



Creating an Effective Capability Statement

A capability statement is a one-page marketing document that introduces your business to procurement professionals. It should clearly explain what your company does, demonstrate your experience, and show why your business is qualified to provide the goods or services being sought.

What to Include

Company Overview

Provide a brief description of your business and the products or services you offer. Keep the information concise and focused on your core capabilities.

NIGP Commodity Codes

Include The Institute for Public Procurement's **NIGP commodity codes** that correspond to the goods or services your company provides. These codes help procurement staff quickly identify vendors that match purchasing needs.

Current Contracts

List any current government or commercial contracts that demonstrate your experience providing similar goods or services. Include the customer name (if appropriate), contract type, or a brief description of the work.

Past Performance

Highlight examples of successful projects or outcomes you have delivered. Focus on measurable results, customer satisfaction, cost savings, efficiency improvements, or other accomplishments that demonstrate your ability to perform.

Alignment with County Needs

Tailor your capability statement to the goods or services you want to provide to the County. Emphasize the experience, qualifications, and capabilities that are most relevant to those opportunities.

Tips for Success

- Keep your capability statement to **one page**.
- Use clear headings and bullet points for easy reading.
- Update it regularly with new contracts, certifications, and project successes.

A well-prepared capability statement helps us quickly understand your company's qualifications and determine whether your business is a good fit for upcoming opportunities.