**NOTICE LETTER TO CONTRACTORS TEMPLATE**

October XX, 2021

[Contractor Address]

Subject: Agreement No. XXXXX

Dear Contractor:

On August 31, 2021, pursuant to the [Sixth Amended Public Health Order 20-38](https://drive.google.com/file/d/1FKIAWsK1iVHy7mLhTK7AhJa6WOYQnEZB/view?usp=sharing), Limited COVID Restrictions, all State Contractors and State Contractor Workers who physically enter a State Facility shall comply with the Vaccination Requirements included in Section III of the Order. All State Contractors and State Contractor Workers, including individuals who have been infected with and recovered from COVID-19, shall have received their first dose in a two dose COVID-19 series no later than September 30, 2021 and be Fully Vaccinated by October 31, 2021.

On September 30, 2021 the [Seventh Amended Public Health Order 20-38](https://drive.google.com/file/d/1VVB24xcKNnoj8IxMUQfDE-sQcVEcKV2I/view) (PHO or Order), allowed for State Contractor Workers to participate in twice weekly COVID-19 testing if they have an employer approved medical or religious exemption or are unvaccinated.

You are receiving this letter because your company has a contract with (AGENCY) and, as part of the performance of that contract, certain of your company’s personnel (including any subcontractor personnel) are required to or likely will provide contracted goods or services in person and on-site. Therefore, as a contractor, your company is subject to the vaccination or testing requirements set forth in the Order.

As permitted by the Order, (AGENCY) State Contractors shall assume responsibility for verification of full COVID-19 vaccination, approving all exemptions for medical or religious beliefs and determining any accommodations needed for such exemptions.

State Contractors shall verify, and certify that each of the identified State Contractor Workers is Fully Vaccinated, or that each of the identified State Contractor Works that is unvaccinated or has a medical or religious exemption is participating in twice weekly COVID-19 testing by completing and submitting the Certification Form to (AGENCY) by November 10, 2021.

Please be aware that the (AGENCY) retains the right to inquire into compliance with the Order’s requirements at any time, to include requesting a State Contractor to provide proof of vaccination or a recent negative COVID-19 test.

The State of Colorado values your firm as a contract partner to deliver needed goods or services. Accordingly, we are hopeful that your company will comply with the Order and help the state reduce the spread of the virus. To that end, (AGENCY) will be sending you additional information regarding the next steps required to ensure compliance with the Order. In the meantime, please see [COVID-19 Vaccination Requirements for State Contractors FAQs](https://dhr.colorado.gov/covid-19-vaccination-requirements-for-state-contractors).

If, however, your company does not intend to comply with the PHO, please contact \_\_\_\_\_\_\_\_\_\_ so we can determine next steps, which may include starting the process to terminate the above-referenced contract or invoking other remedies. In addition, if we do not hear from you by November 10, 2021, we will provide you notice that your personnel may not come on site and perform the work of the contract, and that the contract may be terminated or other remedies invoked.

If you have any questions, please contact XXXXX at \_\_\_@\_\_\_\_\_

Sincerely,

Agency Contracts & Procurement Director