

CAPABILITIES STATEMENT

[Website] [www.company.com] [Phone] [(ooo) 000-0000] [Email] [contact@company.com] [Service Area] [Local / Regional / National]

COMPANY OVERVIEW

[Describe who you are, what you provide, who you serve, where you operate, and the measurable value your company delivers. Keep this section to 3-5 concise sentences.]

CORE COMPETENCIES

- [Primary service or product]
- [Secondary service or product]
- [Specialized capability]
- [Project, implementation, or support capability]
- [Additional service, product, or solution]

KEY DIFFERENTIATORS

- [Experience, credentials, or proven results]
- [Unique process, technology, or delivery model]
- [Quality, responsiveness, safety, or compliance strength]
- [Geographic reach, scalability, capacity, or customer advantage]

PAST PERFORMANCE

CLIENT / PROJECT 1: [Name]
Scope: [Work performed or products supplied.]
Results: [Outcome, metric, savings, speed, quality, or impact.]

CLIENT / PROJECT 2: [Name]
Scope: [Work performed.]
Results: [Outcome or value delivered.]

COMPANY DATA

Legal Name: [Company legal name]
Business Type: [LLC / Corporation / Sole Proprietor / Nonprofit]
Established: [Year] Employees: [#]
Coverage: [Areas served]

INDUSTRY CODES

Primary NAICS: [000000]
Additional NAICS / PSC / UNSPSC: [Codes]
UEI / CAGE / Vendor ID: [Identifiers]

CERTIFICATIONS & CONTACT

Certifications / Licenses: [List]
Insurance / Bonding / Standards: [Details]
Contact: [Name and title]
Phone: [(ooo) 000-0000]
Email: [name@company.com]
Address: [City, State]

CAPABILITIES STATEMENT WORKSHEET

[Complete this worksheet before replacing the bracketed text in the one-page template.]

1. COMPANY SNAPSHOT

Legal company name	[Enter information here]
Public-facing name	[Enter information here]
Tagline or value proposition	[Enter information here]
Primary industry	[Enter information here]
Target customers or agencies	[Enter information here]
Geographic service area	[Enter information here]

2. SERVICES, PRODUCTS, OR SOLUTIONS

Five strongest capabilities	[Enter information here]
Problems your company solves	[Enter information here]
Customer outcomes	[Enter information here]
Highest-value services or products	[Enter information here]

3. DIFFERENTIATORS

What makes your company different?	[Enter information here]
What reduces risk for the customer?	[Enter information here]
Special credentials, processes, technology, experience, or relationships	[Enter information here]

4. PROOF OF PERFORMANCE

Client or project name	[Enter information here]
Scope of work	[Enter information here]
Project or contract value, if appropriate	[Enter information here]
Results, metrics, savings, completion time, or impact	[Enter information here]

5. CONTRACTING & COMPLIANCE

NAICS / PSC / UNSPSC codes	[Enter information here]
UEI, CAGE, vendor, or supplier numbers	[Enter information here]
Certifications and licenses	[Enter information here]
Insurance and bonding capacity	[Enter information here]

Quality, safety, privacy, or compliance standards	[Enter information here]
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6. FINAL REVIEW

Tailored to the intended customer or opportunity?	[Enter information here]
Outcomes and measurable results included?	[Enter information here]
All codes, certifications, contacts, and details accurate?	[Enter information here]
Value is clear in less than one minute?	[Enter information here]