



Clients Responsibilities When You Use A Technical Service Provider (TSP)

Before the TSP Starts Work You Must:

- 1. Select a certified TSP.**
 - Locate a certified TSP on the internet at this address: (Access to the internet is available at your local USDA Service Center)
 - Click on “**Find a Technical Service Provider**” and follow the instructions.
 - The TSP must be certified for the practice categories shown in your plan.
- 2. Tell NRCS that you want to use a TSP, including:**
 - The name(s) of the TSP you have selected;
 - Which practices the TSP will assist you with; and
 - What tasks (design, installation or check out) the TSP will perform for each practice.
- 3. Work with NRCS to modify your farm bill program contract to:**
 - Add contract items for each task the TSP will perform; and to
 - Establish the Not to Exceed (NTE) rates that represent the maximum payment that NRCS can make to you for each task the TSP performs.
- 4. Sign a release form** that allows NRCS to give information from your plan to the TSP.
(see the back side of this fact sheet)

When the TSP Starts Work You Must:

- 1. Inform NRCS when the work begins.**
- 2. Direct the TSP to perform their work in accordance with the schedule in your Farm Bill Program contract.**
- 3. Direct the TSP to perform their work in accordance with NRCS requirements.**
 - The NRCS **Conservation Practice Standards** describe required planning and design criteria for each practice in your plan;
 - The NRCS **Conservation Practice Specifications** describe installation requirements for each practice; and
 - The NRCS **Conservation Practice Statements of Work** describe the deliverables the TSP must provide to adequately document performance of their work for you and NRCS.

When the TSP Is Finished You Must:

- 1. Inform NRCS when a task is complete.**
- 2. Direct the TSP to provide NRCS with the required documentation for each task.**
 - The NRCS **Conservation Practice Statements of Work** describe the paperwork the TSP must provide to verify completion of each task.
 - Obtain the Progress Reporting Transaction Code for verification of reported progress by TSP.
- 3. Submit a paid invoice from the TSP for their services, itemized by contract item.**
- 4. Be responsible for paying the TSP.**
 - You may request that NRCS make the contract TSP incentive payment directly to the TSP by completing form CCC-36 - “Assignment of Payment” at your local USDA Service Center.

**AUTHORIZATION FOR RELEASE OF INFORMATION TO
TECHNICAL SERVICE PROVIDER**

January 2005

USDA Service Center Address _____

County: _____ **Tract #(s):** _____

Section, Township, & Range: _____

Farm Bill Program: _____

Contract Number: _____

Item Numbers of Contract: _____

I, _____ (*participants name*), hereby authorize TSP

_____ (*print name*), TechReg ID Number _____, to have
access to my Farm Bill Program Contract and associated data, for the Item Number(s) listed above for the specific
purpose of providing me technical services related to conservation practice installation.

Program Participant Signature

Date

I, _____ (*print TSP's name*), understand that I am responsible for the
custody and safeguarding of the information received through this authorization and that I may not share or utilize
the information for purposes other than for the implementation of this USDA Farm Bill program contract, without the
specific written consent of the Program Participant. A Conservation District (CD), CD employee, or other partnering
agency, that is engaged as a TSP through a program participant acquisition of technical services must demonstrate
separation from the local USDA Service Center related to shared office space, use of phones, use of government
vehicles and equipment as well as NRCS training opportunities not available to a private sector TSP.

Technical Service Provider's Signature

Date

Received By (NRCS Employee)

Date

Reset Form