ATTACHMENT 5

[***Notification For Contracts to be Stopped that do not Include a Suspension of Work or Stop-Work Clauses***]

[*insert date*]

[*insert Contractor Address*]

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

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. You are hereby directed to [*choose one: “cease all work” OR*  “*cease all but those labor categories, tasks, or CLINs set forth below”*]under [*insert Contract, Purchase Order, or Task Order No.*] [*If only partially ceased, identify those labor categories, tasks or CLINs the contractor shall continue to perform during the funding gap.*] You are instructed not to issue further orders for materials or services related to the portion of the [*insert contract, purchase order, or task order*] subject to the stop-work order, to direct any subcontractors to comply with the contents of this order, and to otherwise minimize costs.

This order shall remain in effect until you are notified otherwise by a U.S. Department of Commerce contracting officer. During the period of the funding gap, 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.

Sincerely,

[*insert Contracting Officer*]