ATTACHMENT 2

[***Notification*** f***or Contractors Required to Continue Performance During the Shut Down***]

[*insert date*]

[*insert Contractor Address*]

**Subject: Performance of** [*insert Contract, Purchase Order, or Task Order No.*] **During Funding Gap**

Dear [*insert Contractor Point of Contact*]

Effective [*insert “immediately” OR effective time and date]*, the U.S. Department of Commerce, [*insert bureau*], has shut down all but excepted operations due to a lapse in appropriations. The Department has determined [*insert Contract, Purchase Order, or Task Order No.*] is not affected and therefore performance must continue in accordance with the terms of conditions of your [*insert contract, purchase order, or task order*].

During the period of the funding gap, you may be notified by a U.S. Department of Commerce contracting officer otherwise and directed to cease or modify performance in whole or in part. Please contact [*insert name and contact information of the contracting professional that will be available during shut down*] with any questions regarding the contents of this notice or any issues associated with your performance during the period of the funding gap.

Sincerely,

[*insert Contracting Officer*]