

Core Competencies

Short introduction statement relating your company's core competencies to the **agency's specific needs**.

- Do not use long paragraphs.
- Use short sentences.
- Blend keyword heavy bullet points

Past Performance

List your past customers and the projects which you have done for them. Prioritize by related agency (i.e. federal, state, local, then commercial).

If your company does not have relevant experience, highlight your team members' experiences that indicate the ability to perform.

Differentiators

Specify what makes you different from your competitors and how this benefits your clients.

What is unique about your business and why is that important to the customer/client?

Why are you better than your competitors?

Company Data

Give a very brief company description detailing pertinent data like the date you established, business entity, key members, website link etc.

Codes

List all your company codes like:

- VOSB,
- WOSB,
- DUNS,
- NAICS,
- CAGE
- etc

Your logo, address, phone numbers (voice, mobile and fax) email, web site and other related contact information.