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www.fema.gov/procurement-disaster-assistance-team

Top 10 Procurement under Grants Mistakes

- 1** Restricting **full & open** competition 
- 2** Not performing detailed **price or cost analysis** for procurements above \$250 K 
- 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 were 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