

AI for Acquisition Professionals

AI Model Types

- Text Models: For drafting RFPs, summarizing regulations, analyzing proposals.
- Image Models: Creating quick infographics on cost data or timelines.
- Audio Models: Transcribing vendor interviews or team meetings.
- Multimodal: Combining text + images (e.g., annotated compliance diagrams).

Prompt Engineering Fundamentals

- Zero-Shot: Quick help with contract language or vendor performance queries.
- Few-Shot: Provide examples of your agency's standard format.
- Chain-of-Thought: Ensure the AI outlines how it arrived at compliance advice.
- Iterative: Start with "Draft a brief" → refine → finalize.

Prompt Structure Templates

- Market Research: "Compare these vendors' offerings (cost, schedule, performance)."
- Requirements Clarity: "Identify ambiguous terms in this SOW and suggest clarifications."
- Risk Assessment: "List potential risks in this approach and rate them high/med/low."
- Contract Language: "Draft Section C with formal compliance language."
- Evaluation Criteria: "Propose 5 evaluation factors with subfactors for technical proposals."
- Regulatory Reference: "Explain how DFARS 252.204-7012 affects cloud services in plain language."
- Approval Memo: "Draft a 1-page memo justifying a sole-source contract."

Do's and Don'ts

- Do:
- Provide relevant FAR/DFARS references for more accurate outputs.
 - Use iteration: refine partial drafts to match government style.
- Don't:
- Rely solely on AI for final contract text—always review for compliance.
 - Neglect security or classification constraints when feeding data.

Use Case Examples

- Market Research Reports: Summaries of vendor capabilities, price comparisons.
- Source Selection Plans: Outline steps, criteria, and scoring methods.
- Compliance Check: Quick review of contract docs for missing clauses.

Evaluation Methods

- SME Validation: Team up with subject matter experts for final checks.
- Detailed Checklists: Use your standard acquisition checklist to ensure nothing is missing.
- Version Control: Keep each AI output and track changes for accountability.

Prompt Collection

Content Creation (3–4)

1. "Draft a market research summary for a \$10M IT services requirement, focusing on best practices."
2. "Generate a first-draft performance work statement (PWS) for ongoing tech support."
3. "Rewrite this acquisition plan section in a concise format with bullet points."
4. "Compose an executive summary for leadership on our contract renewal options."

Data Analysis/Summarization

5. "Summarize vendor proposals for software implementation—highlight cost, timeline, and technical approach."
6. "Condense a 15-page sole-source justification into a 200-word briefing for the approval authority."
7. "Compare these three past performance reports and note recurring issues or strengths."
8. "Extract key deliverables and deadlines from this 25-page contract."

Code Generation

9. "Create a script that automatically parses PDF RFPs and compiles a summary of sections."
10. "Generate code (Python or R) to analyze cost data across multiple contract line items."
11. "Write a basic HTML form for capturing vendor quotes with required fields (pricing, timeline)."

Creative Ideation

12. "Brainstorm 5 ways to incentivize small businesses to bid on specialized defense contracts."
13. "Suggest novel contract types that encourage innovative solutions within FAR guidelines."
14. "Propose a themed training session that gamifies acquisition tasks."

Problem-Solving

15. "Identify 3 major risks in awarding a time-and-materials contract to a new vendor."
16. "Propose conflict resolution steps if the contracting office and program manager disagree on evaluation factors."
17. "Walk through a scenario where cost realism data conflicts with the contractor's claims."

Educational Purposes

18. "Explain the difference between fixed-price and cost-reimbursement contracts in a classroom-style format."
19. "Outline a training module covering the basics of source selection evaluation."
20. "Design a 5-question quiz on FAR Part 12 for commercial item acquisitions."