## Title this document

**CAPABILITY STATEMENT**

### Show your logo and contact information, with a specific person's name, phone and email.

This is a CONTENT guide, not a design guide. Add color & graphic elements as appropriate.

# Use this section title: 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 2-3 short sentences followed by keyword heavy bullet points
* Create anew document for each agency, primer 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 side sonlyifabsolutely necessary
* Save and distribute as a PDF, **not** a Word, PowerPoint or other format
* Keep the file format small, definitely under 1MB
* Usethe whole page, keep page margins small

# Section Title: Past Performance Section Title: Differentiators

### List past customers for whom you have done *similar* work. Prioritize by related agency, to all federal to other government to commercial contracts. If the past projects do not relate to the targeted agency's needs, do not list it.

Tip: Ideally, include specific contract details and contactinformation for immediate references. Include name, title, email, & phone.

### Identify what makes you different from your competitors and how this benefits the targeted agency

Tip: Relate your key differentiators to specific needs of the agency, prime or teaming partner.

COMPANY DATA

### One very brief company description detailing

*pertinent* data.

Tips: Readers will visit your web site for additional information. Make sure your web site is constantly updated *and* government-focused. Use graphicsif they helptell your story and describe your fit with the target.

List Specific Pertinent Codes and Data:

### DUNS

* + CAGE Code
  + NAICS (a reasonable number, fewer than 10)
  + Socio-economic certifications: 8(a), HUB Zone, SBVOSB, WOSB.
  + Accept Credit and Purchase Cards
  + GSA Schedule Contract Number(s) and SIN
  + Other federal contract vehicles
  + BPAs and other federal contract numbers
  + Pertinent teaming agreements

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