

March 11, 2020

RE: Coronavirus (COVID-19) Potential Business Impacts

Dear Valued Supplier:

In response to the recent global rise of the Novel Coronavirus (COVID-19) outbreak, we are requesting your support and cooperation as a valued Draper supplier. We know much uncertainty exists on how this could impact business operations throughout the supply chain and understand there is a heightened potential for unexpected consequences impacting current and future business operations. We are monitoring the situation closely, and have taken steps internally to mitigate the impacts to our operations. As part of this effort, we are reaching out to our suppliers to minimize the potential risk of any disruption to contract performance and to increase communication for early detection and action.

As the effects of COVID-19 continue to develop, we kindly request all suppliers to alert Draper upon discovery of any adverse impacts to your business and to report any related mitigation activities that may affect deliveries, transportation, availability of materials, or supplies. Please notify your Draper Contract Administrator, Procurement Representative or Program counterpart as soon as possible.

Nothing in this email is intended to alter the terms and conditions of any contract or agreement in place, nor should it serve as the basis for any claim, adjustment to price, and schedule or other legal actions.

We thank you for your attention in this matter.

Sincerely,



Linda Connell
Associate Director, Procurement & Property