

AI Vendor RFP and Evaluation Template

Instructions: score each dimension from 0 (not started) to 5 (operational). Record the owner, target date, evidence, red flags, and the next action. Use the completed assessment in an AI7Lab readiness workshop.

Dimension	Score	Owner / target	Evidence and next action
Data use	0-5		
Retention	0-5		
Deployment region	0-5		
Subprocessors	0-5		
Model ownership	0-5		
SLAs	0-5		
Evaluation evidence	0-5		
Portability	0-5		
Incident response	0-5		
Exit strategy	0-5		
Total cost	0-5		

Scoring: 0-20% Initial; 21-40% Emerging; 41-60% Defined; 61-80% Operational; 81-100% Optimized.

Red flags: no accountable owner, no representative evidence, unclear decision authority, untested failure paths, or no rollback and incident process.

Next step: Book an AI7Lab readiness workshop at <https://www.ai7lab.net/contact>