

TOTAL CONTRACT MANAGER

Training Resources b2p.procurement.harvard.edu/contract-management
Support Email contractmgt_procurement@harvard.edu



CONTRACT MANAGER DESIGNATION

The Contract Manager Role, b2p-tcm-contractmgr, should only be assigned to those B2P users that will draft, execute, and oversee contracts in Total Contract Manager (TCM). You do not need this Role to search for and view contracts.

Typical duties that you may perform include, but are not limited to:

1. Drafting contracts that comply with various Harvard guidelines and policies, including, but not limited to, the following:
 - a. Ensuring there is budget to cover all contractual financial commitments.
 - b. Determining if other active contracts with the counterparty exist and, if so, confirming a new contract is needed and is drafted without unintentionally changing existing executed terms.
 - c. When possible, start drafting with a standard approved contract template. Ensure all required clauses are included and all terms protect and benefit Harvard.
 - d. Developing a statement of work/product specification and pricing structure, as well as conditions and a payment schedule (include milestone payments when applicable).
 - e. For third-party funded contracts (federal, state, or outside entity), ensure understanding of the funding opportunity guidelines and procurement requirements.
 - f. Working with Risk Management to coordinate contractual insurance requirements.
 - g. When applicable, reviewing the [HUIT data classification table](#) to ensure compliance with Harvard University's data protection regulations.
 - h. Confirming the contract has a clear choice of law and venue provision for Massachusetts.
 - i. Confirming all [applicable riders](#) are attached to the agreement.
 - j. Engaging reviewers and approvers as needed or required prior to executing the contract.

As needed, please contact the Strategic Procurement Contracts group for assistance with drafting contracts at spcontract@harvard.edu.

2. Executing contracts in accordance with your department's signing authority guidelines and uploading each contract and its associated documents to [Total Contract Manager \(TCM\)](#), in accordance with [Harvard's Record Retention Policy](#).
 - a. Assigning contract Stakeholders in TCM. Ensure Users and Contacts visibility is set appropriately.
 - b. Ensuring all data is entered correctly and Notifications are set to support proactive management of date driven contract terms.

3. Overseeing and enforcing contract compliance throughout the contract lifecycle management process by:
 - a. Proactively managing expirations and renewals and drafting amendments as needed.
 - b. Ensuring the counterparty and Harvard comply with contract terms and applicable Harvard policies.
 - c. Verifying contractors maintain compliance with contract requirements and all applicable requirements to be a contractor in good standing, including but not limited to insurance, bonding, and all necessary permits or licenses.
 - d. Monitoring and ensuring proper utilization, transfer, and retention or disposition of property, licenses, or intellectual property accountable to the contract or developed in the performance of the contract.
 - e. Reviewing and, as necessary, approving progress reports, technical reports, budgets, financial/management reports, plans, and other deliverables or reporting items as required.
 - f. As part of contract closeout, verifying satisfactory completion of effort in accordance with contract terms and conditions.
 - g. When necessary, terminating or ending a contract early in accordance with the terms; and, if applicable, terminating or ending early other contracts in the Contract Family.

As a Contract Manager, it is strongly recommended that you attend the [Buy-to-Pay: Total Contract Manager and General Contract Review Training](#) as established by the Harvard University Strategic Procurement Contracts team.

Please contact contractmgt_procurement@harvard.edu if you have any questions regarding TCM.