



# Contract Management Services

We will negotiate, draft, and manage your contracts whether you are the buyer or the seller

## PURPOSE STATEMENT

Our Contracts Team of attorneys and contract management experts provides custom solutions for your contracting needs. We manage contract portfolios so our clients can focus on their core missions.

## VALUE STATEMENT

Our service is designed for any group that wants to supplement or outsource some or all of its contracting processes, procedures, and documents.

Contract management is a specialized skill that requires ongoing support and training. If your organization does not have a formalized contract manager role, our offering may be right for you.

## Contact Us

**Are you interested in receiving a quote for your contract management needs?**

Contact Elizabeth Copeland at [elizabeth\\_copeland@harvard.edu](mailto:elizabeth_copeland@harvard.edu)

## SERVICE OFFERING

- 1. Dedicated Partner:** Under your direction, your dedicated Contract Manager helps to negotiate, draft, and manage your contracts so you can free up resources and focus on your business priorities.
- 2. Priority and Cost Savings for Contract Creation, Review, and Negotiation:** Our Contracts Team works on many types of contracts across the University and will prioritize your contracting needs. Your Contract Manager also utilizes existing contractual relationships by accessing contracts in the Buy-to-Pay contract management tool, which can save you time and money.
- 3. Efficient University Review and Approval:** Your Contract Manager helps you determine which additional reviews are necessary (security, accessibility, trademarks, Office of the General Counsel, etc.), and expedites the review, approval, and electronic signature process.
- 4. Enhanced Tracking and Reporting:** Your Contract Manager ensures that the contract is entered into the contract management tool and that your records are properly maintained. We set up notifications so you won't miss another expiration, renewal, or deliverable.

## SAMPLE PRICING STRUCTURE

We offer tailored pricing based on the number of new or existing contracts that you need to have created and/or managed.

For example, a **\$3,360 per month plan** (with a 12-month commitment) includes the creation and management of **up to 4 new contracts and/or amendments** per month.

We also offer migration of your existing contracts into the contract management tool for an additional fee.