



Using a Technical Service Provider
Producer Options for Technical Assistance

Producer Options for Technical Assistance

As a conservation program participant, you may obtain technical assistance directly from the Natural Resources Conservation Service (NRCS) or from a certified Technical Service Provider (TSP).

You will be reimbursed for the use of a certified TSP at the “Not-To-Exceed” rate that will be included in your program contract. Your contract will be modified to include the cost for the TSP if you choose to use a TSP.

Once you sign the contract or agreement to use the services of a TSP, the NRCS will not provide technical assistance relating to that contracted service.



Producer Responsibilities

You, the producer, decide to use either NRCS to provide technical assistance or to utilize the technical assistance from a certified TSP.

If the services of a certified TSP are chosen:

- **Request the use of a TSP by submitting the request form enclosed in this booklet to your local NRCS office.**
- **Have your program contract modified by NRCS to include the cost and services to be completed by the TSP.**
- **Obtain a listing of TSPs for your local area by accessing the NRCS approved list through the TechReg website at <http://techreg.usda.gov>. The approved list will indicate the specific technical services the TSP is certified to provide.**
- **Select, hire, and pay the TSP. Develop a contract or agreement with the TSP to establish services to be provided, costs, payment schedule, etc. Any contract arrangements established between you and the TSP, including the costs of the technical services to be provided, are the sole responsibility of you and the TSP.**
- **You are responsible for meeting compliance and regulatory responsibilities, obtaining necessary records, and ensuring payment provisions are included in the conservation program contract or agreement prior to employing TSP services.**
- **Complete the CCC 36 Assignment of Payment form and return to the NRCS Office if you want the TSP payment to go directly to the TSP.**



NRCS Responsibilities

The NRCS has established national certification, certification renewal, decertification, and recertification processes for TSPs.

Subject to the availability of funds, the NRCS ensures that participants receive the necessary technical assistance directly from the NRCS or through assistance from a TSP.

NRCS reimburses participants or makes direct payments to TSPs upon receipt of an assignment of payment from participants.

The NRCS ensures that the process to make payments for TSP services is in accordance with the policy specific to the conservation program being utilized.

The NRCS makes technology and technological tools widely available for use by TSPs, reserving the option to apply fees to specific technology and tools.

The NRCS appeals and mediation policy is used to resolve disputes regarding technical services acquired from TSPs.

NRCS reporting mechanisms and NRCS policy and procedures are used regarding technical assistance waste, fraud, and abuse.



TSP Responsibilities

TSPs must be certified to perform the contracted services.

A contract or agreement between the TSP and the producer is encouraged to establish services to be provided, costs, payment schedule, etc.

TSPs must develop and furnish the participant with a complete set of technical documentation for the technical service provided per the documentation requirements, including the use of approved forms and field sheets, and any other specific requirements.

A complete invoice for the technical services provided shall be furnished by the TSP to the program participant.

The NRCS TechReg “Performance Reporting System” must be used to report the appropriate data elements associated with the technical services provided at <http://techprs.sc.egov.usda.gov>.

TSPs must warrant in writing that the particular technical service they provide:

- **Complies with all applicable Federal, State, Tribal and local laws and requirements.**
- **Meets applicable NRCS standards, specifications, and program requirements.**
- **Is consistent with the particular conservation program goals and objectives for which the program agreement or contract was entered into between the NRCS and the program participant.**
- **Incorporates, where appropriate, low-cost alternatives that would address the resource issues and meet the objectives of both the program and the program participants for which the assistance is being provided.**
- **A completed “Warranty of Technical Service Provided” form (found in this booklet).**

TSP Step-by-Step Process for Producers

Step 1

The producer completes the “Request for TSP Assistance” enclosed in this booklet and submits it to the local NRCS Office. If approved, the NRCS will modify your Conservation Program Contract to include the TSP services and Not-To-Exceed payment rates. The producer signs the Contract Modification for TSP services.

Step 2

The producer selects a certified/approved TSP from the TechReg website at <http://techreg.usda.gov>, hires the TSP, and develops a contract or agreement with the TSP on services to be provided, payments, and schedule for completion.

Step 3

OPTIONAL: The producer completes the form “AUTHORIZATION FOR RELEASE OF NRCS CASE FILE INFORMATION TO TECHNICAL SERVICE PROVIDER” to release case file information to the selected TSP (form enclosed in this booklet).

Step 4

The producer works with the TSP to complete the contracted services.

Step 5

The TSP provides two copies (one copy for the producer and one copy for the NRCS) of all the required documentation for the services provided as listed in the “Statement of Work” (SOW), an invoice for the services completed, and the **WARRANTY OF TECHNICAL SERVICES PROVIDED** (found in this booklet). TSP certifies completion of work on form CCC-1245.

Step 6

The producer submits the required documentation, the signed CCC-1245, and the invoice to the NRCS for payment.

OPTIONAL: The producer can sign an “Assignment-for-Payment” to have the TSP payment go directly to the TSP (form enclosed in this booklet).

Step 7

The NRCS reviews the documentation and if complete processes and makes payment.

**Participant Request for Technical Service Provider (TSP)
Technical Assistance**

I understand the terms and conditions for acquiring and using a TSP to implement my conservation program contract (Contract # _____) and request the following TSP services:

1. _____

2. _____

3. _____

Participant Name: _____

Date: _____

Participant Signature: _____

**AUTHORIZATION FOR RELEASE OF NRCS CASE FILE
INFORMATION TO TECHNICAL SERVICE PROVIDER
OHIO - Developed January 2005**

USDA Service Center Address: _____

Participant Name and Address: _____

Participant Telephone Number: _____

Farm Bill Program (Circle): EQIP, CRP, WRP, GRP, CSP, Other _____

Contract # _____

County: _____

Township(s): _____

Tract(s) #: _____

Items to Release to TSP:

I, _____ (participant name), hereby authorize TSP _____
(printed name), TechReg ID Number _____, to have access to my Farm Bill Program
Contract and associated data, for the items listed above for the specific purpose of providing me
technical services related to the conservation program contract.

Program Participant Signature

Date

Received by (NRCS Employee)

Date

Warranty of Technical Services Provided

I hereby warrant that the technical services I provided as a Technical Service Provider:

- (1) Comply with all applicable Federal, State, Tribal, and local laws and requirements,
- (2) Meet applicable USDA standards, specifications, and program requirements,
- (3) Are consistent with and meet the particular conservation program goals and objectives, and
- (4) Incorporate, where appropriate, low-cost alternatives that address the resource issues.

Program Participant Information:

Name: _____

Conservation Program: _____ Contract #: _____

Technical Service Category: _____

Technical Service(s): _____

Technical Service Provider Information:

Name: _____

TSP ID#: _____

Signature: _____

Date: _____

For More Information Contact:

**Natural Resources Conservation Service
200 North High Street, Room 522
Columbus, Ohio 43215
(614) 255-2472**

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