



DOWNLOADABLE TEMPLATE

IMPLEMENTATION

AI Vendor Evaluation Template

Assess prospective AI suppliers against business fit, technology, data, security, governance, assurance and long-term supplier dependency considerations.

AI Vendor Evaluation Template

This template provides a structured, evidence-based way to evaluate AI vendors and third-party AI products — helping you look beyond a polished demo to the governance, data handling and supplier-risk factors that matter most once a solution is live.

1 Vendor & Solution Overview

Capture the basic facts of the proposed solution before scoring begins.

VENDOR NAME

SOLUTION / PRODUCT NAME

BRIEF DESCRIPTION OF THE PROPOSED SOLUTION AND INTENDED USE

2 Evaluation Criteria Scoring

Score the vendor against each dimension below. Weight the dimensions according to what matters most for this particular use case — data sensitivity and governance maturity should carry more weight for higher-risk use cases.

DIMENSION	SCORE (1-5)	WEIGHT	WEIGHTED SCORE	NOTES
Business fit				
Technical capability & integration				
Data handling & privacy				
Security				
Model transparency & explainability				
Governance & assurance evidence				
Commercial terms & exit / portability				
Ongoing support & product roadmap				
Supplier financial stability & dependency risk				

3 Red Flag Checklist

Any of the following should prompt further scrutiny before proceeding, regardless of an otherwise strong overall score.

☐ Vendor cannot provide a data processing agreement or clear data handling terms

☐ Vendor cannot explain, at a reasonable level, what data the model was trained on

☐ No sub-processor list or fourth-party disclosure available

☐ No evidence of independent testing, evaluation or relevant certification (e.g. ISO/IEC 42001, SOC 2)

☐ No disclosed incident history or vulnerability disclosure process

☐ Contract terms create material lock-in with no reasonable exit or data portability path

☐ Vendor cannot demonstrate how the system handles errors, edge cases or adversarial inputs

4 Due Diligence Evidence Required

Track the specific evidence requested from the vendor and its status.

DOCUMENT / EVIDENCE	REQUESTED	RECEIVED	REVIEWED BY
Data processing agreement			
Security & certification evidence			
Model / system documentation (e.g. model card)			
Sub-processor list			
Incident history / breach disclosure			
Exit & data portability terms			

5 Overall Recommendation & Rationale

OVERALL WEIGHTED SCORE

RECOMMENDATION (PROCEED / PROCEED WITH CONDITIONS / DO NOT PROCEED)

RATIONALE

6 Approval

ROLE	NAME	DATE	SIGNATURE
Procurement / Commercial Lead			
Security Reviewer			
AI Governance Committee (for High-risk use cases)			



Need help putting this into practice?

INTAI works with organisations to design, implement and assure practical AI governance — from first strategy through to ongoing risk management and regulatory readiness. If you would like support applying this template to your organisation, our team is glad to help.

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