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)
**DEVELOPING A PROJECT AT OHMSETT: DEFINING THE SCOPE OF WORK AND BUDGET**

**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:

A. LESS THAN $25,000 AT LEAST 20 DAYS PRIOR TO POP START DATE
B. $25,001 TO $150,000 AT LEAST 45 DAYS PRIOR TO POP START DATE
C. $150,001 TO $499,999 AT LEAST 100 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 and copy 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