

# Developing a Project at Ohmsett

## DEFINING THE SCOPE OF WORK AND BUDGET



DEVELOPING A PROJECT AT OHMSETT IS AN ITERATIVE PROCESS THAT CAPITALIZES ON OUR EXPERIENCE TO DESIGN PROJECTS TAILORED TO YOUR RESEARCH TESTING OR TRAINING OBJECTIVES.



### STEP 1 DEFINE THE SCOPE OF EFFORT

- Review and define objectives with an Ohmsett engineer
- Initial Scope of Work (SOW) is developed
- Outline testing methodology; existing test protocols and standards meet your needs or a custom test or training plan is jointly developed



#### DEFINED SOW ADDRESSES:

- LOGISTICS FOR EQUIPMENT ARRIVAL AND SETUP AT OHMSETT
- DESIGN AND FABRICATION OF ANCILLARY RIGGING
- LABORATORY ANALYSES
- INSTRUMENTATION
- QUANTITY OF OILS OR CHEMICALS
- DEFINE TEST DELIVERABLES
- IDENTIFY DATA AND PHOTO/VIDEO REQUIREMENTS
- BRIDGE SPEED(S), AND WAVE CONFIGURATIONS (IF APPLICABLE)



### STEP 2 TEST MATRIX

- Test variables are identified and test matrix is developed

#### THE MATRIX DEFINES:

- NUMBER OF TESTS TO BE PERFORMED
- EACH TEST OBJECTIVE
- VOLUMES OF THE SPECIFIC OILS AND/OR CHEMICALS
- BRIDGE SPEED(S)
- WAVE SPECTRA (IF ANY)
- TEST LAYOUT
- DAY-TO-DAY SCHEDULE TO ARRANGE PROPER STAFFING
- A SCHEMATIC OF THE TANK LAYOUTS FOR THE SPECIFIC TESTS



### STEP 3 COST ESTIMATE

#### WE PROVIDE A DRAFT COST ESTIMATE BASED ON:

- OHMSETT STAFFING HOURS REQUIRED
- OTHER COSTS SUCH AS SPECIAL SETUP, HARDWARE, OIL, CHEMICALS, DECONTAMINATION, AND PPE

- A formal proposal is developed for submittal (STEP 4)



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## STEP 4 TASK ORDER PROPOSAL

OHMSETT IS A GOVERNMENT-OWNED, CONTRACTOR-OPERATED TEST FACILITY;  
THERE IS A GOVERNMENT PROCEDURE FOR CONFIRMING AND FUNDING YOUR PROJECT

- Ohmsett staff submits a formal proposal to the U.S. Department of the Interior Bureau of Safety and Environmental Enforcement (BSEE) for processing (**SEE STEP 5**)
- BSEE will perform a preliminary review and send releasable proposal for approval and a Bill for Collection
- Projects are prepaid to BSEE up to 100 days prior to project start date, depending on the magnitude and cost (**SEE STEP 5**)
- Once BSEE receives payment, a formal review is conducted and the funds are processed
- BSEE issues Ohmsett a Task Order authorizing us to proceed



## STEP 5 BSEE FINANCIAL PROCESS

Payment must be submitted to BSEE prior to the period of performance (POP) based on the dollar value of the contract as follows:

- LESS THAN \$25,000 AT LEAST 45 DAYS PRIOR TO POP START DATE
- \$25,001 TO \$150,000 AT LEAST 65 DAYS PRIOR TO POP START DATE
- \$150,001 TO \$499,999 AT LEAST 120 DAYS PRIOR TO POP START DATE



### BSEE PAYMENT STEPS

1. Receive Releasable Scope of Work from BSEE with a Bill for Collection
2. Submit payment to BSEE according to instructions in the Bill for Collection
3. Record the date you received the receipt of payment and confirmation number – keep a copy of this receipt for your records
4. Email receipt of payment to BSEE at [BseeFinanceAccountsReceivable@bsee.gov](mailto:BseeFinanceAccountsReceivable@bsee.gov) and copy [michael.brennan@bsee.gov](mailto:michael.brennan@bsee.gov)



## STEP 6 SUBMIT US NAVY ACCESS REQUEST FORM

Ohmsett is located on a secure Navy base; a **NAVY VISITOR ACCESS REQUEST FORM** is required to be submitted well in advance of your visit

- Follow online instructions: <https://ohmsett.bsee.gov/visit.html>

**Ohmsett**  
RESEARCH • TESTING • TRAINING

OHMSETT IS MANAGED BY THE U.S. DEPARTMENT OF INTERIOR'S BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT (BSEE)  
AND OPERATED THROUGH A CONTRACT WITH APPLIED RESEARCH ASSOCIATES, INC. (ARA)

**OHMSETT.BSEE.GOV | 732-866-7183**