HHSAR Part 302—Definitions of Words and Terms

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Subpart 302.1—Definitions

302.101 Definitions.

(a) Agency head or head of the agency, unless otherwise stated, means the Secretary of Health and Human Services or specified designee.

(b) Contracting Officer's Representative (COR) is a Federal employee designated in writing by a contracting officer to act as the contracting officer's representative in monitoring and administering specified aspects of contractor performance after award of a contract or order. In accordance with local procedures, operating divisions (OPDIVs) or staff divisions (STAFFDIVs) may designate CORs for firm fixed-price contracts or orders. COR's responsibilities may include verifying that:

1. The contractor's performance meets the standards set forth in the contract or order;

2. The contractor meets the contract or order's technical requirements by the specified delivery date(s) or within the period of performance; and

3. The contractor performs within cost ceiling stated in the contract or order. CORs must meet the training and certification requirements specified in 301.604.

(c) Head of the Contracting Activity (HCA) is an official having overall responsibility for managing a contracting activity, i.e. the organization within an OPDIV or STAFFDIV or other HHS organization which has been delegated broad authority regarding the conduct of acquisition functions.