



**CAPABILITY STATEMENT WORKSHEET**

<b>Company Name:</b>	<b>SOCIO-ECONOMIC PROGRAMS</b>		
	Small	Yes _____	No _____
<b>Address:</b>	Small Disadvantaged	Yes _____	No _____
	8(a)	Yes _____	No _____
<b>Contact's Name:</b>	Women Owned	Yes _____	No _____
<b>Telephone Number:</b>	HUBZone	Yes _____	No _____
<b>Email Address:</b>	Veteran Owned	Yes _____	No _____
<b>Website:</b>	Service Disabled Veteran	Yes _____	No _____
<b>Fax Number:</b>	Other:		
<b>DUNS Number:</b>			
<b>Cage Code:</b>			

<b>SERVICES/PRODUCTS</b>	<b>NAICS</b>	
	<b>Code</b>	<b>DESCRIPTION</b>
•	•	
•	•	
•	•	
•	•	
•	•	
List your most prominent services or products that you are marketing to the federal government.		Use the description generally associated with the particular NAICS code.

<b>CURRENT GSA SUPPLY SCHEDULES</b>	<b>CERTIFICATIONS</b>	
	<b>Agency</b>	<b>Type of Certification</b>
•		
•		
•		
•		
List GSA schedules which you currently hold. If you have applied to be a schedule holder indicate that the schedule is pending.		List professional licenses and certifications relevant to opportunities you are pursuing.

<b>SUPPLIERS (PARTIAL LIST)</b>	<b>KEY TEAMING PARTNERS</b>
•	•
•	•
•	•
•	•
List major suppliers with whom you have an ongoing relationship.	List teaming partners with whom you have an ongoing relationship and list the projects you have teamed on.

<b>MAJOR PAST PERFORMANCES</b>	<b>REFERENCES</b>
•	•
•	•
•	List individuals who are familiar with recent successful past performances who are able to verify a successful past performance.
•	
•	
Generally for the 3 past years; however, 6 years for construction and architect-engineer contracts may be considered. Both federal and non-federal contracts may be used.	

For more information about the U.S. Department of the Interior's Small Business Program, please contact the Office of Small and Disadvantaged Business Utilization at 1-877-375-9927 (Toll-free), (202) 208-3494, Fax (202) 208-7444, Email DOI\_OSDBU@ios.doi.gov or visit our website at: [www.doi.gov/osdbu](http://www.doi.gov/osdbu)

## Capability Statement Guidance

Be aware that the Capability Statement Worksheet is intended to be a worksheet for you to use to make certain that your capability statement captures all of the elements that should be a part of a good capability statement. It is not intended that your capability statement look like the worksheet. A capability statement can go onto a second page but it is recommended that it not go over two pages.

A capability statement needs to be to the point and specifically related to an individual agency's needs. Each federal agency has its own mission and focus. A capability statement should be a living document which speaks directly to the agency with which you are building a relationship with. The document should be visually interesting and should have graphic elements similar to your businesses' brand and logo. The capability statement should be

Your capability statement is your opportunity to project your business in a favorable light. A good capability statement is a professional looking document which highlights your business and provides prospective customers with a sense of confidence in the services and products you are able to provide.

**The Importance of Past Performance:** Past performance is extremely important in federal procurement. Contracting Officers and Program Managers need to be able to verify that you have successfully completed projects similar in size and scope to the project which you are competing for. Successful past performance(s) will help a program manager overcome a skepticism they may have about using a small business that they may not be familiar with.

### **A Business Profile or Capability Statement is a powerful marketing tool to be used for:**

- Applying for start-up business finance.
- In a business plan.
- Applying for finance to expand your business.
- Promoting your services with a business.
- Accompanying your tender submission.
- Developing credibility and trust.
- Responding to queries about your services or products.
- For use on your website.

Your **Company Profile, Business Profile or Capability Statement** does not have to be a glossy hard cover document. It is the content that counts. It needs to be professional and showcase your organization's experience and capacity to provide a quality service. However, photos of your products and personnel will complete the visual impact of your document and create a professional image so that people will want to do business with you.

An effective *business profile* will give you credibility and physiologically the document is harder to dispose of

if you present it in an attractive cover. People tend to hoard attractive resources. This is where a quality photo, that is relevant to your business, is invaluable.

### **Your Business or Company Profile or Capability Statement reflects the size of your business so must contain the following information:**

- Your company's registered name and contact information
- Website
- Socio-Economic Program or Programs
- Company history (years of operation add credibility)
- North American Industry Classification System Code (NAICS)
- Products or services - key features and benefits
- Areas of expertise (Services/Products)
- Supply Services
- Major Successful Past Performances
- Suppliers
- Accreditation or Quality Assurance, if applicable
- Major clients (optional)
- Business objectives (optional)
- Your mission statement (optional)
- Terms of trade (if relevant)
- Why people should do business with you
- Staff development and training policies
- Occupational Health & Safety policy, Quality Assurance and any other relevant accreditation
- Organizational structure
- Personnel - Industry experience

**What you put into your company profile needs to be relevant and enhance your credibility.** So if you are a new start up business, for example, you would highlight your personal expertise. If you hire a professional in their field with different and relevant skills then include this persons experience and qualifications.

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**A positive experience with the Department of the Interior's Office of Small and Disadvantaged Business Utilization (OSDBU) is paramount to ensuring the services and resources we provide meet the needs of small business vendors. We hope you will take a moment to tell us about your business by clicking [here](#) and provide feedback on this resource by clicking [here](#). The information you provide will be used to inform and improve our engagement with small businesses interested in Federal contracting.**