



Flex Force Enterprises Inc.
2250 NW 22nd Ave, Suite 412
Portland, OR 97210
503-770-0700
www.flexforce.us

MEMORANDUM FOR ALL FLEX FORCE SUPPLIERS

October 25, 2021

Subject: COVID-19 Updates – Federal Government Requirements

Dear Supplier,

On September 9, the White House announced a six-point COVID-19 action plan tackling the rising number of COVID-19 cases throughout the country. The action plan includes Executive Order (EO) 14042 that mandates employees of government contractors and subcontractors, regardless of the size of the company, that do business with the federal government, be vaccinated.

GUIDANCE

Flex Force will comply with all national, federal, state, and local laws and requirements. In line with the current guidance released as part of Executive Order 14042 and the Civilian Agency Acquisition Council (CAAC) letter released on September 30, 2021 (CAAC Letter 2021-03), client guidance, and our facility access requirements outlined below, all Flex Force suppliers and contractors are required to be fully vaccinated by November 22, 2021. The below should be instructive:

- **Vaccination Certificate:** If our Client is asking you to sign a certification of vaccination form (e.g., Office of Personnel Management Form OMB Control No. 3206-0277, Department of Defense DD Form 3150) to access their facility, you are required to comply to continue support to the Client, and should carry the certification with you while in the facility.
- **Agreement Flow-down Requirement:** The guidance requires that the substance of the FAR Deviation clause must be flowed down to suppliers. We encourage all suppliers to review the guidance itself and the requirements required of suppliers at any tier.
- **Flex Force facilities continue to be limited for business essential purposes only.** Effective October 18 through November 21, we will require vaccination against COVID-19 or a negative test, no older than 3 calendar days, for entry into all Flex Force facilities. Effective November 22, 2021, access to Flex Force facilities will require proof of full vaccination status. COVID test results will no longer be sufficient to access Flex Force facilities after November 21.
- **COVID-19 Test Results:** Prior to being subject to a contractual requirement to be vaccinated, if our client requires a negative COVID-19 test to enter their facility, you are required to comply to continue support to the Client and should carry your test result with you while in the facility and present it as required.



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QUESTIONS?

We will continue to share guidance via our www.flexforce.us/resources site. If you have questions regarding specific Client or program instructions, please contact your primary Flex Force point of contact.

Sincerely,

A handwritten signature in black ink that reads 'Jacob Sullivan'.

Jacob Sullivan
CEO
Flex Force Enterprises Inc.