



## **Action List for Contractors During a Government Shutdown:**

- ✓ *Plan* ahead: Map out a plan to manage each contract portfolio before a shutdown occurs.
- ✓ *Assemble* shutdown teams: Bring together employees—including contract managers, legal, HR, government and finance departments—to ensure your company is complying with shutdown rules.
- ✓ *Engage* with government clients: Communicate with your customers before, during and after the shutdown. Determine early on what is considered essential operations under your current contracts.
- ✓ *Identify* current contracts that will be executable under a shutdown and the revenue implications of those that won't.
- ✓ *Know* where your employees are and establish clear lines of communication to relay workforce information.
- ✓ *Find out* whether your employees will have access to government facilities.
- ✓ *Determine* what contract modifications can be made to enable the company to make up lost revenue.
- ✓ *Assess* which staff is at risk for furlough and how to prepare them for unplanned time off.
- ✓ *Decide* whether to compensate staff during layoff or furlough or to allow them to use vacation or leave.
- ✓ *Issue* stop-work orders or suspend work orders for nonessential contracts.
- ✓ *Document* issues that arise: If your employees cannot access a facility, take the badge number of the security officer who rejected or a picture of the locked facility.
- ✓ *Seek* recoveries promptly: watch for required notices and timeliness rules.

### **Contractors should also examine the following:**

- Is your cash flow sufficient to accommodate a delay in payments?
- Can you fund Bid & Proposals costs while awaiting delayed awards?
- Can you afford to pay your employees and not be reimbursed?
- What are the business implications of additional continuing resolutions for your key customers?