



# Capability Statement Data Collection Worksheet

## Company Name & Contact Information

Company Name			
Company Address			
Main Phone		2 <sup>nd</sup> Phone	
Email Address		Website URL	
POC Name		POC phone	
POC Title		POC email	

## Optional Company Data

Company Slogan/Tagline	
Geographical Coverage	

## Government Contract Data

UEI #		CAGE Code	
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Do you have a parent company or branch offices? Do you want to list this data?

Parent UEI #		CAGE Code		Location	
Branch UEI #		CAGE Code		Location	
Branch UEI #		CAGE Code		Location	

## Small Business Certifications (State & federal):

List certification type and entrance & exit dates

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## Current Acquisition Vehicles

Provide contract number, schedule/award title and period of performance dates

GSA Schedule	
GWAC	



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## Industry Codes: NAICS, PSC, FSG, NIGP

Please remember to use NAICS codes that complement each other and are for similar services. If your company does two completely different things (e.g. lawncare and medical supplies), you will need to make two different capability statements - one for each focus. However, if your company does lawncare and tree trimming, those are complementary services and can be listed on the same capability statement.

If you are unsure of your NAICS codes, please visit <https://www.census.gov/naics/> and enter keywords associated with your business in the 2022 keyword search.

Your **primary NAICS code** should be for the main product or service your company offers. This may change depending on if you are preparing your capability statement for a specific solicitation or agency.

Your **secondary NAICS codes** are the other products or services you offer that are complementary to your primary.

	NAICS Code	Descriptor
Primary		
Secondary		

Product Service Codes (PSC) and Federal Supply Group (FSG) Codes can be found at <https://support.outreachsystems.com/resources/tables/pscs/>

	PSC/FSG Code(s)	Descriptor
Highlighted		



# Capability Statement Data Collection Worksheet

## Company Overview

Write a brief description of your company:

What is your company's story? How long have you been in business? Why was the company started? What does your company do or offer? Why should you reader be interested?

## Core Competencies – Areas of Expertise

These should be key words or phrases that tell potential buyers exactly what products or services you sell. This shouldn't be completely exhaustive - focus on your major services -- specific things that you provide which target an agency's needs.

- Example (lawn maintenance firm): Lawn Mowing, Edging, Weed Eating, Bush & Hedge Trimming, Leaf Blowing, Tree Trimming
- Example (office supply firm): Copier paper, Labels & Envelopes, Pens & Pencils, Office Furniture, Binders & Folders, Shipping Supplies

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# Capability Statement Data Collection Worksheet

## Differentiators – Unique capabilities or resources

What measurably sets you apart from your competitors? Government Contracting is highly competitive, so list the things that make you better than the competition. Try to make these very specific and tangible. For example, "Great Customer Service" is something everyone will say they have, but many can't prove. However, "Over 50 five-star ratings from customers" says you have great service, but PROVES it.

They should answer these questions: What needs of the company you are targeting can you meet? What is it about your products/services that make you stand out? What is it about your employees that make you better than your competitors?

- 1.
- 2.
- 3.
- 4.
- 5.

## Corporate, Industry, or Quality Assurance Certification(s) (non-federal certifications)

## Other: Security Clearances, Bonding Capacity, Special Accreditations or Awards, Patents, etc.

## Customer Testimonials



# Capability Statement Data Collection Worksheet

## Past Performance

List companies that you have worked on projects for in the past. If you have prior government contracting experience, list those agencies/companies. If you don't, you can use corporate experience instead. Try to choose projects or agencies that are close to the targeted agency in size, scope, and type of work.


## Key Personnel Experience

Highlight owner or specialized staff talent or categorize by consolidated group experience by specialty.

Note: Experience is gained by individuals and Past Performance is gained through projects completed by the company.
