

TSP Statement of Work: Program Management Assistance

Technical Service Providers (TSP) will assist in management of Farm Bill program contracts. Information related to contracts is considered sensitive contract information and must not be shared with the general public or individuals not party to this agreement. TSP will work closely with NRCS District Conservationist and planners to assist in managing program workload.

This statement of work requires the TSP to perform the following:

- Prepare and assemble official contract file folders for new producers. Contract folders should be organized and assembled based on PIA policy.
- Prepare practice reminder letters for all active Farm Bill Program contracts. Letters will be reviewed and signed by District Conservationist. TSP will mail letters to producers and file copies in appropriate official contract file.
- Assist in obtaining necessary documents from producers which are required by the Farm Service Agency (FSA) in order to meet eligibility requirements. Work cooperatively with FSA and the producer to resolve eligibility issues.
- Assist with preparation of correspondence from NRCS to the producer as necessary in order to implement contracted practices and keep contracts on schedule. Letters will be reviewed and signed by the District Conservationist. Copies of correspondence will be filed in contract file.
- Maintain contract files in locked file cabinets to prevent the release of Personal Identifiable Information (PII).