

Capability Statement Sample Template

Show your logo and contact information, with a specific person's name, phone and email.
Remember, this is a CONTENT template, not a design template. Add color and graphic elements!

Title this document: Capability Statement

Core Competencies

Short introduction statement relating the company's core competencies to the **agency's specific needs** followed by **key-word heavy bullet points**

Tips:

- No long paragraphs
- Use short sentences followed by keyword heavy bullet points
- Create a new document for each agency, prime or teaming opportunity
- Tailor each Capability Statement to the agency mission or specific opportunity
- Call this document a Capability Statement
- Preferably, this Capability Statement is one page, one side
- Go to two sides only if absolutely necessary
- **Save and distribute as a PDF, not a Word, Power Point or other format**

Past Performance

List past customers for whom you have done *similar* Work, Prioritize by related agency, to all federal , local Government and commercial contracts. If the past projects do not relate to the targeted agency's needs, do not list it. Ideally, include specific contract information for immediate references. Include name, title, email, and phone

Company Data

One very brief company description detailing *pertinent* data. Readers will visit your website for additional information . Make sure your website is constantly updated *and* government focused.

Your logo, address, phone numbers (voice, mobile and fax) email, web site and other related contact information

Differentiators

Identify what makes you different from your competitors and how this benefits the targeted agency. Relate your key differentiators to the needs of the agency, prime or teaming partner.

List Specific Pertinent Codes

- DUNS
- Socio-economic certifications : 8(a), HUB Zone, SDVOB, etc.
- NAICS (all)
- CAGE Code
- Accept Credit and Purchase Cards
- GSA Schedule Contract Number
- Other federal contract vehicles
- BPAs and other federal contract numbers
- State Contract Numbers