

CAPABILITY STATEMENTS FOR SLD45/SB MARKET RESEARCH SHAREFOLDERS

The intent of these instructions is for small business vendors to provide capability statements tailored to exhibit a single NAICS code for maximized exposure to the contracting officers at Patrick Space Force Base. Capability statements will be dragged/dropped/filed in sharefolders according to NAICS code for easy reference/retrieval by contracting officers for market research. SLD45/SB will not edit any document except for those entities in the 8(a) program; an identifier will be added to 8(a) capability statement document title.

Capability Statement details/content:

- PDF Document
- First page (maybe 2nd page too if necessary) - provide the company's pertinent information (CAGE, small business representations, list all company NAICS codes, etc); this information may be the same on each document.
- Subsequent pages – focus on **one** NAICS code only. Can include projects, CPARS, pictures, etc, so long as it is pertinent to that one NAICS code; consider recency and relevancy.
- No page restriction on document but keep it concise and highlighting what you want the CO to know.
- Document Name – “Company Name – NAICS Code”. The NAICS code in the document title should match the NAICS code that is being focused on in the document.
- More than one capability statement/document may be submitted but the same aforementioned restriction applies for each NAICS code/document.
- Send document(s) to: SLD45.sb.office@spaceforce.mil
- Please refresh capability statements at least once per fiscal year. NAICS folders will be “pickled” at the end of each fiscal year (prior FY folders will still be accessible by COs but this will help to “date” the document) and new folders will be created for the new fiscal year. Capability statements can be refreshed throughout the year and is encouraged to keep past performance updated.