



## CLEANmp WEST

### SERVICE PROVIDER QUICK FACTS

- The SES toll-free number is (800) 897-1163.
- The SES 24/7 emergency number is (913) 530-2989.
- To become an approved CLEANmp Service Provider, see Program Document *CLEANmp West Service Provider Policy*.
- Project bidding is open for seven days.
- Bids are fixed-price costs, all inclusive for conducting and finishing a project (soil or manure sampling costs cannot be included in a bid).
- Projects may involve an environmental assessment (EA), nutrient management plan (NMP) development/revision, or both.
- By submitting a bid, a service provider is certifying that he or she does not have a conflict of interest with the facility (see Program Documents *CLEANmp West Service Provider Policy* for a definition of conflict of interest).
- Bid awards are based on cost and service provider qualifications. Qualifications include applicable TSP registrations for the state where a project is located and any history with the CLEANmp-West program. All things being equal, a bid will be awarded to the low bidder. When qualifications are not equal, preference will be given to a service provider with an appropriate TSP registration in the subject state and who is a resident of that state. In a case where the low bidder does not have the appropriate TSP registrations for a subject state, an award will be made to a higher bidder with the appropriate TSP registrations for the subject state. Residency will be a further differentiator for selecting TSPs.
- Service provider “approved” status can be revoked based on violation of program requirements (see Program Document *CLEANmp West Service Provider Policy*).
- CLEANmp days are actual days, not business days.
- An EA or NMP on-farm visit must be conducted within 30 days of project award.
- Service providers are required to conduct an exit interview with producers at the end of a site visit. The exit interview will summarize observations and findings from the farm visit.
- EA reports must be completed within 14 days of the on-farm visit and NMPs must be completed within 45 days of the on-farm visit.
- Service providers only get paid for a completed project (see Program Document *CLEANmp West Bidding*).
- SES will review 100 percent of service provider reports for completeness, accuracy and readability.
- A producer has 14 days to object to a service provider bid award.



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### SERVICE PROVIDER QUICK FACTS (continued)

- Every “NO” on an environmental assessment (EA) data collection form needs a detailed explanation in the “comment” field.
- EA questions in bold type are high risk issues.
- When an EA question has multiple components, if one or more of the components yields a “NO” answer, the entire question is answered “NO” and a detailed explanation is provided in the “comments” section of the EA data collection form.
- SES will conduct unannounced service provider quality control/quality assurance oversight on 10 percent of the projects.
- An approved service provider must:
  - Verify biosecurity information during the on-farm visit scheduling call;
  - Notify SES of the on-farm visit date no less than 14 days prior to the on-farm visit;
  - Use the appropriate CLEANmp data collection form and data evaluation software;
  - Review and understand the “Like Structures” Rule;
  - Submit CLEANmp data collection forms, notes, electronic files and any other supporting materials when the EA or NMP report is submitted to SES for review;
  - Destroy all project specific information 30 days after the information and reports are submitted to SES, unless otherwise directed by SES; and,
  - Show a producer valid government-issued photo identification prior to beginning the on-farm visit.