**AI Vendor Evaluation Checklist**

| **Criteria** | **Evaluation** | **Vendor Response** |
| --- | --- | --- |
| **1. Data Privacy** |  |  |
| - Does the tool comply with GDPR/CCPA? | Yes/No |  |
| - Are client data and outputs encrypted? | Yes/No |  |
| - Can data be anonymized during input? | Yes/No |  |
|  |  |  |
| **2. Accuracy and Bias** |  |  |
| - Does the vendor test for bias? | Yes/No |  |
| - Are there audit trails for results? | Yes/No |  |
| - How often are errors corrected? | Frequency |  |
|  |  |  |
| **3. Reliability** |  |  |
| - What is the system uptime guarantee? | (e.g., 99.9%) |  |
| - Is there a fallback mechanism? | Yes/No |  |
|  |  |  |
| **4. Transparency** |  |  |
| - Is the AI model explainable? | Yes/No |  |
| - Are the training datasets disclosed? | Yes/No |  |
|  |  |  |
| **5. Compliance** |  |  |
| - Does the tool meet ABA guidelines? | Yes/No |  |
| - Has the vendor been audited? | Yes/No |  |
| **6. Support and Training** |  |  |
| - Is training provided for staff? | Yes/No |  |
| - How responsive is technical support? | Response time (e.g., 24 hrs) |  |
| - What is the escalation process? | Documented? Yes/No |  |
|  |  |  |

**Outcome:** Select vendors that score high on data privacy, accuracy, reliability, and compliance with professional standards.