

IS YOUR PROCUREMENT PROCESS **READY FOR AI?**

As a public procurement staff, you're probably already being pushed to use Artificial Intelligence in your daily work. But utilizing AI isn't as easy as just logging into a site and entering prompts.

Responsible and effective use of AI for public procurement means ensuring your processes and data are clear, and organized, and referenceable for the AI to access.

Use this checklist to evaluate whether your workflows, data, and governance structures can support responsible AI adoption.

1. Process Readiness

Intake requests are captured through standardized processes or forms

Solicitation templates are consistent across departments

Vendor questions are received and tracked in a centralized system

Evaluation processes are documented and structured

2. Data Readiness

Historical solicitations are stored in a searchable repository

Vendor profiles and classifications are structured

Procurement documents follow consistent naming and storage practices

Key procurement records are retained for audit purposes

3. Governance Readiness

Procurement workflows include documented approvals

Vendor communications are tracked and archived

Procurement decisions can be reviewed through audit trails

The agency has guidelines for responsible technology use

4. Organizational Readiness

Procurement leadership supports process modernization

Staff are open to tools that reduce repetitive work

Training plans exist for introducing new technology

Pilot projects can be tested before full rollout

If most boxes are checked, your procurement process likely has the structure needed to support responsible AI adoption. If not, focus on process standardization and documentation is often the best first step.