

# Capability Statement Worksheet

## Essential Elements:

- Corporate Contact Info  
(Name, address, telephone, fax, e-mail, website, etc.)

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- Geographical Coverage

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- Areas of Expertise (bullet statements)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Unique capabilities or resources

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Past Projects or Customers & Brief Description

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Key personnel experience: \_\_\_\_\_

Security Clearances (if any)

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Industry licenses/certifications or quality assurance certifications (if any)

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Bonding level (Construction) \_\_\_\_\_

DUNS #, CAGE code, NAICS, SIC, PSC/FSC codes:

DUNS: \_\_\_\_\_

CAGE: \_\_\_\_\_

NAICS: \_\_\_\_\_

SIC/PSC/FSC codes: \_\_\_\_\_

Small Business Certifications (HubZone, SDB, 8(a), DVBE, DBE, etc.):

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Acquisition vehicles –ways they can buy from you

GSA Schedule, DOD eMall: \_\_\_\_\_

CMAS: \_\_\_\_\_

Accept government credit cards: \_\_\_\_\_

**Nice to Have Elements:**

Business Background/History: Be brief!

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Special Accreditations or Awards: \_\_\_\_\_

Customer Testimonials: \_\_\_\_\_

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Contact info for past/current customers if willing to be references:

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# Capability Statement

LOGO

## **BUSINESS SUMMARY:**

The Summary should a paragraph that tells your reader who you are and what you do. If you wish, the paragraph can include a brief history of the business.

## **CAPABILITIES**

Areas of expertise – types of work you can do for your client. Use short sentences or bullet statements. This should not be a long narrative about your capabilities or areas of expertise.

## **FACILITIES AND EQUIPMENT:**

List all facilities, equipment and resources used to manufacture the products or provide the service(s). Include unique qualifications, techniques and approaches used to perform work, including any state-of-the-art equipment or capabilities that are part of your business.

## **EXPERTISE:**

A brief summary of your expertise, as well as that of your key personnel/staff, highlighting their education and technical experience as it relates to your business.

## **CUSTOMERS:**

Provide a list of at least three or four of your key customers, past or present. Company names are sufficient.

*LIST CONTACTS*

## **SUMMARY**

Capability Statement should be no more than 2 pages – remember, keep it simple, but tell the reader what makes you special and why they should choose to do business with you. This can be used as a stand-alone document to market your business, or attached to any pertinent literature you may already have, which will complete the story you want to tell about your business. This along with a simple cover letter can introduce your company to any government agency or large business.

PO XXXXX  
XXXX, PA 19xxx

Contact: xxxxxxxxxxxx

Tel: 215.xxx.2698  
FAX: 215.xxx.09xx

Email: xxxxx@xxxxxxxx.com

NAICS:

541611  
541614  
541618  
561110

Cage Code:

xxxxx

D&B:

xxxxxxxxxxxxxx

**Certifications:**

**XXXXXXXX** is **certified in**  
**XXXXXXXX** and **XXXXX** by the  
**XXXXX**, and is expert in  
**XXXXXX**.