

**Health and Human Services**

**302.7000**

estimated to exceed the simplified acquisition threshold. (Note: In accordance with local procedures, OPDIVs may designate Project Officers for contracts or orders estimated to be less than the simplified acquisition threshold.) Project Officers must meet the training requirements in 301.606. Project Officers are often delegated authority to also act as the COTR on a contract or order—see 301.604.

[74 FR 62398, Nov. 27, 2009, as amended at 75 FR 21510, Apr. 26, 2010]

**Subpart 302.2—Definitions Clause**

**302.201 Contract clause.**

The Contracting Officer shall insert the clause in FAR 52.202-1, Definitions, in solicitations and contracts, except as cited below. This is an authorized FAR deviation.

(a) In accordance with FAR 52.202-1(a)(1), the Contracting Officer shall insert paragraph (a) in 352.202-1 in place of paragraph (a) of the FAR clause.

(b) In accordance with FAR 52.202-1(a)(1), the Contracting Officer shall insert paragraph (b), or its alternate in 352.202-1, to the end of the FAR clause. The Contracting Officer shall insert paragraph (b) when a fixed-priced con-

tract is contemplated and the alternate to paragraph (b) when a cost-reimbursement contract is contemplated.

**Subpart 302.70—Common HHSAR Acronyms and Abbreviations**

**302.7000 Common HHSAR acronyms and abbreviations.**

(a) The HHSAR cites numerous acquisition-related and organizational acronyms and abbreviations. Each of these is established where first cited in the text, following the use of the unabbreviated term, and are used in subsequent subparts of that part or any other part of the HHSAR.

(b) The table below cites, for reference purposes, the most commonly used acronyms and abbreviations—i.e., those that have applicability to multiple parts of the HHSAR, and where they are first cited. They are listed alphabetically. The HHSAR also contains other acronyms and abbreviations, which because they are cited only in one HHSAR part, subpart, section, or in reference to a particular topic, are not listed in the table. An example is DCIS (Departmental Contracts Information System) cited in subpart 304.602.

| Acronym/abbreviation          | Term  | Where first cited in the HHSAR |
|-------------------------------|---|--------------------------------|
| A & E                         | Architect and engineer (contracts)  | 304.803-70(b).                 |
| AHRQ                          | Agency for Healthcare Research and Quality  | 301.270(b).                    |
| AP                            | Acquisition Plan  | 301.606-71.                    |
| ASFR                          | Assistant Secretary for Financial Resources (in OS)   | 301.103(b).                    |
| ASPR/OAMCG                    | Assistant Secretary for Preparedness and Response, Office of Acquisitions Management, Contracts and Grants. | 301.270(b).                    |
| Associate DAS for Acquisition | Associate Deputy Assistant Secretary for Acquisition (in OS/ASFR/OGAPA/DA).                                 | 301.270(a).                    |
| BPA or BPAs                   | Blanket Purchase Agreement(s)   | 301.603-70(b).                 |
| CA                            | Competition Advocate  | 306.202(a).                    |
| CAO                           | Chief Acquisition Officer (for HHS)   | 301.603-72(a)(4).              |
| CCO                           | Chief of the Contracting Office   | 301.602-3(b)(3).               |
| CDC                           | Centers for Disease Control and Prevention  | 301.270(b).                    |
| CFR                           | Code of Federal Regulations   | 301.103(c).                    |
| CIO                           | Chief Information Officer (for HHS)   | 301.607-73(a).                 |
| CMS                           | Centers for Medicare and Medicaid Services  | 301.270(b).                    |
| COTR                          | Contracting Officer's Technical Representative  | 301.604-70.                    |
| D&F                           | Determination and Findings  | 306.202(b)(1).                 |
| DA                            | Division of Acquisition (in ASFR) in OS   | 301.270(b).                    |
| DAS/MP                        | Deputy Assistant Secretary for Facilities Management and Policy.  | 301.607-73(a).                 |
| DAS/GAPA                      | Deputy Assistant Secretary for Grants and Acquisition Policy and Accountability.                            | 309.403.                       |
| EIT                           | Electronic information technology   | 301.603-73(e).                 |
| EVM                           | Earned value management   | 301.603-73(a).                 |
| FAR                           | Federal Acquisition Regulation  | 301.101(a).                    |
| FDA                           | Food and Drug Administration  | 301.270(b).                    |
| FedBizOpps                    | Federal Business Opportunities  | 305.205(a).                    |
| FSS                           | Federal Supply Schedule   | 304.803-70(b).                 |
| GLD                           | General Law Division (typically referred to with "OGC")   | 301.602-3(c)(5).               |
| GSA                           | General Services Administration   | 304.803-70(b).                 |

| Acronym/abbreviation | Term  | Where first cited in the HHSAR |
|----------------------|---|--------------------------------|
| GWAC                 | Government-wide acquisition contract  | 304.803–70(b).                 |
| HCA                  | Head of the Contracting Activity  | 301.470(a).                    |
| HHS                  | (Department of) Health and Human Services                                       | 301.101(a).                    |
| HHSAR                | Health and Human Services Acquisition Regulation                                | 301.101(a).                    |
| HRSA                 | Health Resources and Services Administration                                    | 301.270(b).                    |
| HUBZone              | Historically Underutilized Business Zone  | 305.205(a)(2).                 |
| IDIQ                 | indefinite-delivery, indefinite-quantity (contract type)                        | 301.603–70(b).                 |
| IHS                  | Indian Health Service   | 301.270(b).                    |
| IT                   | information technology  | 301.604–74(a).                 |
| JOFOC                | Justification for Other than Full and Open Competition                          | 306.303–1(b)(1).               |
| NIH                  | National Institutes of Health   | 301.270(b).                    |
| OCIO                 | Office of the Chief Information Officer (for HHS)                               | 301.603–73(a).                 |
| OFMP                 | Office of Facilities Management and Policy (for HHS)                            | 301.603–73(a).                 |
| OGAPA                | Office of Grants and Acquisition Policy and Accountability                      | 301.270(b).                    |
| OGC                  | Office of the General Counsel   | 301.602–3(c)(5).               |
| OIG                  | Office of the Inspector General   | 303.104–7(a)(2)(i).            |
| OMB                  | Office of Management and Budget   | 301.106.                       |
| OPDIV                | Operating Division  | 301.603–73(a).                 |
| OS                   | Office of the Secretary   | 302.101(a).                    |
| OSDBU                | Office of Small and Disadvantaged Business Utilization (in OS)                  | 307.104(a)(4).                 |
| Pub. L.              | Public Law  | 304.604.                       |
| PWS                  | performance work statement (typically cited with SOW)                           | 304.1300(c).                   |
| PSC                  | Program Support Center (in OS)  | 301.270(b).                    |
| R&D                  | research and development  | 301.607–72(b).                 |
| RFI                  | Request for Information   | 305.205(a).                    |
| SAMHSA               | Substance Abuse and Mental Health Services Administration                       | 301.270(b).                    |
| SBS                  | Small Business Specialist (in OSDBU)  | 307.104(a)(4).                 |
| SF                   | Standard Form   | 301.603–1(b).                  |
| SOW                  | statement of work [inclusive of specification(s)] and typically cited with PWS. | 304.1300(c).                   |
| SPE                  | Senior Procurement Executive— <i>i.e.</i> , Associate DAS for Acquisition.      | 301.603–71.                    |
| STAFFDIV             | Staff Division (in OS)  | 311.7001(b).                   |

[74 FR 62398, Nov. 27, 2009, as amended at 75 FR 21510, Apr. 26, 2010]

**Subpart 302.71—HHS Standard Templates and Formats**

**302.7100 HHS standard templates and formats.**

HHS has developed standard templates and formats for preparation of

various acquisition documents, reports, and plans. The templates and formats, which contain instructions for their completion, may be accessed on the ASFR/OGAPA/DA Internet Web site. A complete listing of the standard templates and formats and where they are referenced in the text are cited in the table below:

| Title of template/format                               | HHSAR reference     |
|--|---------------------|
| Acquisition Plan                                       | 307.7103.           |
| Acquisition Plan Waiver Request                        | 307.7101(b)(2).     |
| Acquisition Strategy                                   | 307.104–70.         |
| Annual Acquisition Plan                                | 307.104(a)(5).      |
| Competition Advocate Report                            | 306.502(b).         |
| Contract File Checklists                               | 304.803–70.         |
| FedBizOpps R & D Sources Sought Notice                 | 305.205(a)(3).      |
| FedBizOpps Request for Information                     | 315.201(e)(4).      |
| FedBizOpps Small Business Sources Sought Notice        | 319.202–2(a)(3).    |
| FedBizOpps Sources Sought Notice                       | 310.001(a)(3)(iv).  |
| Justification for Other than Full and Open Competition | 306.303–1(b)(1).    |
| Limited Source Justification                           | 308.405–6(g)(1)(i). |
| Request for Information                                | 315.201(e)(4).      |