AI Checklist for Acquisition Professionals

Document Description

This checklist provides acquisition professionals with a structured framework for integrating AI considerations throughout the acquisition lifecycle. Designed for practitioners with basic AI familiarity, it covers vendor evaluation, contract management, and risk assessment across different acquisition phases. The document includes relevant FAR references, recommended AI tools, and sample prompts to help streamline AI implementation in federal acquisition workflows. Use this as a practical guide to ensure compliance, mitigate risks, and maximize value when procuring or implementing AI solutions.

🔍 MARKET RESEARCH PHASE

Vendor Evaluation

☐ Review vendor's AI ethics policy and compliance documentation
☐ Verify AI system documentation and transparency reports
☐ Confirm data storage locations and practices (avoid China-based)
☐ Evaluate vendor's history of AI system updates and improvements
☐ Check for third-party AI system evaluations or certifications

Policy Check:

☐ FAR 10.002(b) - Ensure market research identifies commercially available items that meet agency needs
☐ Align with Executive Order 14110 on Safe, Secure, and Trustworthy AI

Recommended Tools:

- **Microsoft Copilot**: Research summaries, vendor comparison tables

- **ChatGPT**: Generate vendor evaluation criteria

- **Gartner AI Market Navigator**: Track market trends and vendor capabilities

- **Google Workspace with Gemini**: Collaborative vendor assessment

Sample Prompt:

```
Create a comparison table of the following three AI vendors: [Vendor A], [Vendor B], and
[Vendor C].
Evaluate them across these criteria: compliance with federal standards, data security
practices,
AI model transparency, and implementation timeline. Highlight key strengths and concerns for
each.
```

📝 SOLICITATION PHASE

Contract Management Requirements

☐ Define AI performance metrics and acceptance criteria

☐ Specify data ownership, usage rights, and privacy requirements

☐ Include AI system testing and evaluation protocols

☐ Establish requirements for explainability and transparency

☐ Determine SLAs for AI system maintenance and updates

Policy Check:

☐ FAR 11.002 - Define clear requirements for results with appropriate specificity

☐ FAR 39.103 - Consider modular contracting for AI systems

☐ Include AI risk management provisions in alignment with NIST AI RMF

Recommended Tools:

- **Microsoft Copilot**: Draft contract language specific to AI requirements

- **Docusign with AI Assist**: Contract analysis and clause recommendations

- **LexisNexis AI Contract Analyzer**: Identify missing AI-related clauses

- **ChatGPT**: Generate custom AI performance metrics

Sample Prompt:

```
Draft contract language requiring the vendor to provide documentation on their AI model's
training data, evaluation metrics, known limitations, and potential biases. Include
specifications for quarterly performance reviews and model update procedures.
```
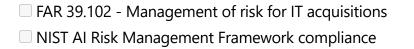
⚖️ EVALUATION PHASE

Risk Assessment

☐ Conduct AI impact assessment for the proposed solution

☐ Evaluate potential biases in AI training data and outputs

☐ Assess security vulnerabilities specific to AI components

☐ Review compliance with agency-specific AI policies

☐ Document risk mitigation strategies for identified concerns

Policy Check:

☐ FAR 7.105(b)(5) - Include acquisition risks in acquisition planning

- [ ] FAR 39.102 - Management of risk for IT acquisitions
- [ ] NIST AI Risk Management Framework compliance

Recommended Tools:

- **Microsoft Purview**: Data governance and risk management

- **ChatGPT**: Generate risk scenarios and mitigation strategies

- **Monitaur**: AI governance and compliance monitoring

- **IBM AI Fairness 360**: Detect and mitigate bias in AI systems

Sample Prompt:

```
Based on this AI solution description: [paste description], identify the top five potential risks
related to data privacy, algorithmic bias, security vulnerabilities, compliance gaps, and
performance reliability. For each risk, suggest two practical mitigation strategies.
```

📊 AWARD & IMPLEMENTATION PHASE

Vendor Management

- [ ] Schedule regular AI system performance reviews
- [ ] Establish communication protocols for AI system issues
- [ ] Document AI model version changes and updates
- [ ] Monitor for drift in AI system performance over time
- [ ] Implement feedback mechanism for end-users

Policy Check:

- [ ] FAR 46.103 - Government contract quality assurance
- [ ] FAR 46.401 - General acceptance requirements

Recommended Tools:

- **Microsoft Copilot**: Generate performance reports and summaries

- **Power BI with AI insights**: Dashboard for tracking AI metrics

- **Datadog AI Monitoring**: Performance monitoring and alerts

- **ChatGPT**: Draft vendor communication templates

Sample Prompt:

🔄 CONTINUOUS MONITORING PHASE

Performance & Compliance Tracking

☐ Schedule quarterly AI ethics and compliance reviews

☐ Monitor for changes in relevant AI regulations and policies

☐ Track AI system usage patterns and adoption rates

☐ Document unexpected AI behaviors or outputs

☐ Assess ongoing value and ROI of AI implementation

Policy Check:

☐ FAR 46.4 - Government contract quality assurance

☐ Updated FAR provisions related to AI oversight

☐ Agency-specific AI governance requirements

Recommended Tools:

- **Microsoft Purview**: Ongoing compliance monitoring

- **ChatGPT**: Generate compliance gap analysis

- **Arthur AI**: AI performance monitoring and explainability

- **Weights & Biases**: ML model tracking and visualization

Sample Prompt:

Quick Reference: AI Tools for Acquisition Tasks

Task	Recommended Tools	Notes
Vendor Research	Copilot, ChatGPT, Gartner AI Navigator	Generate comparison matrices and research summaries
Contract Analysis	Docusign AI, LexisNexis AI Analyzer	Identify missing AI-specific clauses and requirements
Risk Assessment	IBM AI Fairness 360, Monitaur	Detect bias and compliance issues
Performance Monitoring	Datadog AI, Arthur AI, Weights & Biases	Track metrics, detect drift, provide explainability
Compliance Tracking	Microsoft Purview	Ensure ongoing compliance with regulations

AI Policy Resources

- **NIST AI Risk Management Framework**: https://www.nist.gov/itl/ai-risk-management-framework

- **Executive Order 14110**: Safe, Secure, and Trustworthy Development and Use of AI

- **OMB Circular A-130**: Management of Federal Information Resources

- **FAR AI Provisions**: Recent updates to the Federal Acquisition Regulation addressing AI

- **Agency-specific AI policies**: Consult your agency's CIO office

This checklist is intended as a general guide. Always consult with your legal and compliance teams for guidance specific to your organization and acquisition.