

What is a Capability Statement?

As is the case with personal resumes, the formatting for Capability Statements is varied. However, all statements should:

- ❖ Include information relevant to the specific project or agency
- ❖ Clearly demonstrate how your business or service is equipped to meet the needs of the project
- ❖ Be error-free
- ❖ Promote your company's brand, including your color palette and logo
- ❖ Include the following information:
 1. **Core Competencies:** Short bullet points highlighting your company's ability to meet the project's or agency's specific needs.
 2. **Past Performance:** Experience that is relevant to the desired project. Begin by listing past projects done for the related agency then all federal agencies followed by other government and commercial contracts.
 3. **Differentiators:** A succinct, clear, and project-relevant statement detailing the specific reasons decision-makers should choose your business/service over those of your competitors.

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4. **Company Data:** One to two short sentences with a company description detailing pertinent history. Include the size of your firm, your revenue, the number of employees you have, and the typical geographic area you serve.
5. **Government Classification Codes:** Relevant category codes used by government agencies, trade associations, and regulatory boards. There are several code designations, but many such entities have adapted the self-assigned North American Industry Classification System ([NAICS](#)) to identify required businesses and services.
6. **Government Certifications:** Status your company holds, including, but not limited to, HUB, SBE, DBE, MWSBE, MBE/WBE, SPSF, and SBA.
7. **Contact information:** Specific person's name, title, email, phone number, and website. If you have space, list any relevant awards, accolades, or notable accomplishments.



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