



PROCUREMENT  
EXCELLENCE  
NETWORK

Partners for Public Good

Application:  
Procurement Practice  
Labs [AI Evaluation]

Facilitated by the Procurement Excellence  
Network, an initiative of PPG.

Thank you for your interest in applying for this  
opportunity. Please complete this brief applica-  
tion by the deadline of Mon, July 27. This appli-  
cation should take 10 min or less to complete.

**PROCUREMENT  
PRACTICE** *Labs*

PEN APPLIED LEARNING  
WORKSHOPS

## ABOUT THIS APPLICATION

*Does your government have an AI procurement on the horizon?*

Apply to join PEN's Procurement Practice Labs, a FREE two-session workshop series designed to help government procurement teams confidently scope, evaluate, and procure AI solutions. Workshops will be held on **August 6 and 20**, with each session lasting **90 minutes**.

### What will I learn in this experience?

You'll learn about the fundamentals of Responsible AI, and through hands-on coaching, build SOW language that turns Responsible AI requirements into concrete vendor obligations for your own AI use case. You'll leave with a **working draft of evaluation criteria and SOW language** ready to bring back to your agency, plus ongoing access to coaching calls, a resource library, and a peer network.

### What is an Eligible Use Case?

A current or anticipated **AI use case your agency is considering** (even if early-stage), any **existing SOW with AI requirements, or draft evaluation criteria** for further refinement, or **critical questions** before signing an AI vendor contract.

### Who should attend?

- **Contract managers** and contracting officers working on or anticipating AI-related procurements.
- **Program managers** who will own AI solution requirements.
- **IT and data leaders** involved in technical evaluation of AI vendors.
- **Legal support teams** involved in contract review, development, and negotiations
- Teams should attend together where possible, as the workshop sessions are designed for real use cases.

### Logistics

Spots are limited! Up to six governments may participate, with teams of 2–4 participants each.

**APPLICATIONS CLOSE - Mon, July 27, 2026**

**Questions?** Email [PEN@partnersforpublicgood.org](mailto:PEN@partnersforpublicgood.org)

## Section 1: About Your Government

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**Name of Government or agency you work for** [Example: "City and County of Cloudlandia, CA" or "Statelandia County, OH" or "State of New Rain" \*]

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**Entity Type** Please select the best option – please only use "Other" if there is truly a unique function not captured in the other general categories. \*

- ☐ Municipal Government (e.g., cities, towns)
- ☐ County Government
- ☐ Consolidated City-County or Metropolitan Government
- ☐ Public Education Entity (e.g., school districts, public universities)
- ☐ Special Authority Agency (e.g., transit, port, utility)
- ☐ Tribal Government
- ☐ State
- ☐ Federal
- ☐ Other

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**Primary Contact Full Name** (i.e., who should PEN reach out to if we have questions about the application?) \*

4

**Primary Contact Role/Position \***

5

**Primary Contact Work Email Address \***

## Section 2: Exploring Motivations & Goals

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**What motivated your team to apply for this workshop series focusing on building evaluation criteria for AI procurements, and what do you hope to achieve by participating? \***

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**To participate in this workshop series, your government must have a current or planned AI procurement use case in mind. Which of the following best describes your current stage? \***

- ☐ **Exploratory:** We are exploring future AI procurement opportunities but do not yet have a specific use case.
- ☐ **Early Stage:** We have identified an AI use case and are planning our solicitation.
- ☐ **Mid-Stage:** We are developing our solicitation, requirements, and/or evaluation criteria.
- ☐ **Mature Stage:** Our solicitation has been finalized or released and we want to develop or revise evaluation criteria.

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**Tell us more about your AI procurement use case. What are you hoping to procure, and how will it help your organization? \***

**In what ways is your government CURRENTLY using AI to build efficiency in procurement operations? Select all that apply. \***

- ☐ Market Research
- ☐ AI-Assist RFP and/or SOW drafting
- ☐ Contract Monitoring & Management
- ☐ Internal Customer Service
- ☐ Vendor Communications
- ☐ None of the above
- ☐ Other

### Section 3: Understanding Challenges

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**Procurement and contracting with suppliers can be a very complex process. We are interested in understanding any challenges within your government or agency related to procuring AI solutions/tools in your government. SELECT ALL THAT APPLY. \***

- ☐ Insufficient knowledge, experience and insights about AI tools make it difficult to identify potential solutions to solve challenges
- ☐ Lack of formalized organizational guidance or policy on AI use or strategic direction for AI adoption
- ☐ Uncertainty of how to best evaluate and compare AI vendors and solutions to verify vendor claims about AI capabilities and performance
- ☐ We need better AI-specific solicitation language, requirements, or evaluation criteria
- ☐ Coordinating across multiple departments or stakeholders, making AI drafting procurements more complex
- ☐ Developing AI procurement requirements, solicitation language, or evaluation criteria
- ☐ Addressing AI risks (e.g., privacy, security, bias, transparency, or responsible AI)
- ☐ Coordinating across internal stakeholders (e.g., procurement, IT, legal, program staff, leadership)
- ☐ Limited internal expertise, staff capacity, or resources to explore AI solutions more proactively
- ☐ Budget or funding constraints to explore, procure or adopt AI solutions
- ☐ Other

## Section 4: Team Roster & Availability

**Governments or agencies should form a small team (2–4 members)** with representatives from key departments (e.g., technology, procurement, outreach, program, legal, and fiscal) who have the expertise to support and complete the deliverables. When thinking about your team, consider the following:

- **Contract managers and contracting officers** working on or anticipating AI-related procurements.
- **Program managers** who will own AI solution requirements.
- **IT and data leaders** involved in the technical evaluation of AI vendors.
- **Legal support teams** involved in contract review, development, and negotiation.

Please list the team details below.

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**Team Member 1: Please provide "Name / Role / Department / Email" \***

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**Team Member 2: Please provide "Name / Role / Department / Email" \***

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**Team Member 3: Please provide "Name / Role / Department / Email"**

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**Team Member 4: Please provide "Name / Role / Department / Email"**



## Team Commitment Acknowledgement

Participation in this Procurement Practice Lab requires active engagement to ensure teams gain the most value from the experience. If selected for this opportunity, your team agrees to the following:

- Attend two workshop sessions [90 min x 2 sessions on Aug 6 & 20]
- Complete assignments between sessions and work toward producing the key deliverable: **Evaluation Criteria Matrix for AI Procurements**
- Share lessons learned with peers within your government

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**Confirmation:** If selected, our team commits to actively participating in the workshops and completing the program deliverables as stated above. \*

☐ Yes, we agree and can commit to meet expectations for participation in this Procurement Practice Lab.

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