

TOTAL CONTRACT MANAGER



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

FACILITATOR DESIGNATION

Anyone with the Contract Manager Role, b2p-tcm-contractmgr, can be assigned as a Facilitator on any contract record by the Contract Manager (CM) for that contract record.

Facilitators can perform the following tasks:

- a. Confirm all required contract documents are uploaded in [Total Contract Manager](#) (TCM).
- b. View and update contract information.
- c. Download and upload the contract and attachments.
- d. Oversee your Department's contract development and enforce Harvard's principles of integrity and compliance throughout the contract origination and execution process.
- e. Keep the CM informed of situations that could affect contract terms or execution.

Up until the contract reaches Executed: In Effect status, the Facilitator has the same access to the contract record in TCM as the CM. When the contract reaches Executed: In Effect status, the Facilitator will be automatically removed; at that time, your access will be the same as any other CM that is not listed on the contract record.

As a Facilitator, it is strongly recommended that you review the [Contract Manager Designation Notice](#) and 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.