



# HHSAR Part 302—Definitions of Words and Terms

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## **Part 302—Definitions of Words and Terms**

Authority: 5 U.S.C. 301; 40 U.S.C. 121(c)(2).

### **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.

