



# 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