

Company name

Company physical  
address

Company Mailing  
Address

www.your-  
website.com

Point of contact name  
phone  
email

**CAGE:**  
**DUNS:**

**NAICS:**  
##### Description

**Bonding:**  
\$ Single  
\$ Aggregate

**Insurance:**  
\$

**Certifications:**  
Federal  
State  
Local  
industry

Other information that  
sets your company  
apart

Accepts Credit and  
Purchase Cards

Awards and  
Recognitions



## Capabilities Statement

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

### Core Competencies

- No long paragraphs.
- Use short sentences followed by keyword heavy bullet points
- Create a new document for each agency, prime or teaming opportunity, keep info current
- Tailor each Capability Statement to the agency mission or specific opportunity, this is a living document!
- 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, PowerPoint or other format

### Differentiators

- Identify what makes you different from your competitors and how this benefits the targeted agency (location , years of experience, special skills, etc.)
- Relate your key differentiators to the needs of the agency, prime or teaming partner.



Testimonial

Point of contact name  
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## PAST PERFORMANCE

- List past customers for whom you have done *similar* work.
- Prioritize by related agency: Federal, other government, commercial contracts. If the past projects do not relate to the targeted agency's needs, do not list it.
- Maintain recent list of past performance: within 3 years
- Include images of projects

## PAST PERFORMANCE AS PRIME

### Agency—Project—Location

Dates—Contract # - \$ value

POC: Name, title, email, phone

- Bullet points
- Highlighting Scope
- Highlighting Solution

### Agency—Project—Location

Dates—Contract # - \$ value

POC: Name, title, email, phone

- Bullet points
- Highlighting Scope
- Highlighting Solution

## PAST PERFORMANCE AS SUBCONTRACTOR

### Prime—Agency—Project—Location

Dates—Contract # - \$ value

POC: Name, title, email, phone

- Bullet points
- Highlighting Scope
- Highlighting Solution
- List by task order is needed

### Prime—Agency—Project—Location

Dates—Contract # - \$ value

POC: Name, title, email, phone

- Bullet points
- Highlighting Scope
- Highlighting Solution
- List by task order is needed

## Contracting Partners:

- Prime contractors you have worked with
- Joint Ventures

## Contracting Vehicles

- BPA
- IDIQ
- GSA Schedule