

CAPABILITY STATEMENT

(Sample Template)

Company logo and contact information
(Name, phone, email)

Core Competencies

Short introduction statement of the company's core competencies tailored to the agency's specific needs followed by strong key-word bullet points

Guidelines:

- No long paragraphs.
- Use short sentences followed by strong keyword bullet points
- Create a separate document for each agency, prime contractor, and/or teaming partner
- Tailor each Capability Statement to the agency mission or specific opportunity
- Title this document a "Capability Statement"
- Capability Statement should be one page and on one side
- Use two sides only if absolutely necessary
- Save and distribute as a PDF, not a Word, PowerPoint or other format

Past Performance

List past customers for whom you have done *similar* work. Prioritize by related agency (i.e. federal, state, local, then commercial). If the past projects do not relate to the targeted agency's needs, do not list them. Include specific contact information for references. (Name, title, email, phone).

Differentiators

Identify what makes you different from your competitors and how this benefits the agency. What is unique about your business. Why you can do it better, faster, cheaper. Relate your key differentiators to the needs of the agency, prime or team partner

Company Data

One very brief company description detailing pertinent data. Customers will visit your website for additional information. Make sure your website is always up-to-date and demonstrates a government focus.

List Pertinent Codes

- Duns
- Certifications: 8(a), HUB Zone, SDVOB, etc.
- NAICS
- Cage Code
- Accept Credit Cards
- GSA Schedule Contract Number(s)
- Other federal contract vehicles
- State/Local Contract Numbers

Company name, address, phone numbers (office, mobile, and fax) email, website.