Vendor Due Diligence

Alpodo

EVALUATION FRAMEWORK

This checklist is designed to evaluate potential vendors across critical dimensions including security, privacy, architecture, and legal compliance.

ID	CRITERIA	YES	FLAG
01	• DATA PRIVACY Is client data used to retrain or improve your foundational models?	☐	☐
02	• ARCHITECTURE Does the solution require data exfiltration to your cloud, or can it run within our existing tenant?	☐	☐
03	• COMPLIANCE Do you hold current SOC 2 Type II or ISO 27001 certifications?	☐	☐
04	• SECURITY Where is the data physically stored and processed geographically?	☐	☐
05	• LEGAL Do you offer indemnity for IP infringement claims regarding AI-generated outputs?	☐	☐
06	• QUALITY What mechanisms are in place to detect, flag, or prevent hallucinations?	☐	☐

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07	• PRICING Is pricing based on user seats, token consumption, or a flat enterprise fee?	☐	☐
08	• GOVERNANCE Can we access granular audit logs of all user prompts and system responses?	☐	☐
09	• SECURITY Does the platform support Single Sign-On (SSO) and strictly enforce MFA?	☐	☐
10	• DATA PRIVACY What is the data retention policy, and how is data deletion verified upon contract termination?	☐	☐
11	• OPERATIONS How do you handle model versioning, and can we lock our implementation to a specific stable version?	☐	☐
12	• ETHICS What specific measures are taken to mitigate bias in decision-making algorithms?	☐	☐
13	• INTEGRATION Does the tool integrate natively with Microsoft 365, or does it require custom connectors?	☐	☐
14	• SUPPORT What are the defined Service Level Agreements (SLAs) for uptime and critical support?	☐	☐

ID	CRITERIA	YES	FLAG
15	• LEGAL In what format can we export our data and configurations if we choose to leave?	☐	☐

EVALUATED BY _____ DATE _____