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“BEST PRACTICES: TEN MISTAKES TO AVOID”

by

Paul J. Seidman

1. Bidding without Understanding What Products or Services are Required
2. Bidding Without Understanding the Government Contracts Boilerplate
 - Standard and FAR Part 12 Provisions for Commercial Items/Services
3. Not Challenging Unduly Restrictive Specifications or Contract Provisions That Exclude Your Product or Service
 - Specifications for a Competitors Product or Service
 - Bundling
4. Not Utilizing Your Small Business Preferences (Small Business, SDB, HUB Zone, 8a)
5. Not Utilizing the Changes Clause
6. Not Claiming All Allowable Termination Costs After a Termination for Convenience
 - Seidman & R. Banfield, “Maximizing Termination for Convenience Settlements”, *Briefing Papers* 95-5 (April 1995)
7. Making Promises You Can't Keep

8. Not Maintaining Good Relationships With Government Personnel
9. Violating Prohibitions on Dealing With Government Employees (Entertainment/Post Employment Restrictions).
10. Not Protecting Your Proprietary Rights