Functional Requirements

5.1 General Responsibilities

The PA will be responsible for the assignment and administration of industry numbering resources in an efficient, effective, fair, unbiased, and non-discriminatory manner consistent with industry developed guidelines, including the PA and NANPA Requirements Document.

In addition the PA will be expected to support the industry's efforts to optimize the use of current and future numbering resources, and to advise the industry relative to numbering issues (e.g., potential resource exhaust). Additional details regarding the PA responsibilities can be

found in the INC Thousand Block (NXX-XX) Pooling Administration Guidelines and other related industry documents; e.g., the Local Number Portability Administration (LNPA) Working Group documents. The PA shall be responsible for ensuring the efficient and effective administration and assignment of numbering resources within the pooled area. This function requires day-to-day number resource assignment and administrative activities, as well as the interaction with the NANPA and the NPAC in all activities for which the PA is dependent upon to successfully execute its duty as the PA. In addition, the PA must also have sufficient focus on the long term, in order to ensure the continued viability of the NANP resource. The PA must implement a planned approach utilizing effective forecasting and management skills in support of the NANPA's overall responsibility in order to make the industry aware of the availability of numbering resources to meet the industry's current and future needs.

The NANC has determined that the administrative functions to be performed as part of the role of PA shall be as described in the Industry Numbering Committee ("INC") Thousand Block (NXX-X) Pooling Administration Guidelines, related industry documentation, and the guidelines of other appropriate policy-making authorities, all of which may be modified as required, from time to time, by industry fora or other appropriate regulatory authority. A list of the current INC Guidelines and related documentation has been identified in Appendix A.

In addition to the functions identified in this Requirements Document, the PA has a responsibility to comply with any identified performance measures or defaults on key system or service element performance requirements.

The Performance Review Process is described in Section 1.6 of this Requirements Document. Furthermore, the PA is required to participate in the NANC annual performance review process also described in Section 1.6.

5.2 Broad Responsibilities

The PA, like the NANPA, is also responsible for establishing and maintaining relationships with appropriate governmental and regulatory bodies (e.g., FCC, and state regulatory agencies) and addressing policy directives from these bodies. These, and other relationships, require that the PA has the necessary administrative staff to handle the legal, financial, technical, staffing, industry, and regulatory issues relevant to the management of all pooled numbering resources, and the necessary equipment, facilities, and proper billing arrangements to manage the pooled resources.

The PA shall also process requests to implement new applications and services and make assignments in accordance with industry developed number pooling resource planning and assignment guidelines.

It is the responsibility of the PA to manage each designated pooled NANP resource in accordance with published guidelines adopted in conjunction with the industry and where appropriate NANP member countries' governing agencies. On occasion, decisions and interpretations will be required on issues that have not yet been addressed by the industry and the PA must have the knowledge and capability to recognize these instances and refer them to the appropriate industry body for resolution. Also, since the PA is the primary repository for pooled numbering information in the industry, its their responsibility to respond to requests from the industry and from regulators about the NANP pooled resources and its administration.

With regard to requests for information on how to obtain current documents related to NANP number pooling administration, it is the PA's responsibility to either refer requesters to appropriate web sites where it is possible to download electronic copies, or the PA shall provide paper copies, free of charge, if the requesters cannot obtain the documents via the Internet.

The PA shall provide suggestions and assistance to users of pooled numbering resources as appropriate and suggest alternatives, when possible, that will optimize number resource utilization. In addition, the PA will draw upon available information; e.g. COCUS, state

regulatory survey details, and Auditor reports, to manage the pooled area and to meet its responsibilities as identified in industry guidelines and FCC Orders.

5.3 Testing

Because thousand block pooling is dependent on LRN LNP, this document assumes that LNP has been deployed prior to pooling being implemented. If necessary, the PA will participate in any pooling test deemed appropriate by the NANC to ensure the efficacy of the national pooling guidelines and associated standards. The testing would ensure the efficacy of the uniform pooling resource guidelines and standards. If any such test is required, the respondent shall participate in the development of a descriptive test plan and in the actual test, at no additional cost.

6.0 General Responsibilities

6.1 Operative Responsibilities

The PA will manage the pooled central office code (NXX) resource in accordance with published industry guidelines (see Appendix A), which may be modified from time-to-time by the industry, regulatory action or statute. Some of these guidelines are: INC Central Office (NXX) Code Assignment Guidelines INC 95-0407-008, INC Thousand Block (NXX-X) Pooling Administration Guidelines INC 99-0127-023, LNPA WG Methods and Procedures, appropriate T1S1 documents, INC NPA Code Relief Planning and Notification Guidelines INC 97-0404-016, and INC NPA Allocation Plan and Assignment Guidelines INC 96-0308-011. The PA must also be prepared to perform the various data input functions required. The Respondent must also provide in the Compliance Matrix form, the methods by which they plan to meet these requirements. The Respondent needs to produce a plan, which demonstrates how coverage will be deployed to meet the pooling requirements of the PA's clients across the nation.

6.2 Reporting Requirements

Per the industry pooling guidelines, the PA may be responsible for collecting, aggregating and furnishing data to the industry, the NANC, the CO Code Administrator, and appropriate regulatory agencies. Any requests outside of the Requirements Document and/or industry guidelines will be treated as an enterprise service and presented to the NANC as is described in the NANPA Requirements Document.

The PA may also be required to aggregate service provider forecast data and submit such data to the NANPA as required in industry guidelines.

The PA is responsible for ensuring the confidentiality of all of the data being provided in any report.

6.3 Administrative Responsibilities

The PA shall build and maintain a pooling administration system. This system should include appropriate security for confidential data and provide accessibility for all Service Providers to their own information through an appropriately secured mechanism. The system will include: 1) all thousand blocks contained in each industry inventory pool 2) block assignment and contamination status, and 3) allocated to whom.

Per the INC Thousand Block Pooling Administration Guidelines, service provider specific data submitted to the PA will be treated as confidential. Any data published by the PA will be shown as aggregated. Furthermore, the PA must ensure data/information shared publicly is factual in nature and that findings that are unexpected or significant are first reported to regulatory authorities, the NANC, and the industry prior to public disclosure.

6.3.1 Requirements

Except as noted in Section 8.2, the PA shall offer a web interface and allow for mechanized data input via electronic file transfer (EFT) for thousand block Applications and forecast reports. The EFT capability will permit SPs to forward pooled application data for the following forms from the INC Thousand Block Pooling Guidelines, INC 99-0127-023: Part 1A, General Application Information; Part 1B, NPAC Block Holder Data; Part 4, Confirmation of NXX-X Block In Service; Thousand Block Forecast Report and Thousand Block Months to Exhaust (MTE) Certification Worksheets in a predetermined format which the PA would then use to initiate processing within the PA system(s). Conversely, the PA shall also accommodate mechanized data output via EFT to SPs when transmitting Part 3 data and other industry forms/data.

The respondent shall provide the detailed supporting descriptions and the assumptions regarding the mechanized data input/output, EFT interface specifications, and the assignment and forecasting process.

In addition, the respondent must provide a system description, system delivery date, project plan and significant project milestone list as part of their response. The respondent will provide status reports to the NANC. The respondent will propose a format for these status reports to NANC.

6.4 Reference Information

The PA shall have access to the information contained in the Local Exchange Routing Guide (LERG) or an equivalent source.

6.5 Audits

6.5.1 General Information

In the performance of its numbering administration duties and in meeting its responsibilities, the PA may encounter situations that may alert them to a possible noncompliance with the industry guidelines which warrants the need for a for cause audit. In these situations, the PA will inform

and forward relevant information which contains the details of the possible infraction to the designated auditor or appropriate regulatory agency for disposition.

In addition, the PA may be required to provide SP specific data to an auditor in order to facilitate the audit process.

PA shall, subject to reasonable confidentiality restrictions, provide the industry Auditor and /or the FCC designees reasonable access during Normal Business Hours to:

(a) PA's staff;

(b) Books and records and supporting documentation relating to the Services and the Service Element fees payable under their Updated Thousand Block Pool Administrator Response, excluding PA's cost information;

The auditor and its representatives will comply with any reasonable restrictions imposed by PA to minimize any disruption to PA's normal operations.

For a reasonable period of time, PA shall provide to the NANC or its designated Third Party auditor reasonable amounts of office space, office furnishings, telephone and facsimile service, utilities, office-related equipment, and duplicating services as the NANC or such auditors and inspectors may reasonably require to perform the audits described in this section. The NANC or its designee will comply with any reasonable restrictions imposed by the PA to minimize any disruption to the PA's normal operations. Such facilities and related assistance shall be provided as part of these requirements.

Furthermore, when performing its duties and in meeting its responsibilities, the PA may encounter a SP that is not in compliance with the assignment guidelines. Then, the PA will, prior to fulfilling the assignment request, first request and then evaluate additional SP information to determine if the SP is compliant with the industry guidelines. Note that the PA has "SP compliance verification obligations" in the same respect as does the NANPA, namely to perform

"For Cause" audits in connection with a SP's application for resources, if necessary to determine a SP's compliance prior to fulfilling any application request.

6.5.2 Audits of the PA

The PA will be subject to annual process, procedure, and billing audits.

If any audit by an auditor designated by the NANC or a regulatory authority results in the PA being notified that it is not in compliance with any law, regulation, or audit requirement relating to its administration, and the PA shall be required to take actions to comply with such audit.

The PA shall bear the expense of any such compliance work, unless such compliance work is required to bring the Pooling Administration Services into compliance with a legal, regulatory or audit requirement that (i) is imposed on the industry or the PA and impacts the Pooling Administration Services rendered hereunder or(ii) has not been previously identified by NANC or the industry as a requirement of the Pooling Administration Services.

6.5.3 Audits of PA Enterprise Services

All direct fees associated with providing enterprise services shall be identified and recorded separately from the costs associated with the non-enterprise PA functions. These fees will be reported on an annual basis to the NANC.

The PA shall obtain an audit from an independent auditor of its Enterprise Services after the first year of operations and every two years thereafter. These fees will be reported on an annual basis to the NANC. The audit shall include an evaluation of the validity of the costs recorded with respect to its enterprise services.

6.6 Intellectual Property Rights

The PA will be bound by the same Intellectual Property Rules that are in effect and apply to all existing NANPA assets. Additionally, the PA ~~shall transfer~~shall transfer and assign all US and foreign rights and interests to all- Intellectual Property created by or for the PA in its provision of Pooling Administration Services free of charge to the NANC or its designee.

The PA shall not use any of the Intellectual Property associated with the PA function for any other purpose, application, use, or contract outside of these PA requirements without obtaining authorization from NANC. Such request shall specify the use, application, and any impact such use or application may have on these PA requirements and responsibilities. The NANC will then determine the terms and conditions that would apply, if the NANC permits such application or use.

The PA will transfer certain physical property in a manner that will assure the efficient and orderly transition of the pooling administration system and associated equipment to a successor's environment in a fully operational status in case of termination or at the expiration of the Term of Administration at no additional cost. Such transferred property may or may not be associated with any Intellectual Property that may be subject to transfer. Specifically, the PA will transfer any software and hardware associated with the pooling administration system.

The PA will provide NANC with copies of:

1. Configuration manuals or documentation for systems to operate the software.
2. Operations manuals or documentation for operation of the pooling administration systems including the methods and procedures for operating the system.
3. A detailed transition plan and instructions.
4. Software source code.

An escrow attorney will be selected and designated as the custodian of a copy of the source code.

The hardware will include the servers where the pooling administration software resides, and any and all equipment associated with running the pooling administration system. Shared network infrastructure and computers that are used for multi purposes will not be subject to transfer. However, the PA will ensure that the system architecture will enable a simple transfer of the PA functional components to a successor's environment; therefore, any non-PA functions sharing the core system will be subject to transfer unless approved by NANC as exceptions. Such exceptions would have to be separable from the system with no harmful effects on the core system.

Such equipment shall not be leased and shall transfer with lien-free title to the NANC or the NANC's designee, without charge. The respondent must identify and provide in their response or on subsequent dates as required, as hardware is purchased, all new hardware model numbers and descriptions. This data will be reported as part of the PA annual reporting requirements.

7.0 Dispute Resolution

The PA may be involved with dispute resolutions. These disputes could arise from the performance of the NANP activities, from industry forum activities, from conflicting government or regulatory policy directives or directly from the NANC. The extent of involvement of the PA in the resolution of disputes will depend on the nature and origin of the dispute.

The PA will be assigning numbering resources based on industry guidelines. A dispute may arise from the NANPA assigning or denying the assignment of a resource and / or the PA assigning or denying the assignment of a resource and therefore the PA would be required, based on the relevant assignment guidelines and regulatory directives, to address the dispute.
Disputes may arise within industry numbering activities and the PA shall be prepared to participate in dispute resolution by providing guidance and/or historical data.

8.0 Enterprise Services

Enterprise services are services not described elsewhere in this Requirements Document, or other Industry Documents as referenced in Appendix A, that may be provided by the PA for a specific fee. Enterprise services and their associated fees are subject to prior approval by NANC. The PA shall collect all fees associated with an enterprise service.

8.1 Operating Principles

The following operating principles apply to the provision of enterprise services:~~.~~

1. The fees associated with enterprise services shall be fair and reasonable;~~.~~
2. Enterprise service fees for the same service must be non-discriminatory;~~.~~
3. Enterprise services shall be performed without jeopardizing PA duties and responsibilities;~~.~~
4. Proprietary/confidential information provided to the PA, unless previously agreed to by the associated SP, shall not be used in the provision of any enterprise service.

8.2 Required Enterprise Service

The PA will support fax and e-mail submissions related to thousand block documentation (e.g. applications, forecast reports etc.). As an ~~alternative~~alternative, the PA can allow an SP to submit documentation in media such as FAX, paper, etc. when requested, but only when the PA is first contacted by a requesting entity. Respondent shall provide the fees for this enterprise service. The Respondent shall provide a description of the conditions that apply in circumstances where the PA's system is unable to accept documentation via the electronic interface or the web interface, where this fee will not apply.

8.3 Additional Enterprise Services

The PA may provide additional Enterprise Services only after submitting a service description and price proposal to NANC for approval.

8.4 Tracking Enterprise Costs

All direct costs associated with providing enterprise services shall be identified and recorded separately from the costs associated with the non-enterprise number pooling functions. These costs will be reported on an annual basis to the NANC.

The PA shall obtain an audit from an independent auditor after the first year of operations and every two years there after. The audit shall include an evaluation of the validity of the costs recorded with respect to its enterprise services.

9.0 Miscellaneous

The following requirements are consistent with the NANC NANPA Requirements Document, February 1997.

9.1 Hours of Operation

The PA shall be available a minimum of five days a week, eight hours a day in all time zones covered by the NANP. The PA must provide a mechanism (e.g., voicemail, email, and facsimile) to be accessible on a 24-hour basis in order to meet the needs of the clients. It is expected the PA will respond within one business day to general inquires or questions made outside the normal business hours. The PA will post their recognized holidays on their web site.

9.2 Telecommunications Requirements

Voice and data capabilities are required in order to communicate with the industry concerning pooling administration.

Each PA staff member must have an individual phone number. The phone system must provide the capability to allow a caller to leave a message easily. This can be accomplished by an electronic messaging system that allows the caller to leave a message for the person called.

The PA must have access to routing and rating databases (e.g., RDBS and BRIDS). This can be accomplished through dial-up access. The PA will also have access to the information contained in the LERG or an equivalent.

The respondent must include a description of the proposed voice communication and computer facilities to be implemented.

9.3 Security Requirements

Due to the proprietary and/or sensitive nature of some information that will be received, proper security measures must be taken. This includes the establishment of a secured work area with limited access and secured record retention practices. In addition, appropriate security will be required for any computer systems which contain number pooling assignment information and proprietary applicant information, including any system which is connected to any telecommunications network.

Respondents should also provide a capability for disaster recovery. The respondent shall include a description of its security system and disaster recovery plan and procedures.

9.4 Staffing Requirements

Staffing of the PA will be at appropriate levels to ensure it can efficiently perform the functions identified in this Requirements Document and provide timely responses.

Staff should be available a minimum of five days a week, eight hours a day for each respective time zone. PA hours of operation must allow block applicants and block holders in all time zones access during the majority of the clients core business hours. Core business hours fall between 8:00am and 5:00pm Monday through Friday local time, excluding holidays. However, if circumstances warrant, they must be available at other times to meet the needs of the industry. The physical location of the administration facility is at the discretion of the respondent. The Respondent needs to produce a plan, which demonstrates how coverage will be deployed to meet the pooling requirements of clients across the nation. However, staff must be able to travel, when necessary, to meet the needs of the industry (e.g., INC, seminars, NPA relief activities).

Staff should possess the attributes required to perform the functions of the PA as described in this Requirements Document. Proposed staffing profiles and levels as well as the physical location of the staff must be part of the respondent's initial response.

9.5 Organizational Structure

Along with the submission of a response to this requirements document which outlines how the above requirements are to be met, a respondent should also provide its thoughts on how it will be structured for operations to meet those requirements. Perceived operational structure plans (e.g., centralized operations, regional locations) including the number of people required to run each operation should be included in the proposal.

9.6 Reporting Requirements

The following sections discuss the number resource reports and web site requirements for the PA.

9.6.1 Pooled Number Resource Reports

The PA will be required to provide regular reports on the thousands block number resources per the industry guidelines referenced in -Appendix A of this document. Reports outside the scope defined in the industry guidelines will need to be considered enterprise services.

9.6.2 PA Annual Report

This document is published annually to report on the status of Pooling Administration. Its publication should coincide with distribution of the NANPA Annual Report and will be a part of the NANC annual performance review process. The annual report will contain at a minimum, but not be limited to:

1. Highlights/significant milestones reached during previous year;
2. Identification of existing and potential pooling areas;
3. Aggregated Total by pool of the Service Providers participating in the pooled area;
4. Forecast results;
5. System and Performance metrics;
6. Status of Transferable Intellectual and other agreed to Property;
7. Industry issue identification/feedback;
8. Required Enterprise Services;
9. Additional Service Offerings.

9.7 Industry Documentation

The respondent will be responsible for the assignment and administration of NANP numbering resources. A list of documents can be found in Appendix A, which may be modified from time to time by the industry, which maybe used in the assignment and administration of pooling resources. Each contains a description of the function to be performed, a description of terms being used or provides direction on how the numbering resources are to be administered.

10.0 Pricing

10.1 Background

The response should be quoted in a firm fixed price structure. Additionally, the Respondent may provide pricing that focuses on the need for managing variable cost components, (e.g., based on block implementation) and associated changes in pricing requirements during the contract term.

The pricing information shall be valid for a period, which coincides with the current NANPA agreements and will be subject to the current NANPA Billing and Collections arrangements.

The respondent should include, but need not be limited to, pricing for the following functions: pooling administration system, pooling implementation meetings, pool establishments, block application processing, pool forecasting and reporting, potential changes to established pools, identified enterprise services, and any applicable credits.

Prices shall be quoted in U.S. dollars inclusive of government taxes, customs duties, tariffs, etc. The prices quoted for each of the functions shall be inclusive of all start-up, transitional, managerial overhead, hardware, software, maintenance, travel, salaries, office space, heat, light, power, telecommunications, and other costs.

The respondent shall guarantee in its proposal that the prices for the services rendered shall be at least as low as those charged to the respondent's most favored customer for like quantities of the same or substantially similar services (i.e., preferred customer pricing). If the respondent's

prices decrease during the term of the Agreement, which shall include the respondent's prices for similar services for sale to any other customers, the NANC shall receive preferred customer pricing in accordance with the intent of the above statement from the date the price decrease becomes effective.

All references to industry guidelines are for specific issue dates as they may be noted below.

- INC Final Working Draft Thousand Block (NXX-X) Pooling Administration Guidelines, INC 99-0127-023, dated December 2, 1999
- INC Initial Report to the North American Numbering Committee (NANC) on Number Pooling
- Location Routing Number Assignment Practices, INC 98-0713-021
- NPA Code Relief Planning and Notification Guidelines, INC 97-0404-016
- NPA Allocation Plan & Assignment Guidelines, INC 96-0308-011
- Central Office Code (NXX) Assignment Guidelines, INC 95-0407-008
- Appropriate/Relevant T1S1 Documents
- Appropriate/Relevant NANC LNPA WG documents, i.e. Methods and Procedures