

HARVARD

CAMPUS SERVICES



Contracting Policy Guidelines

Campus Services (CS) Procurement provides support to Campus Services Business Units who need contract services with suppliers and manages the contract life cycle including the legal review process to ensure alignment with Harvard's Office of General Counsel, Strategic Procurement, Harvard University Information Technology (HUIT), and other departments as necessary.

A contract is always required when Harvard engages in services with a supplier, regardless of the spend amount. Annual spend on goods and equipment over **\$50K** also requires a contractual agreement between Harvard and the supplier. CS Procurement will act as the contract administrator between the Campus Services Business Unit and the designated supplier.

For Capital Projects, Campus Services Business units should follow the policies/procedures and best practices identified in Capital Planning and Project Services (CAPS) project delivery guidelines (Appendix # 4 – Contracts)([Project Delivery Guideline - Capital Planning & Project Services \(CAPS\) - Harvard Wiki](#)).

CS Procurement, Office of General Counsel and Strategic Procurement recommend the use of a Harvard standard contract template and Terms & Conditions (T's & C's). Using a Harvard generated contract mitigates risk to the University and ensures the contract owner is fully covered legally.

CS Procurement will upload all "non-capital" contracts into the B2P (Total Contracts Management-TCM) system which will allow complete contract visibility to all users.