

AI Procurement Checklist

A PRACTICAL VENDOR & GOVERNANCE ASSESSMENT GUIDE

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Data Privacy • AI Governance • Digital Regulation

EXECUTIVE SUMMARY

Organisations increasingly procure AI-enabled tools and services — from chatbots and analytics platforms to HR screening and credit-scoring systems. Responsible procurement requires data protection, AI governance and cybersecurity due diligence to be embedded before any contract is signed, informed by the Data Protection Act, 2019, sectoral guidance, and emerging frameworks such as ISO/IEC 42001 and the NIST AI Risk Management Framework.

This checklist has been prepared by Muchangi Patrick & Associates Advocates to guide procurement, legal and technology teams through vendor due diligence, contractual safeguards and internal governance approval for AI system acquisitions.

This checklist is a diagnostic tool, not a substitute for legal advice. Organisations identifying material gaps should seek a full compliance audit before relying on the results for governance or regulatory reporting purposes.

HOW TO USE THIS CHECKLIST

For each of the twenty-six requirements below, the assessor should record one of the following four ratings, supported where necessary by a brief explanatory note:

YES — Fully compliant with the requirement.

PARTIAL — Some compliance, but improvements are required.

NO — Not compliant; the requirement is unmet.

N/A — Not applicable to the AI system or vendor under review.

AI PROCUREMENT ASSESSMENT

N O.	PROCUREMENT REQUIREMENT	YES	PARTIAL	NO	N/A	NOTES
01	Business case and use case for the AI system clearly defined	☐	☐	☐	☐	
02	AI system classified by risk level (e.g. minimal, limited, high risk)	☐	☐	☐	☐	
03	Data Protection Impact Assessment conducted where required	☐	☐	☐	☐	
04	Vendor's data protection compliance status verified	☐	☐	☐	☐	
05	Vendor's registration or accreditation status verified (where applicable)	☐	☐	☐	☐	
06	Training data sources and provenance disclosed by the vendor	☐	☐	☐	☐	

N O.	PROCUREMENT REQUIREMENT	YES	PARTIAL	NO	N/A	NOTES
07	Vendor confirms lawful basis for any personal data used to train the model	☐	☐	☐	☐	
08	Data flows between the organisation and the vendor mapped	☐	☐	☐	☐	
09	Cross-border data transfer arrangements assessed	☐	☐	☐	☐	
10	Contractual data processing terms included in the procurement agreement	☐	☐	☐	☐	
11	Vendor's security certifications and controls reviewed	☐	☐	☐	☐	
12	Vendor's incident and breach notification obligations defined in the contract	☐	☐	☐	☐	
13	Model accuracy, bias and fairness testing evidence requested	☐	☐	☐	☐	
14	Explainability and transparency of AI outputs assessed	☐	☐	☐	☐	
15	Human oversight and override mechanisms confirmed	☐	☐	☐	☐	
16	Right to human review of automated decisions provided to data subjects	☐	☐	☐	☐	
17	Intellectual property and data ownership terms clarified	☐	☐	☐	☐	
18	Sub-processor and fourth-party AI vendor arrangements disclosed	☐	☐	☐	☐	
19	Vendor's data retention and deletion practices confirmed	☐	☐	☐	☐	
20	Exit strategy and data portability provisions included in the contract	☐	☐	☐	☐	
21	Ongoing monitoring and audit rights secured in the contract	☐	☐	☐	☐	
22	Internal AI governance policy applied to the procurement decision	☐	☐	☐	☐	
23	Employees and users trained on appropriate use of the AI system	☐	☐	☐	☐	
24	Vendor liability and indemnity provisions reviewed	☐	☐	☐	☐	
2	Regulatory or sectoral approval	☐	☐	☐	☐	

N O.	PROCUREMENT REQUIREMENT	YES	PARTI AL	NO	N/A	NOTES
5	obtained where required					
26	Procurement decision approved by the appropriate governance or board committee	☐	☐	☐	☐	

COMPLIANCE SCORE

Aggregate the ratings above to determine the organisation's overall compliance posture:

SCORE	RATING
23 - 26	Excellent
18 - 22	Good
11 - 17	Fair
0 - 10	Immediate Remediation Required

PRIORITY ACTIONS

Corrective actions identified during the assessment should be recorded and tracked to closure below:

PRIORIT Y	ACTION	RESPONSIBLE OFFICER	TARGET DATE
HIGH			
HIGH			
MEDIUM			
MEDIUM			
LOW			

OVERALL ASSESSMENT

Overall AI Procurement Readiness Rating:

☐ EXCELLENT	☐ GOOD	☐ FAIR	☐ POOR
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AUDITOR'S NOTES

PROCURING AN AI SYSTEM?

This checklist provides a high-level readiness tool only. For AI procurement projects requiring detailed governance and contractual review, Muchangi Patrick & Associates Advocates offers:

- ✦ Data Protection Compliance Audits
- ✦ Data Protection Impact Assessments (DPIAs)
- ✦ AI Governance Assessments
- ✦ Privacy Programme Development
- ✦ Data Breach Response Advisory
- ✦ Virtual Data Protection Officer (vDPO) Services
- ✦ Executive & Board Training

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