

# Vendor Evaluation Checklist

## AI/EdTech Vendor Evaluation Checklist

**Vendor Name:** \_\_\_\_\_

**Product/Service:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Instructions

Score each item: **0** = No/Not Met | **1** = Partial | **2** = Yes/Fully Met

Add up scores in each section. Use the scoring guide at the end for recommendations.

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### Section A: Privacy & Compliance (10 points possible)

#	Requirement	Score (0-2)	Notes
A1	Vendor provides a signed Data Privacy Agreement (DPA) or will sign your state's Student Data Privacy Agreement		
A2	Vendor is FERPA compliant and acknowledges "school official" status under contract		
A3	Vendor is COPPA compliant (for tools used with students under 13)		

#	Requirement	Score (0-2)	Notes
A4	Data is NOT used for AI model training without explicit opt-out available		
A5	Vendor has clear, accessible privacy policy specific to educational use		

**Section A Total:** \_\_\_\_\_ / 10

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## Section B: Data Security (10 points possible)

#	Requirement	Score (0-2)	Notes
B1	Data encrypted in transit (HTTPS/TLS) and at rest		
B2	Vendor has SOC 2 Type II certification or equivalent		
B3	Vendor conducts regular security audits/penetration testing		
B4	Clear data breach notification procedures (within 72 hours)		
B5	Data stored in US-based servers (or approved locations)		

**Section B Total:** \_\_\_\_\_ / 10

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## Section C: Data Handling (8 points possible)

#	Requirement	Score (0-2)	Notes
C1	Clear data retention policy - data deleted when no longer needed		
C2	School can request data deletion at any time		
C3	Vendor limits data sharing with third parties/ subprocessors		
C4	School retains ownership of all student-generated data		

**Section C Total:** \_\_\_\_\_ / 8

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## Section D: Educational Value (8 points possible)

#	Requirement	Score (0-2)	Notes
D1	Tool directly supports specific learning objectives		
D2	Age-appropriate for intended student population		
D3	Accessible to students with disabilities (WCAG 2.1 compliant)		
D4	Teacher training/support resources available		

Section D Total: \_\_\_\_\_ / 8

## Section E: Technical Requirements (6 points possible)

#	Requirement	Score (0-2)	Notes
E1	Compatible with school's existing systems (SSO, LMS integration)		
E2	Works on school-supported devices and browsers		
E3	Reliable uptime and responsive support		

Section E Total: \_\_\_\_\_ / 6

## Section F: Financial & Contractual (6 points possible)

#	Requirement	Score (0-2)	Notes
F1	Transparent pricing with no hidden fees		
F2	Contract allows termination with reasonable notice		
F3	Vendor provides clear terms for contract renewal		

Section F Total: \_\_\_\_\_ / 6

# Scoring Summary

Section	Score	Max
A: Privacy & Compliance	10	
B: Data Security	10	
C: Data Handling	8	
D: Educational Value	8	
E: Technical Requirements	6	
F: Financial & Contractual	6	
<b>TOTAL</b>	<b>48</b>	

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# Scoring Guide

Total Score	Recommendation
<b>40-48</b>	Approve - Meets requirements
<b>32-39</b>	Conditional - Address gaps before approval
<b>24-31</b>	Significant Concerns - Requires remediation
<b>Below 24</b>	Do Not Approve - Too many risks

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# Red Flags (Automatic Disqualification)

Check any that apply:

- No DPA available or vendor refuses to sign
- Data used for AI training with no opt-out
- No encryption of data at rest
- Cannot provide evidence of security practices
- Vendor has had significant data breach in past 2 years (unresolved)
- No clear data deletion process

**If ANY red flag is checked, do not approve the vendor regardless of score.**

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## Additional Notes

**Strengths:**

**Concerns:**

**Questions to Address Before Approval:**

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## Approval Decision

**APPROVED** - Meets all requirements

**APPROVED WITH CONDITIONS** - Requires:

**NOT APPROVED** - Reason: \_\_\_\_\_

**MORE INFORMATION NEEDED** - Pending:

**Decision Made By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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## Document Retention

Keep this completed checklist on file for: - Duration of vendor relationship - 3 years after contract termination - Attach to vendor registry entry

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*This template is provided by AISL (AI for St. Louis Schools). Customize for your school's specific requirements.*