

PROCUREMENT

# AI Procurement Question Bank

A worksheet for asking vendors better questions about embedded AI, data posture, auditability, and exit rights.

**WHAT THIS TEMPLATE HELPS YOU DECIDE**

Prepare procurement questions across model providers, retention, training use, logs, deletion, residency, subcontractors, evaluation, fallback, and export rights.

**BEST FOR**

- SMBs buying SaaS tools with embedded AI
- Teams comparing vendors
- Leaders needing evidence before signing

**OUTPUTS**

- Procurement questions
- Red flags
- Evidence requests

## STEP 1

# Frame the operating need

Start with the workflow, decision, owner, and business pressure. The template is useful only when it is grounded in a real operating moment.

## Operating frame

**Vendor or product**

Name the platform, SaaS tool, or embedded AI capability.

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**Workflow affected**

Tie the vendor to a real business process.

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**Procurement owner**

Name who collects answers and evidence.

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## Readiness check

- Data retention and training use are understood
- Logs and auditability are available
- Residency and subcontractors are visible
- Human review and fallback are supported
- Export and deletion rights are documented

## STEP 2

# Map the architecture questions

Use this page to separate the parts of the system that need design before anyone jumps to tools, prompts, or implementation details.

## Design map

<b>Data handling</b>	What data is stored, retained, trained on, deleted, or shared? _____
<b>Model provider</b>	Which models or providers power the feature? _____
<b>Auditability</b>	What logs, traces, review records, and exports are available? _____
<b>Governance</b>	Can permissions, human review, and fallback be configured? _____
<b>Exit</b>	Can data, prompts, logs, and workflows be exported or deleted? _____

AI procurement should inspect operating fit, not just feature claims. Vendor answers become part of the governance layer.

## STEP 3

# Turn the answers into a brief

A strong brief makes the next decision easier: proceed, defer, redesign, govern, or assess more deeply before implementation.

## Decision brief

<b>Evidence needed</b>	Which documentation, contract clause, or security artifact must be reviewed? _____
<b>Red flag</b>	Which answer would block purchase or require mitigation? _____
<b>Architecture fit</b>	Does the vendor fit the operating architecture? _____
<b>Decision</b>	Buy, pilot, defer, reject, or request changes? _____

### Buy AI tools with architecture-level questions.

IntelliSync helps teams evaluate AI vendors through data posture, workflow fit, governance, observability, and exit readiness.

[Open Architecture Assessment](#)