

Company Internal Memo – Strategy AI Assistant RFP Kickoff

To: Executive Leadership Team

From: CIO Office

Subject: AI Initiative - Smart Assistant RFP Kickoff

We are launching an initiative to evaluate smart assistant platforms that can integrate with our internal knowledge base and data systems. The assistant should support natural language queries over documents, spreadsheets, and structured databases.

A vendor team has been onboarded to develop a working prototype under the code name "AllyIn Compass."

Key Dates:

- Discovery Period: May 15-May 30
- Stakeholder Interviews: May 17-20
- Phase 1 Pilot Delivery: May 31

Please provide sample documents and databases to the vendor team via the shared folder.

– CIO Office