



AI Procurement Question Bank

A worksheet for asking vendors better questions about embedded AI, data posture, auditability, and exit rights.

STRUCTURE - CLARITY - BETTER DECISIONS

Practical architecture for accountable AI-enabled work.

What this template is for

Prepare procurement questions across model providers, retention, training use, logs, deletion, residency, subcontractors, evaluation, fallback, and export rights. Use this guide to make the operating choice explicit, test it with evidence, and record who owns the next decision.

BEST USED WHEN

SMBs buying SaaS tools with embedded AI.

WHO SHOULD BE IN THE ROOM

Include the workflow owner, a person who performs the work, a reviewer with authority to approve or stop it, and the relevant data or tool owner.

CANADIAN CONTEXT

Confirm applicable federal, provincial, territorial, sector, professional, contractual, accessibility, and bilingual-service requirements. Use this workbook as operational preparation, not legal advice.

A five-step working rhythm

01

Data handling

What data is stored, retained, trained on, deleted, or shared?

02

Model provider

Which models or providers power the feature?

03

Auditability

What logs, traces, review records, and exports are available?

04

Governance

Can permissions, human review, and fallback be configured?

05

Exit

Can data, prompts, logs, and workflows be exported or deleted?

Build the working record

Complete one record for one workflow. Write enough to support a decision, not a generic technology wish list.

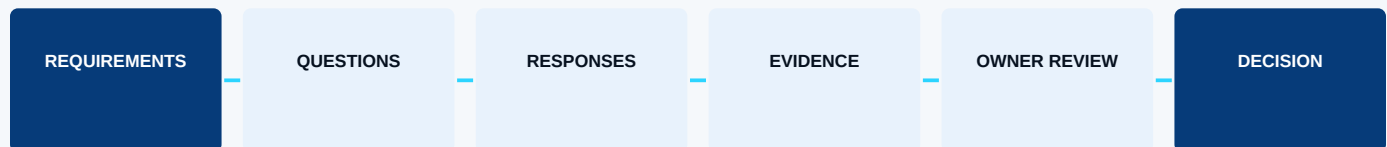
PROMPT	YOUR WORKING NOTES
01 Vendor or product	
02 Workflow affected	
03 Procurement owner	
04 Data handling	
05 Model provider	
06 Auditability	
07 Decision, owner, evidence, and review date	

Ask about client-data reuse

STARTING FRICTION

A provider's marketing says data is protected but does not answer training, retention, or deletion questions.

WORKFLOW MAP



AI-SUPPORTED ROLE

Draft a requirement-linked question list and organize vendor responses with cited evidence and gaps. Flag uncertainty around data handling.

HUMAN AUTHORITY

Procurement, privacy, and business owners challenge claims and approve contract or rejection. Resolve the data handling question for this case.

PILOT MEASURE

Track unanswered material questions, verified controls, exit rights, and total cost. Record data handling exceptions separately.

DISCUSSION PROMPT

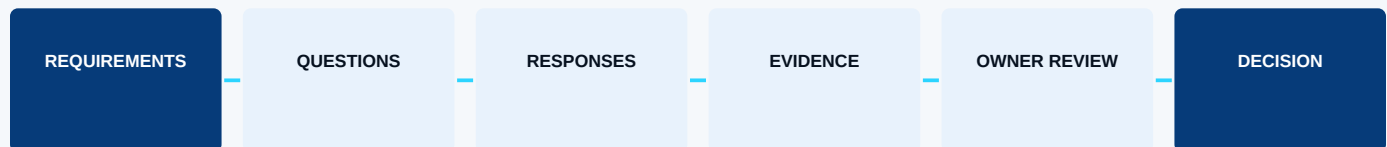
What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Ask about POS integration

STARTING FRICTION

A platform claims seamless integration without describing permissions, outages, or export.

WORKFLOW MAP



AI-SUPPORTED ROLE

Draft a requirement-linked question list and organize vendor responses with cited evidence and gaps. Flag uncertainty around model provider.

HUMAN AUTHORITY

Procurement, privacy, and business owners challenge claims and approve contract or rejection. Resolve the model provider question for this case.

PILOT MEASURE

Track unanswered material questions, verified controls, exit rights, and total cost. Record model provider exceptions separately.

DISCUSSION PROMPT

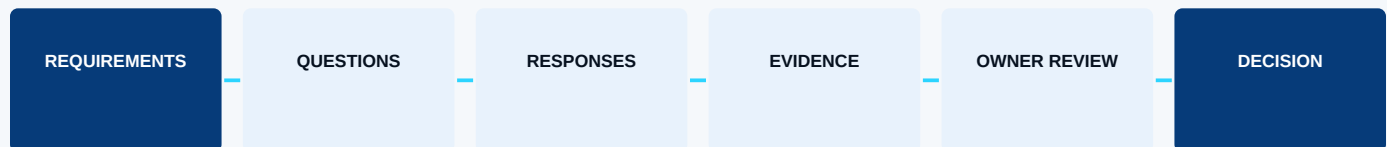
What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Ask about audit and residency

STARTING FRICTION

A buyer needs precise answers on access logs, subcontractors, storage, and exit terms.

WORKFLOW MAP



AI-SUPPORTED ROLE

Draft a requirement-linked question list and organize vendor responses with cited evidence and gaps. Flag uncertainty around auditability.

HUMAN AUTHORITY

Procurement, privacy, and business owners challenge claims and approve contract or rejection. Resolve the auditability question for this case.

PILOT MEASURE

Track unanswered material questions, verified controls, exit rights, and total cost. Record auditability exceptions separately.

DISCUSSION PROMPT

What evidence would the reviewer need to trust, correct, reject, or escalate this output?

Before the pilot grows

Use these prompts to test whether the proposed workflow can operate responsibly in its Canadian business context.

01

Data handling

Data retention and training use are understood. Name the owner and the operating decision before selecting a tool.

02

Model provider

Logs and auditability are available. Record the approved sources, permissions, and missing information.

03

Auditability

Residency and subcontractors are visible. Test this boundary with representative and adverse cases.

04

Governance

Human review and fallback are supported. Preserve review, escalation, and correction evidence.

05

Exit

Export and deletion rights are documented. Set a measurable stop condition and the next review date.

06

Readiness to proceed

AI procurement should inspect operating fit, not just feature claims. Vendor answers become part of the governance layer.

CANADIAN REFERENCE POINTS

Office of the Privacy Commissioner of Canada - Privacy and artificial intelligence
priv.gc.ca/en/privacy-topics/technology/artificial-intelligence/

Government of Canada - Artificial Intelligence guidance, principles, and policy
canada.ca/en/services/science/innovation/artificial-intelligence.html

General operational guidance only. Confirm applicable legal, privacy, cybersecurity, professional, contractual, and regulatory requirements with qualified advisors.