Mississippi Valley State University
Proposal Evaluation Form

1 . Evaluator   *One form for each proposal*

Evaluator:	Department:	Date:
Evaluator Title:	Evaluator Qualification:	How was evaluator selected:
Proposal #	Proposal Date:	Name of Proposal:
Company Evaluation #	Rating:	Score:

2. Evaluation Questions   *Place check mark in the appropriate box that represents your assessment*

Criteria	Fair	Good	Moderate	Very Good	Excellent
Quality of Service					
# of Current Clientele for this type of Service					
Company Reputation regarding this type of service					
Pricing					
Number of years in Business:					

3. Overall Proposal Score/Rating procedures *(Rating with 1 being fair and 5 being excellent) [questions 4-6]*

Rating Per Criteria	1	2	3	4	5
Scoring Per Criteria	2	4	6	8	10
Both Rating and Scoring are to be used on Page 2					
4. Installation Timeline					
5. Implementation timeline					

6. Effectiveness Key Metric *(Rating 1-5) {using the above rating criteria place the number value to each questions}*

Rating	Questions
	Was the proposal well organized? Did it follow the RFP Instruction?
	Was the proposal easy to read? Were there clear win themes and action captions?
	Was the company clearly able to satisfy the University needs?
	Did the company address the RFP requirements and evaluations criteria?
	Did the proposal clearly show how their proposal exceeds the others
	Does the proposal show that the company has adequate resources and clientele?
	Does the proposal show that the company has adequate years of services in this area?
	Do the prices seem to be reasonable as it relates to other proposal?
	Does this proposer seem to have a proven track record in this area?
	Does this proposer have adequate Data storage to handle high demands in peak hours?
	Does this proposal have adequate Personnel to handle circumstances that may arise?
	In case of system failure does the proposal have contact numbers and personnel?
	Does the proposal provide adequate solutions
	Overall customer services