We want your contracts. The Contract Collection and Remediation Project is sponsored by the CIO Council to mitigate risk, to leverage economies of scale, and to promote transparency by consolidating University IT contracts in a centralized repository.

Our team is comprised of contract and vendor managers, as well as other members from HUIT, Strategic Procurement, IT Security, FAS, HMS, and HBS. Our team members will ensure that your high-risk and top spend contracts are imported into Novatus, our centralized repository.

FAQs
Why Do You Want My Contracts?
The effort to consolidate Harvard’s contracts in Novatus is the first step towards achieving the CIO Council’s objectives of adopting a lifecycle approach for IT procurement, vendor management, vendor selection, and contract negotiation. And, as phrased by a current Novatus user, to benefit from: “...better contract terms, better pricing, insurance coverage, termination clauses, [and] knowledge of contract expirations.”

What Is Novatus And Who Is Using It?
Novatus is a centralized contract management system maintained by Strategic Procurement and used by Campus Services, Finance, OGC, HUIT Support Services, Infrastructure, IT Security, HMS, Office of the President and Provost, The Wyss Institute, and many others. It provides insight and reporting for individuals involved in vendor and contract management.

What Do I Gain From Keeping My Contracts In Novatus?
• Automatic alerts to ensure contracts are up to date. Examples of alerts include: emails to let you know that a contract or certificate of insurance will be expiring or auto renewing.
• Automatic tracking and reporting on vendor and contract disposition across schools, groups, and departments.
• Insight into Harvard contracting and vendor management policy and standards.
• Facilitation and documentation of timely evaluations, reviews, actions, and approvals.
• Access to standard (consistent, usable, repeatable) processes and templates, accommodates exceptions.

Do All Of My Contracts Need To Be Kept in Novatus?
Initially, we are collecting contracts with vendors that receive or host Harvard’s high risk confidential information (HRCI), and contracts with our top IT vendors by spend. You can upload Master Service Agreements, Master License Agreements, Volume Purchase Agreements, Statement of Work, Hardware & Software Maintenance Agreements, Master Lease Agreements, and associated amendments.

To upload contracts go to: http://bit.ly/1fB7EfC

“Novatus directly supports Harvard policy and standards by enforcing a central approach and consistency in contract management.”

- Harvard Novatus user

High-Risk Contracts
Contracts with vendors that store, handle, transmit, or collect Harvard’s high-risk confidential information.

Top IT Vendors by Spend (University-Wide)
- DELL
- AMAZON WEB SERVICES
- MARKLEY BOSTON LLC
- CISCO
- VERIZON
- MINDTREE LTD
- APPLE COMPUTER INC
- ORACLE AMERICA INC
- CORPORATE TECHNOLOGIES INC
- ADTECH SYSTEMS INC
- FUJITSU AMERICA INC
- HB COMMUNICATIONS INC
- VERIZON WIRELESS
- B & H PHOTO
- PRESIDIO
- GOVCONECTION INC
- SHI CORP
- GENERAL DATATECH LP
- COMCAST
- AVFX INC