



Student Athlete Health 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
License					
Comparable Clients					
Agency Experience with Similar Plans					
Experience of Primary Contact					
Volume with Requested Company					
Example of Competitive Quotes					
Requirements of Requested Markets					
Broker's Commission					

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

Rating Per Criteria	5	4	3	2	1
Scoring Per Criteria	3	5	10	13	15

Both Rating and Scoring are to be used on Page 2

4. Service Response Time					
5. Payment Render Timeline					

6. Effectiveness Key Metric *(Score 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 there 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