

CAPABILITY STATEMENT

(Sample Template)

Company logo and contact information
(Name, phone, email)

Core Competencies

Short introduction statement of the company's core competencies tailored to the agency's specific needs followed by strong key-word bullet points

Guidelines:

- No long paragraphs.
- Use short sentences followed by strong keyword bullet points
- Create a separate document for each agency, prime contractor, and/or teaming partner
- Tailor each Capability Statement to the agency mission or specific opportunity
- Title this document a "Capability Statement"
- Capability Statement should be one page and on one side
- Use two sides only if absolutely necessary
- Save and distribute as a PDF, not a Word, PowerPoint or other format

Past Performance

List past customers for whom you have done *similar* work. Prioritize by related agency (i.e. federal, state, local, then commercial). If the past projects do not relate to the targeted agency's needs, do not list them. Include specific contact information for references. (Name, title, email, phone).

Differentiators

Identify what makes you different from your competitors and how this benefits the agency. What is unique about your business. Why you can do it better, faster, cheaper. Relate your key differentiators to the needs of the agency, prime or team partner

Company Data

One very brief company description detailing pertinent data. Customers will visit your website for additional information. Make sure your website is always up-to-date and demonstrates a government focus.

List Pertinent Codes

- Duns
- Certifications: 8(a), HUB Zone, SDVOB, etc.
- NAICS
- Cage Code
- Accept Credit Cards
- GSA Schedule Contract Number(s)
- Other federal contract vehicles
- State/Local Contract Numbers

Company name, address, phone numbers (office, mobile, and fax) email, website.



Capabilities Statement Example

Global Alliance, LLC

Contact: Julie Ward, Government Sales

511 Bay Area Parkway

Houston, TX 77058

www.globalalliance.com

832-579-6640 Mobile →

281-937-5881 Office

281-937-5880 Fax

jward@globalalliance.com

Capabilities Statement

Global Alliance, DBA Global Alliance LLC, a *minority woman-owned small business*, is a specialty provider of electrical materials and supplies enabling timely and successful completion of government, municipal and commercial industry construction projects. We have over 23 years of "hands-on" experience serving industrial & commercial electrical contractors, engineering constructors, industrial Original Equipment Manufacturers (OEM), federal & state government agencies and, various utility agencies and suppliers. We are widely acclaimed for our *Collaborative Global Best-Value Solutions*.

What sets Global Alliance apart from the competition?

- Partnered Solutions – *we partner & collaborate with general contractors to create custom solutions*
- Gold Standards – *revered for our professionalism and industry expertise*
- Best Value – *awarded '2011 Most Successful Newcomer' to General Services Administration (GSA)*
- Delivery-PLUS – *we ensure free on-time delivery to any job site destinations across the globe*
- Comprehensive industry experience – *subject-matter-experts offering industrial & engineering guidance*
- Product variety – *"one-stop shop" for FULL LINE of trusted manufacturers & branded products*

CAGE Code: 3MT79

DUNS Number: 012345678

Primary NAICS Code – Merchant Wholesalers:

423610 – Electrical Apparatus & Equipment, Wiring Supplies, and Related Equipment Merchant Wholesalers

Secondary NAICS Codes – Product Manufacturing (Federal Procurements):

334 – Product/ Component Manufacturing

335 – Electrical Equipment, Appliance, and Component Manufacturing

Key Customers & Collaborative Partners we specialize in serving:

- Defense Logistics Agency (DLA)
- United States Air Force, Nellis AF Base
- National Aeronautics & Space Administration (NASA)
- Harris County Sheriff's Department & Harris County Jail
- Houston Reliant Power Agency
- Cities of Dickenson & League City
- Harris County & Clear Creek Independent School Districts
- Counties of Harris & Montgomery
- M.D. Anderson & St. Johns Hospitals
- Galveston Casino & Moody Gardens
- General Contractors (GC): Black, Turner James Day
- Johnson Controls, FluidIDs, LLC & Calpull

Sample Partial Manufacturing Product List:

Motor Control Centers	Switchgear	Wiring Devices	Starters
Conduit	Panel Boards	Lighting Fixtures	Wiremold
Circuit Breakers	Building Wire	Transformers	Tools
Explosion Proof Fittings	Telephone Cable	Lamps	Meters