

There is no collection instrument per se.

This information collection covers requirements of the Department of State Acquisition Regulation (DOSAR). It covers both pre-award and post-award acquisition requirements.

*Pre-award actions* are those actions leading up to the award of the contract. They include preparing the solicitation (including the Statement of Work or specifications; U.S. Government cost estimate; evaluation criteria; etc.); evaluating the bids/proposals submitted in response to the solicitation; negotiating with prospective contractors; and, awarding the contract.

*Post-award actions* are those actions taken after contract award through close-out of the contract. They include monitoring the contractor's performance; issuing modifications to the contract; dealing with unsatisfactory performance; issuing payments to the contractor; and, closing out the contract upon its completion