



# Government Contractor Shutdown Checklist

## Before a Shutdown (Preparation)

- Review Contracts: Identify which contracts are fully funded vs. incrementally funded.
- Check Clauses: Note any Stop-Work or Funding Limitation clauses.
- Communicate Early: Ask your Contracting Officer (KO) what their plan is if funding lapses.
- Identify Essential Work: Confirm if your contract is considered "excepted" (national security, safety, emergency, etc.).
- Plan Cash Flow: Build reserves or arrange credit lines in case of delayed payments.
- Prep Your Team: Tell employees what to expect (possible furloughs, site closures, delayed invoices).
- Document Baseline: Record current progress, costs, and hours worked before shutdown for later claims.

## During a Shutdown

- Get Written Orders: Don't stop or continue work without written direction from the KO.
- Track Costs: Log all idle labor, storage, demobilization, and restart costs.
- Restrict Site Access: If federal facilities are closed, document the date and impact.
- Suspend New Work: Don't perform unfunded or unauthorized tasks.
- Monitor Invoices: Expect delays in WAWF/PIEE and other payment systems.
- Maintain Communication: Keep records of emails/letters—even if KO is furloughed.
- Support Employees: If staff are impacted, provide guidance on leave, pay, or furlough procedures.

## After a Shutdown (Recovery)

- Resume Work Quickly: Once funding is restored, restart per KO direction.
- Submit REAs/Claims: File Requests for Equitable Adjustment for added costs (delays, idle time, demobilization/remobilization).
- Invoice Immediately: Submit any pending invoices as soon as systems reopen.
- Document Lessons Learned: Note contract vulnerabilities (funding type, site access issues).
- Revisit Terms: In future negotiations, consider pushing for clauses that reduce shutdown risk (e.g., funding upfront).