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 were suspended or debarred

2. Not performing detailed price or cost analysis for procurements above $250 K

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

For more information, visit us at: www.fema.gov/procurement-disaster-assistance-team