Norfolk Public Schools Generative AI Vendor Evaluation Rubric

Introduction

Norfolk Public Schools (NPS) is committed to selecting vendors for generative AI tools that align with our educational goals, ensure the safety and privacy of students, and promote ethical use of technology. This rubric is designed to evaluate potential vendors comprehensively, focusing on key criteria including data security, educational alignment, transparency, and support. This rubric will help decision-makers assess and compare vendors consistently, ensuring that the best solutions are selected for our schools.

Evaluation Categories and Criteria

The rubric consists of five key categories, each containing specific criteria with scores ranging from 1 (Does Not Meet Expectations) to 5 (Exceeds Expectations). Vendors are evaluated across these categories to determine their overall suitability for partnership with NPS.

Evaluation Rubric Table

Category	Criteria	1 (Does Not Meet Expectations)	3 (Meets Expectations)	5 (Exceeds Expectations)
Data Security and Privacy	**Encryption Standards**	No encryption or inadequate standards	Basic encryption standards met	Uses state-of-the-art encryption
	Access Control	Limited or no access control	Some access control mechanisms	Comprehensive access control, MFA
	Data Retention and Deletion	No clear data retention policy	Policies exist but lack clarity	Clearly defined and compliant policies
Compliance and Ethical Considerations	**Regulatory Compliance**	No evidence of compliance	Partial compliance	Full compliance with certifications
	Bias Mitigation	No measures to address bias	Basic awareness, no clear mitigation	Comprehensive bias audit and mitigation

	Transparency and Explainability	No transparency or explainability	Limited transparency	Full transparency, clear documentation
Alignment with Educational Goals	**Curriculum Integration**	Little or no alignment	Some alignment, limited adaptability	Strong alignment, significant flexibility
	Support for UDL Principles	Does not support UDL	Partially supports UDL	Fully supports UDL with key features
	Student Impact Metrics	No metrics provided	Some metrics, lacking detail	Comprehensive metrics, clear reporting
Vendor Support and Training	**Professional Development**	No professional development	Initial training, lacks ongoing support	Comprehensive PD, ongoing support
	Customer Support	Poor support, slow response	Average support, adequate response	Highly responsive, knowledgeable
	Resources for Students and Parents	No resources available	Limited, not user-friendly	Comprehensive resources, tutorials, FAQs
Cost and Value Proposition	**Cost Transparency**	Pricing unclear, hidden costs	Some transparency, potential fees	Fully transparent, no hidden costs
	Scalability and Flexibility	Limited scalability	Some scalability, moderate flexibility	Highly scalable and adaptable
	Return on Investment (ROI)	Limited benefits, unclear ROI	Some benefits, not well-defined	Clear, well-defined, measurable improvements

Scoring Summary
- **Data Security and Privacy**: _____ / 20 Points
- **Compliance and Ethical Considerations**: _____ / 20 Points
- **Alignment with Educational Goals**: _____ / 20 Points

- **Vendor Support and Training**: ____ / 20 Points
- **Cost and Value Proposition**: ____ / 20 Points

Total Score: ____ / 100 Points

Evaluation Summary and Recommendations

- **Overall Assessment**: Provide a summary of the vendor's strengths and weaknesses based on the scores above. Highlight areas where the vendor excels and any concerns that need addressing.
- **Recommendation**: Based on the evaluation score, provide a recommendation on whether to proceed with the vendor, request additional information, or explore other options.

Conclusion

This evaluation rubric ensures that vendors providing generative AI tools to Norfolk Public Schools are thoroughly assessed for their ability to meet our standards for security, ethical use, educational alignment, support, and value. By using this rubric, NPS can confidently select partners who share our commitment to enhancing education through safe, effective, and transparent AI solutions.