


Where Government Contracting Starts




## Creating Capability Statements


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What do you want to say about your business?

Jody King, Assistant Director, Alaska APEX Accelerator  
January 23, 2025

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[www.apexalaska.org](http://www.apexalaska.org) / [info@apexalaska.org](mailto:info@apexalaska.org)

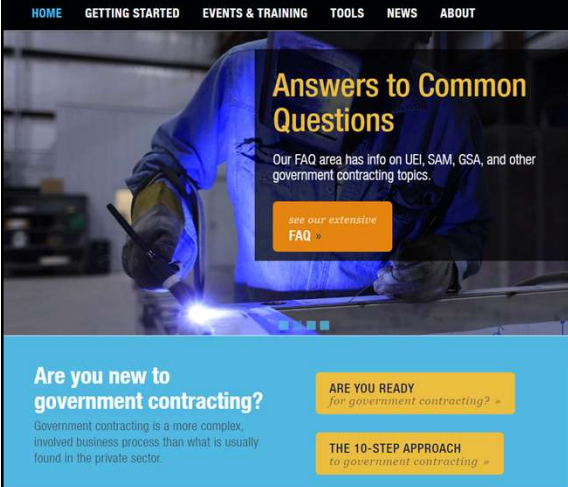




search here

Where Government Contracting Starts

## Program Introduction




**Are you new to government contracting?**  
Government contracting is a more complex involved business process than what is usually found in the private sector.

**ARE YOU READY for government contracting? »**

**THE 10-STEP APPROACH to government contracting »**

- Free assistance with all aspects of government contracting, from cradle to grave (start to finish) for federal, state and local purchasing activity
- Free one-on-one appointments
- Free workshops (Special events and extended training session may have registration fees)
- The Alaska APEX is one of 96+ other APEX Accelerators across the US, Puerto Rico, & Guam

<https://apexalaska.org/>  
<https://www.napex.us/>  
<https://www.apexaccelerators.us/#/>



**UAA Business Enterprise Institute**  
UNIVERSITY of ALASKA ANCHORAGE

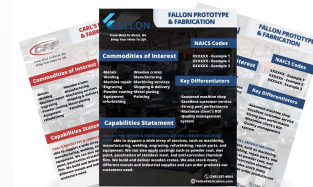
*The Alaska APEX is a program of the UAA Business Enterprise Institute and is funded in part through a cooperative agreement with the Department of Defense Office of Small Business Programs*

- ❖ What is a capability statement, and why do you need one?
- ❖ What is a capability statement supposed to accomplish?
- ❖ What does a capability statement look like?
  - Purposeful design - developing for specific use
  - Data components - what information should be conveyed
  - Style & Format
    - The “Z” format – 6 second read (Networking events)
    - Response to Sources Sought and RFI notices
- ❖ Are there any mistakes to avoid?
  - Critiquing published capability statements
- ❖ Posting your finished Capability Statement



### ❖ Marketing document(s) that:

- ✓ Introduces your business – next step after a business card
- ✓ Tells the reader what you do or offer - provides information about the professional services offered or product lines for sale
- ✓ Shows that you are procurement ready
- ✓ Shows which government agencies or commercial entities that have paid in you the past



### ❖ Why are they needed?



- ✓ Requested by agencies to support procurement strategy
  - ✓ Provides small business and industry data
  - ✓ Memory aids that can be resource documents for future needs
  - ✓ Provides a summarized document with experience, expertise & success
- ✓ Used by Prime contractors with small business subcontracting goals
- ✓ Most consistent method to market to all agencies and prime contractors
- ✓ DoD OSBP considers it a critical document to be “procurement ready”

## What does it accomplish?

- ❖ The real purpose of a capability statement is to open doors.
- ❖ A capability statement is the preferred method for marketing to all levels of governmental entities.
- ❖ A well crafted Capability Statement provides an opportunity to set your company apart from your competitors. It shows what your business can do and why potential customers should buy from you.



### A good capability statement should:

- ✓ Have a defined purpose so that it is targeted to your reader
- ✓ Inform why your company is a good fit for a specific need or activity
- ✓ Have a visual appeal
- ✓ Be easy to read – skim – with condensed descriptions
- ✓ Create interest in your business by highlighting specialty, expertise and overall capabilities
- ✓ Provide needed information to encourage further communication
- ✓ Distinguish you from your competitors
- ✓ Avoid “empty calorie” descriptions, terminology and fluff

## What does it look like?

### Purposefully Designed Content

- ❖ Written for specific, targeted use “...needs to be to the point & specifically related to an individual agency’s needs. A capability statement should be a living document which speaks directly to the agency with which you are building a relationship with.”
- ❖ Visually appealing
  - Clear, concise & precise language → No heavy blocks of text
  - Use bullets, short phrases
  - Use technical language that can be understood by the reader
  - Use graphics or charts where they make sense
  - Use clean font that can easily be scanned
  - Use colors that match you logo and company branding
  - Use heavier quality paper – think about professionally printing

## What does it look like?

### Data components - what information should be conveyed

#### 1. Header

- Company Name & Logo
- Title "Capability Statement"
- *Optional: UEI & CAGE Code*
- *Optional: Socio-economic tags (certification logos)*

#### 2. Corporate Data

- Address, phone number
- Website, email address
- Government needed data
  - Unique Entity Identifier (UEI) & CAGE Code
  - Small business certifications (tags/logos?)
  - Current acquisition vehicles (GSA MAS or GWAC)
  - Industry Codes (NAICS, PSC, FSG, NIGP)

#### 3. About Us / Company Overview

- Your hook that leads to your pitch
- Company history
- Product/service overview
- Years in business
- CEO/Owner information

#### 4. Core Competencies

- List of provided services and/or products
  - Use bullets → can use icons
  - Charts or graphics
  - Don't get bogged down with including every little thing your company has ever done
  - Focus on what your company does best

#### 5. Differentiators

- How does your company stand apart from the rest?
- What makes you different?
- Why should the government choose you?
- Include things like:
  - Facility clearance levels
  - Relevant certifications
  - Specialized licenses
  - Bonding Capacity
  - Depth of agency experience
  - Relevant intellectual property (like patents)
  - Staff uniqueness (academic credentials, employee retention, volume of certified-specialists, etc.)

## What does it look like?

### Data components - what information should be conveyed

#### 7. Past Performance

- Highlight past performance (who have you worked with) on relevant contracts or projects
- Use specific examples and metrics to demonstrate your company's capabilities & achievements
- Use current projects (past 3 to 5 years)
- Start with federal and state contracts
- Add commercial projects if you don't have government contracts or if the commercial project highlights your target purpose for this capability statement
- For subcontracts, list the prime contractor and then note the "owner"
- Provide contract number(s) for projects with CPAR past performance data
- Do not use agency logos without specific permissions – most agencies specifically state not to use their logo as an advertising mechanism
- Use corporate logos with permission

#### 8. Client/Customer Testimonials

#### 9. Footer (content optional)

- Boring stuff on the bottom – NAICS codes
- List your company's specific point of contact – not general contact information

## Style & Format – Networking

### The “Z” format – 6 second read

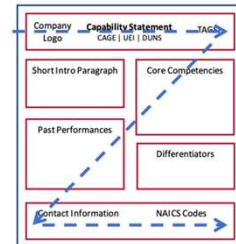
In the market research phase, buyers are just trying to collect a pool of “generally qualified” vendors & don’t have time to read lengthy documents.

You have 6 seconds to hook their interest and using clear concise language, you must tell them:

1. That you are “procurement ready”
2. What good or professional services you sell
3. What government agencies or commercial entities have paid you in the past

### Capability Statement Refresh

- 6 – Second Read
- Z Format
- Use it to Highlight Tags
- One Core Competency Expanded
- Past Project Performance
- Boring Stuff at the Bottom



“Government contracting is not a secret, it’s just a process.” Neil McDonnell

*The truth is that government buyers only scan capability statements before deciding whether to toss or forward it in the process.*


Neil McDonnell / [www.govconchamber.com](http://www.govconchamber.com)

<https://www.govconchamber.com/blog/6-second-government-contracting-capability-statement>

## Style & Format – Responding to RFI

Longer read → 1 to 2 pages (front & back)

- ❖ When used in responding to a Sources Sought notice or a RFI, *the document should be sure to use language called out in the posted notice.*
- ❖ Depending on the information requested, a general company capability statement could be used. General capability statements would be a basic introduction to your company. This might work if time is tight, but shouldn’t be your default supporting document.
- ❖ The longer document allows you to provide more information. This might allow to expand your past performance section




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## A look at templates


**Browser search “capability statement templates free”**

- Look for free templates
- Use word document
- Don't worry about duplicating something you see on-line.
- Make the best capability statement that you can
- Hire a technical writer or a marketing professional to design a series of capability statements









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## Getting Started

**❖ Getting Started**

- Capability Statement Data Collection Worksheet
  - Ask yourself:
    - ✓ Why am I in business?
    - ✓ Why should the government award me a contract
    - ✓ What things make my company unique compared to my competitors?
- Gather the data before trying to plug information into a template
- Determine the purpose for the document – what is your immediate objective?
- Pull the information from the worksheet that best fits the purpose – you don't have to use everything that you've written down!
- Determine your color palette – this should match your logo, website and other company branding
- Audition different templates – a simple capability statement is fine if the data is good!
- Edit, edit, edit. The goal is clear, concise and brief.
- Use a mix of bullets, short phrases and full sentences.

## Mistakes to avoid

### ❖ Mistakes to avoid:

- Using fluff words and empty adjectives: super, exceptional
- Generic statements: “We provide quality in everything we do”
- Throw in everything including the kitchen sink – jack of all trades isn’t going to make you stand out in a crowd...instead focus on what your company does best
- Bad grammar and spelling mistakes
- Fill up every inch of the capability statement with words and graphics – be sure to leave white space for easy readability.
- Keep recycling the same capabilities statements year after year
- Waiting until the last minute to update your capability statement
- Be afraid to follow up with agencies or companies that have received your capability statement

## Posting Capability Statements

You’ve worked hard to complete your Capability Statement – now put it to use!

- ❖ Post it on your website (self hosted)
- ❖ Third-party hosting website → OneDrive, Google Drive
- ❖ SBA Dynamic Small Business Search (DSBS) → Must have a full URL that directs the viewer to the hosted document
- ❖ Certify.sba.gov → 8(a) Certified firms
- ❖ Email to Agency POC, Small Business Professionals, agency program staff, or prime contractors
  - Write an introduction in the email, note the attached Capability Statement and request a meeting to discuss your company.



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# Looking at Examples



**CAPABILITY STATEMENT**

**BUSINESS OVERVIEW**

Dunsal 081189386  
Company Type: S Corp  
Incorporated: 2016

**INDUSTRY CERTIFICATIONS:**

ADP  
Solid  
City of Atlanta vendor  
Zinnov

**NAICS CODES:**

- 517110 Wire Telecom
- 517210 Wireless Telecom
- 517911 Telecom Resellers
- 517919 All Other Telecomm
- 518210 Data Processing & Hosting
- 541511 Computer Programming
- 541512 Computer System Design
- 541513 Computer Facilities Mgmt.
- 541519 Computer Related Svc
- 541011 Mgmt. Consulting Svc
- 541018 Other Management Svc
- 551210 Facilities Support Svc
- 561320 Temporary Staffing Svc
- 591520 Security Systems services
- 611212 Maintenance Computers
- 611420 Computer Training
- 232210 Electrical Contractors
- 541390 Engineering Services
- 541618 Management Consulting Svc

**CONTACT INFO:**

LEGACY POINTE TELECOMMUNICATIONS  
3815 Cascade Rd  
Suite 220  
Atlanta, GA 30331  
470.242.1222 / OFFICE  
DARUS EL AREE  
delaee@legacypointetelecommunications.com  
www.legacypointetelecommunications.com

**EXECUTIVE SUMMARY**

LEGACY POINTE TELECOMMUNICATIONS is a minority-owned, small business providing services in DAS, Small Cell, Wi-Fi, RF Services. We serve the commercial and government markets providing products and services to lead these organizations from legacy systems to next generation technologies. We have over 50 years of combined experience in the technology space. We offer turnkey fully managed solutions. Legacy Pointe's extensive knowledge of the entire project lifecycle creates and added value to our customers solutions.

**CORE COMPETENCIES**

| SERVICES   | SOLUTIONS  |
|--|--|
| <ul style="list-style-type: none"> <li>Turnkey DAS design and installation</li> <li>Public Safety</li> <li>Small Cell</li> <li>Construction Management</li> <li>Technology Consulting</li> </ul> | <ul style="list-style-type: none"> <li>RF Services</li> <li>Staff Augmentation</li> <li>Testing and assessment</li> <li>Security</li> <li>Fiber</li> </ul> |

**KEY DIFFERENTIATORS**

- Seasoned management team
- Strong past performance
- Quality Assurance management processes
- Certified Engineers on staff
- Clear pricing and multi-vendor relationships to control cost
- Focused on maximizing client's ROI

**PAST PERFORMANCE**

- MRF Stadium
- T-Mobile Corporate office
- TWC Arena
- Concord Mills Mall
- Kiawah Island Resort
- Houston Turnes
- Wal-Mart
- Chick - Fila Corporate
- BBVA - Headoff
- Navy Federal Credit Union
- Marshall Jackson Airport
- City of Atlanta



**Capability Statement**  
UEI 123456789 CAGE Code 46Y9Z

**CONTACT INFO**

POC: John Smith  
(123) 456-1789  
https://mybusinesswebsite.com/  
president@mybusiness.com 14502  
N. Main Street, Suite 100  
City, ST 12345

**EXECUTIVE SUMMARY**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis auteem vel eum irure dolor in hendrerit in vulguate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et justo odio dignissim qui blandit praesent luptatum zril dolor aeternata donec te fugiat nulla facilis.

Lorem ipsum dolor sit amet, consetetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

**NAICS CODES**

- 236220 Commercial and Institutional Building Construction
- 238210 Electrical Contractors and Other Wiring Installation Contractors
- 541330 Engineering Services
- 541350 Building Inspection Services
- 561390 Other Services to Buildings and Dwellings

**PAST PERFORMANCE**

- Lorem ipsum dolor sit amet
- Consectetur adipiscing elit, sed diam nonummy nibh
- Euismod tincidunt ut laoreet dolore magna aliquam erat volutpat
- Ut wisi enim ad minim veniam
- Quis nostrud exerci tation ullamcorper suscipit lobortis
- Nisl ut aliquip ex ea commodo consequat
- Duis auteem vel eum irure dolor in hendrerit in vulguate aliquip ex ea commodo consequat
- Lorem ipsum dolor sit amet, consetetur adipiscing elit, sed nonum

**CORE COMPETENCIES**

- Consectetur adipiscing elit, sed diam nonummy nibh
- Euismod tincidunt ut laoreet dolore magna aliquam erat volutpat
- Ut wisi enim ad minim veniam
- Quis nostrud exerci tation ullamcorper suscipit lobortis
- Nisl ut aliquip ex ea commodo consequat
- Duis auteem vel eum irure dolor in hendrerit in vulguate aliquip ex ea commodo consequat
- Lorem ipsum dolor sit amet, consetetur adipiscing elit, sed diam nonummy nibh

**CERTIFICATIONS**

- Small Business Administration (SBA) Certified
- Veteran Owned Small Business
- HUBZone Certified Small Business




**DIFFERENTIATORS**

- Lorem ipsum dolor sit amet
- Consectetur adipiscing elit, sed diam nonummy nibh
- Euismod tincidunt ut laoreet dolore magna aliquam erat volutpat
- Ut wisi enim ad minim veniam
- Quis nostrud exerci tation ullamcorper suscipit lobortis



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# Looking at Examples



**USFCR Capabilities Statement**  
CAGE: 5YMD1 UEI: DTBLQASTYDF7

**About Us**

USFCR is the largest and most trusted System for Award Management (SAM) registration and renewal services company. We also provide set-aside registrations and certifications, including women-owned, veteran-owned, HUBZone, 8(a) Business Development Program, other federal contracting services, training, and technology.

**Core Competencies**

- Government Registrations
- System for Award Management
- SD/VOSB
- EO/VOSB
- 8(a)
- HUBZone
- GSA Schedule
- WAWF/rapr
- Federal Contracting Training & Consulting
- Subcontractor Onboarding & Management
- Web-based Contracts Search & Management Technology

**Differentiators**

- Full-service firm providing everything from registration, bid training, and SoAs.
- Advanced Procurement Portal - Developed our own app for clients to access federal opportunities in real time and handle federal CRM with ease.
- Worked with and registered over 100,000 businesses including Amazon, General Electric, Chevrolet, Exxon, and Hewlett Packard.
- Largest and oldest third-party government registration firm.


**Point of Contact**


Eric Schellinger - President & Founder  
info@ustar.com  
(877) 252-2700  
www.ustar.com

**Corporate Data**

US Federal Contractor Registration, Inc.  
9420 4th Street North, Suite 111  
Saint Petersburg, FL 33708, USA  
UEI: DTBLQASTYDF7  
CAGE: 5YMD1  
NAICS Codes:  
541018 - Other Management Consulting Services (Primary)  
541319 - Other Computer Related Services

**Past Performance**





**CAPABILITY STATEMENT** (555) 555-5555

**BUSINESS OVERVIEW**

Name: [Redacted]  
Mailing Address: 123 Street, City, ST 12345  
Structure: S-Corp, LLC, Corp.  
Ownership: MBE, WOSB, VOSB  
DUNS Number: #888888  
Cage Code: #8888  
Contractor's License: #888888

**Contact Information**

Name: [Redacted]  
Phone: (555) 555-5555  
Email: info@company.com

**Certifications**



**NAICS Codes**

- 236118 Residential Remodelers
- 236220 Commercial & Institutional Building Construction
- 238990 All Other Specialty Trade Contractors
- 238210 Electrical Contractors & Other Wiring Installation Contractors
- 237110 Water & Sewer Line and Related Structures Construction

**ABOUT US**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur et efficitur ligula. Ut gravida pretium tortor non consectetur. Proin nec hendrerit lacus. Aenean rhoncus enim non justo commodo, a maximus nisl aliquet. Maecenas nulla mi, tincidunt vel mattis eget, luctus ut nunc. Integer sit odio metus. Nam et malesuada diam. Etiam nunc quam, tristique id porttitor at, fringilla nec nibh.

**CORE COMPETENCIES**

| Capability Area One  | Capability Area Two  |
|--|--|
| <ul style="list-style-type: none"> <li>Sub Area</li> <li>Sub Area</li> <li>Sub Area</li> </ul> | <ul style="list-style-type: none"> <li>Sub Area</li> <li>Sub Area</li> <li>Sub Area</li> </ul> |
| Capability Area Three  | Capability Area Four   |
| <ul style="list-style-type: none"> <li>Sub Area</li> <li>Sub Area</li> <li>Sub Area</li> </ul> | <ul style="list-style-type: none"> <li>Sub Area</li> <li>Sub Area</li> <li>Sub Area</li> </ul> |

**DIFFERENTIATORS**

- Differentiator Example: Certifications that show your expertise.
- Differentiator Example: A specialty that your business does better than the competition.
- Differentiator Example: The capacity of your team.
- Differentiator Example: Your network of qualified subcontractors or trusted suppliers.
- Differentiator Example: Your customer service rating.
- Differentiator Example: Your team's years of experience in the industry.

**EXPERIENCE**

Write an overview of the team's experience or list your key clients. Another option is to highlight projects or your portfolio. If you're a startup, add your personal experience to prove your qualifications and knowledge.

Email@Company.com www.Company.com



# Looking at Examples

### CAPABILITIES STATEMENT

**U.S. PHYSICIAN RESOURCES INTL.**

**Business Name:** U.S. PHYSICIAN RESOURCES INTERNATIONAL, INC.  
**Physical Address:** 3109 Sleepy Hollow DR Plano, TX 75093-3408  
**Contact Person:** Sante Chary, President  
**Phone:** 800-465-1560 / 214-951-8024 / 214-597-1573  
**Email:** schary@virtualmedicalsupply.com  
**Website:** www.usdjobs.com

**LEADERS IN LOCUM & RECRUITING SINCE 1990**

#### COMPANY OVERVIEW

US Physician Resources International, Inc. is a premier staffing and recruiting firm specializing in providing medical resources for over 25 years. With our innovative processes, we have the full capability and capacity to provide skilled medical professionals for multiple medical disciplines, including Physicians, Registered Nurses, Therapists (Physical, occupational, speech), and Lab Technicians. US Physician Resources International has been a strategic partner to major medical organizations and clinics nationwide, providing excellence in staffing support and solutions, even in medically underserved areas, while keeping costs down. Our mission is simple yet critical – we fulfill resource gaps by providing the ideal qualified medical professional within expeditious timelines. Whether you need one person or an entire medical team, we match you to skilled employees and talent.

#### SERVICE AREAS

- Hospitals
- Clinics
- Small Single Specialty Groups
- Multi-Specialty Groups
- Solo with Coverage

#### DIFFERENTIATORS

- FOCUSSED NETWORK.** We focus on the medical industry with an extensive network of medical specialists.
- RAPID PLACEMENTS.** We have the skilled experienced medical professionals ready to be assigned, even in medically underserved areas.
- OWN RECRUITERS.** Our recruiting specialists bring extensive expertise and years of experience in staffing medical positions. We understand medical needs.
- SUPPORT RESULTS.** Our solutions integrate each client's customized requirements to achieve superior results while saving you cost.
- PROVEN PEOPLE.** Highly skilled professionals with ability to flex and surge to meet dynamic requirements and solve all complex medical staffing challenges.

#### PAST PERFORMANCE

MedStar Health, Wilson N Jones REGIONAL MEDICAL CENTER, NYC HEALTH+HOSPITALS, DENVER HEALTH, KINGSBROOK, SBA U.S. Small Business Administration

#### COMPANY DATA

DUNS : 781234906  
 CAGE : 46013  
 Tax ID : 75 318 3579

#### CORE CAPABILITIES

- Locum Tenens
- Physicians
- Nurse Practitioners
- Registered Nurses
- Internal Medicine
- Surgeons
- Therapists (Physical, Occupational, Speech)
- Lab Technicians
- Anesthesiology
- Temporary and Permanent Placements
- Travel Positions
- Assistance with H1B1 Visas & Immigration

#### NAICS CODES

- 561320 – Temporary Help Services
- 541612 – Human Resources Consulting Services
- 561311 – Employment Placement Agencies
- 561310 – Employment Staffing Services
- 561110 – Office Administrative Services

#### CERTIFICATIONS

- Small Business
- Small Disadvantaged Business
- Minority Owned Small Business
- Harvard Business School Alum
- Thomas Jefferson Law School Alum

### Capability Statement

**WEM Enterprises LLC**

**Business Summary:**  
 WEM Enterprises is a business assistance firm specializing in assisting existing and emerging entrepreneurs in starting and operating small and mid size business entities. WEM Enterprises started in 2009 with a passion to offer one on one assistance and class room instruction.

**Capabilities:**  
 WEM Enterprises assists in the following areas of starting a business: Selecting a structure, Creating a Business Plan, Developing a Marketing Strategy, Accessing Capital, Acquiring Certifications, Strategic Planning, Contract Prep and Negotiation and more.

**WEM Enterprises provides class instruction in the areas of Starting a Business, Business Plan Writing, Financial Forecasting, Credit Education and more.**

**Expertise:**  
 The expertise in WEM Enterprises is provided by co-owners Ali Morris and Whitney Morris and a team of Independent Contractors. The areas of expertise are as follows:  
 - Business Start Up - Strategic Advisory - Financial Forecasting  
 - Business Legal Concerns - Government Contracting Assistance  
 - Assistance in Acquiring Business Certifications

**Clients:**  
 Current and Past Clients for WEM Enterprises include:  
 • Quality Shuttle LLC - Bakersfield  
 • California State University - Bakersfield / Small Business Development Center  
 • MCSC – Kern Women's Business Center  
 • Black Contractors Association of Central California  
 • Center for Innovation and Entrepreneurship of Kern County  
 • California State University - Fresno Foundation DBESSP

**Differentiators:**  
 WEM Enterprises brings large firm expertise to new emerging entrepreneurs at an affordable rate using a grassroots approach.

**Address:** P. O. Box 71355 Bakersfield, CA 93387  
**Contact:** Whitney E. Morris  
 Ali Morris  
 Tel: 877-788-5253  
 Fax: 877-740-4077  
**Email:** info@wementl.com  
**Website:** www.wementl.com  
**EIN:** 35-2526205

|               |             |
|---------------|-------------|
| <b>NAICS:</b> | <b>SIC:</b> |
| 541611        | 8742        |
| 541618        | 8748        |

**Cage Code:** 7E8B7  
**DSBS ID #** : P1943455  
**D&B:** 050979856

**Certifications:**  
 EDWOSB  
 MBE  
 DBE: ID-42866  
 SB-PW: ID-2014255

# Data Collection Sheet

### Capability Statement Data Collection Worksheet

**Company Name & Contact Information**

|                 |  |             |  |
|-----------------|--|-------------|--|
| Company Name    |  |             |  |
| Company Address |  |             |  |
| Main Phone      |  | 2nd 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 \_\_\_\_\_  
 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

\_\_\_\_\_  
 \_\_\_\_\_

**Current Acquisition Vehicles**  
 Provide contract number, schedule/award title and period of performance dates

|              |  |
|--------------|--|
| GSA Schedule |  |
| GWAC         |  |

Updated 10/2025 Page 1

### Capability Statement Data Collection Worksheet

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

|             | PSC/FSG Code(s) | Descriptor |
|-------------|-----------------|------------|
| Highlighted |                 |            |
|             |                 |            |
|             |                 |            |

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## Questions?

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To request assistance, sign up here: <https://akptac.ecenterdirect.com/signup>



How can the Alaska APEX help you?