



# Top 10 Procurement under Grants Mistakes

**1**

Restricting **full & open** competition



**3**

Engaging in a **sole-sourcing** procurement without documenting emergency or exigent situation



**5**

Not making and documenting efforts to take **all "affirmative steps"**



**7**

Not including the **required contract clauses**



**9**

Awarding a contract to **contractors that are suspended or debarred**



**2**

Not performing **detailed price or cost analysis** for procurements above \$250,000



**4**

Continuing work under a **sole-source contract after the urgent need has ended**



**6**

Awarding a **"time-and-materials"** contract without a **ceiling price** and **documenting why no other contract type is suitable**



**8**

Awarding a **"cost-plus-percentage-of-cost"** or **"percentage-of-construction-cost"** contract



**10**

Not **documenting all steps of a procurement** to answer questions that could arise months or years later



Avoiding these  
obstacles can speed up  
your road to recovery