



# Top 10 Procurement under Grants Mistakes

1

Restricting **full & open** competition



2

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



3

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



4

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



5

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



6

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



7

Not including the **required contract clauses**



8

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



9

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



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