

Acquisition Hour:

AI Adoption in Federal Work: Benefits, Risks, and Realities

August 5 | Noon – 1:00 pm

Presented by:

Marc Violante, Wisconsin Procurement Institute





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WPI OFFICE LOCATIONS

- **MILWAUKEE**

- *Technology Innovation Center*

- **MADISON**

- *FEED Kitchens*
- *Dane County Latino Chamber of Commerce*
- *Madison Area Technical College (MATC)*

- **CAMP DOUGLAS**

- *Juneau County Economic Development Corporation (JCEDC)*

- **EAU CLAIRE**

- *Western Dairyland*

- **FOND DU LAC**

- *Envision Greater Fond du Lac*

- **GREEN BAY**

- *NWTC Startup Hub*

- **LACROSSE**

- *La Crosse Public Library Main*

- **MANITOWOC**

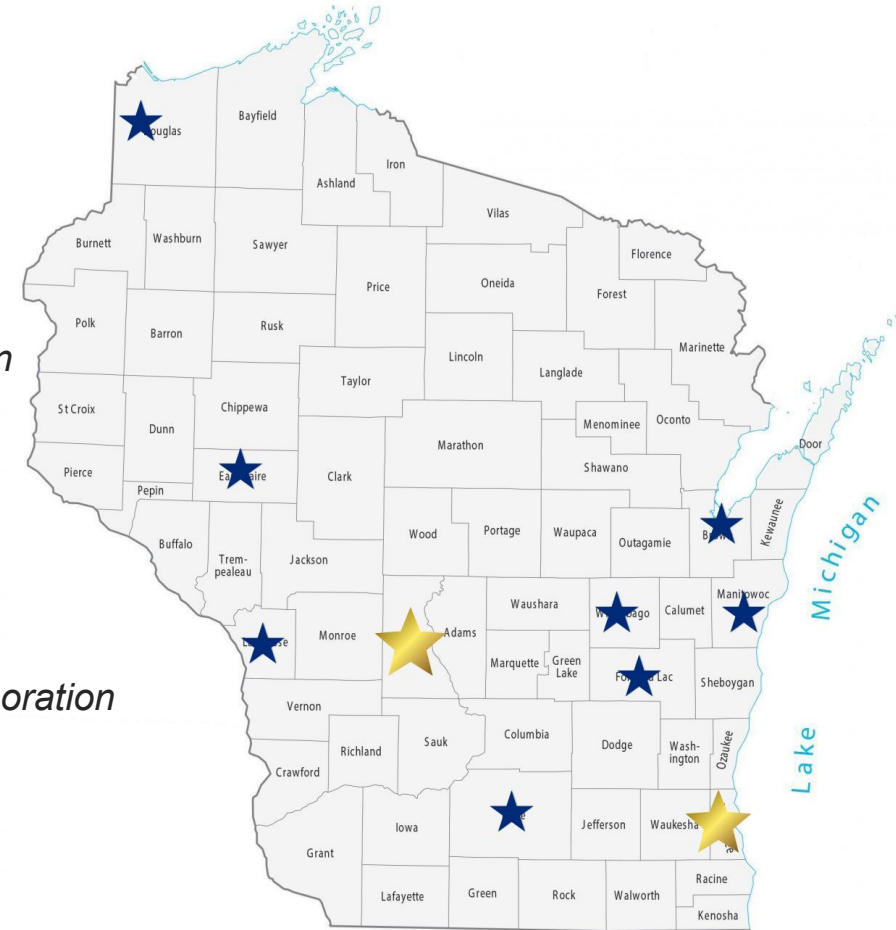
- *Progress Lakeshore*

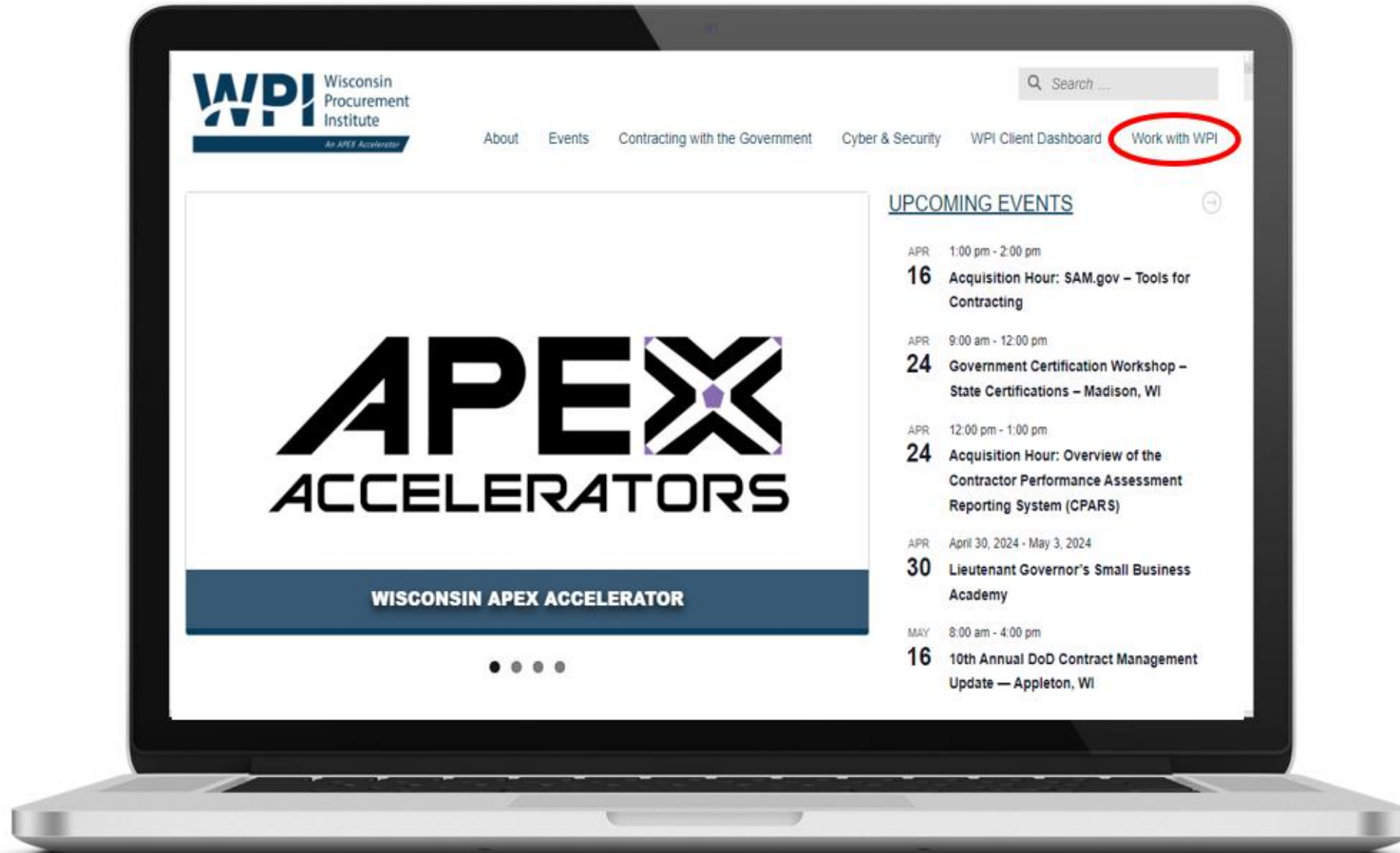
- **OSHKOSH**

- *Greater Oshkosh Economic Development Corporation*

- **SUPERIOR**

- *Small Business Dev Center; UW Superior*





AI Adoption in Federal Work: Benefits, Risks, and Realities

Marc N. Violante

Wisconsin Procurement Institute

August 5, 2026

Full Disclosure

A talk about AI, written with AI. It seemed rude not to. This deck was built collaboratively with Microsoft Copilot.

WHAT THE HUMAN DID

Picked the topics, supplied the federal contracting experience, argued with the drafts, and cut the parts that sounded like a brochure.

WHAT COPILOT DID

Drafted fast, organized the mess, suggested slides.

THE HOUSE RULES

Nothing sensitive went into a prompt. Every fact got checked by a human. Same guardrails this deck is about to recommend to you.

HOW IT ACTUALLY WENT

Round 1: a confident draft that was 40 percent useful. Round 2: better questions, better output. Round 3: the human took the pen back. Which, conveniently, is the exact loop the rest of this presentation is going to ask you to use.

Copilot helped build it. A human is standing here answering for it - and that is the whole point.

Why This Matters Now

AI is here. Its presence, its use and its influence are growing.

Knowing how to use the basic tools - and how to manage them - is becoming part of doing business.

IT IS ALREADY IN THE WORK

Federal agencies, prime contractors and your own staff are using these tools today - often before anyone has written a policy about it.

THE INFLUENCE KEEPS GROWING

It is working its way into research, compliance, drafting documents and completing reviews. Ignoring it is no longer a neutral choice - it is a decision with consequences.

MANAGING IT IS THE SKILL

The advantage goes to those who know what to ask, what to verify, and what never belongs in a prompt in the first place.

WHAT WE WILL COVER

How these tools actually work | Where they genuinely help | What they put at risk | How to prompt and verify | The guardrails to write down

AI is a tool, not a panacea. The goal is not to adopt it everywhere - it is to use it deliberately, with your own guardrails.

Current Events

Recent commentary on where AI is landing in practice - the sources behind the slides that follow.

AI Intelligence Briefing - July 28, 2026

<https://buttondown.com/pollak/archive/ai-intelligence-briefing-july-28-2026/>

Prompts and Production: Your Chatbot May Not Be Your Friend in Litigation

<https://www.lexology.com/library/detail.aspx?g=8b4f48c3-e858-4256-9ceb-0e08e9a5f1b7>

AI in the Boardroom: The Good, the Bad, and the Complex Balance Directors Must Navigate

<https://www.lexology.com/library/detail.aspx?g=5f87352c-1684-4977-b882-1040acdf35d>

The conversation is moving fast. Each of these lands on the same point - the tool is easy, the judgment is not, there can be impacts.

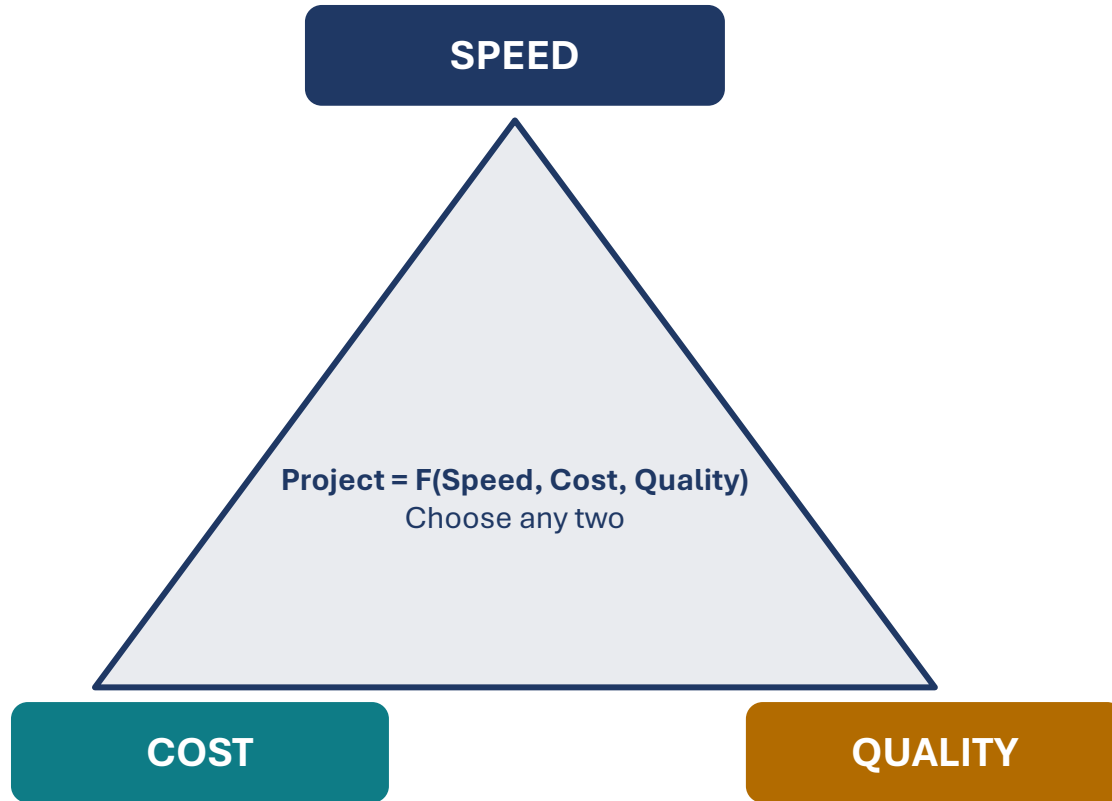
Five Real Detriments

The upside is real. So are these - and they are the reason guardrails exist.

- 1. Confident, inaccurate output.** Invented citations, figures and requirements arrive in polished prose. The error is not flagged - you have to go find it, every time.
- 2. Data exposure you cannot undo.** Pricing, CUI, client-confidential material and PII pasted into the wrong tool may be stored, logged or trained on - and cannot be pulled back.
- 3. Legal and contractual exposure.** Prompts and outputs can be discoverable. Safeguarding clauses, disclosure rules and False Claims Act risk all still attach to you, not to the tool.
- 4. Skill erosion and over-reliance.** When the first draft always comes from the model, judgment, subject knowledge and writing depth quietly atrophy - especially for newer staff.
- 5. Hidden cost and generic sameness.** Review, correction and rework eat the time saved, and output that sounds like everyone else's does you no favors with an evaluator.

None of these are reasons to avoid AI. They are the list your guardrails have to answer.

An Old Maxim



Speed + Cost

Fast and cheap - quality pays. Unreviewed AI output, hallucinations and rework.

Speed + Quality

Fast and right - cost rises. Human review, guardrails and validation take time and people.

Cost + Quality

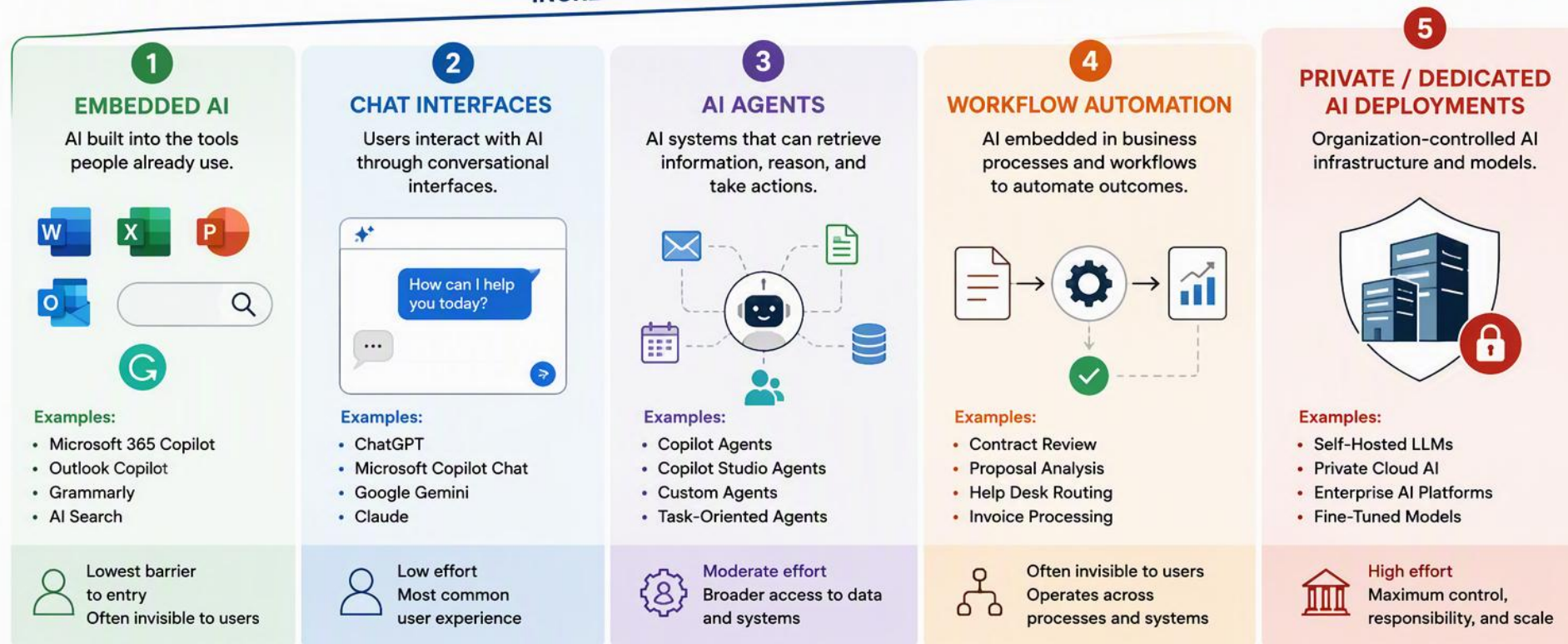
Cheap and right - it takes longer. Careful scoping, verification and iteration before you rely on the output.

AI is a tool, not a panacea. It shifts these trade-offs - it does not remove them. Establish your own guardrails for when and how to use AI.

HOW BUSINESSES ENCOUNTER AI

From everyday use to enterprise AI platforms—capability increases, so do data access, governance needs, and risk.

INCREASING CAPABILITY & BUSINESS IMPACT



AS YOU MOVE UP THE SCALE



More Data Access



More Security Considerations



More Governance Requirements



More Compliance Obligations



Greater Impact of Misuse

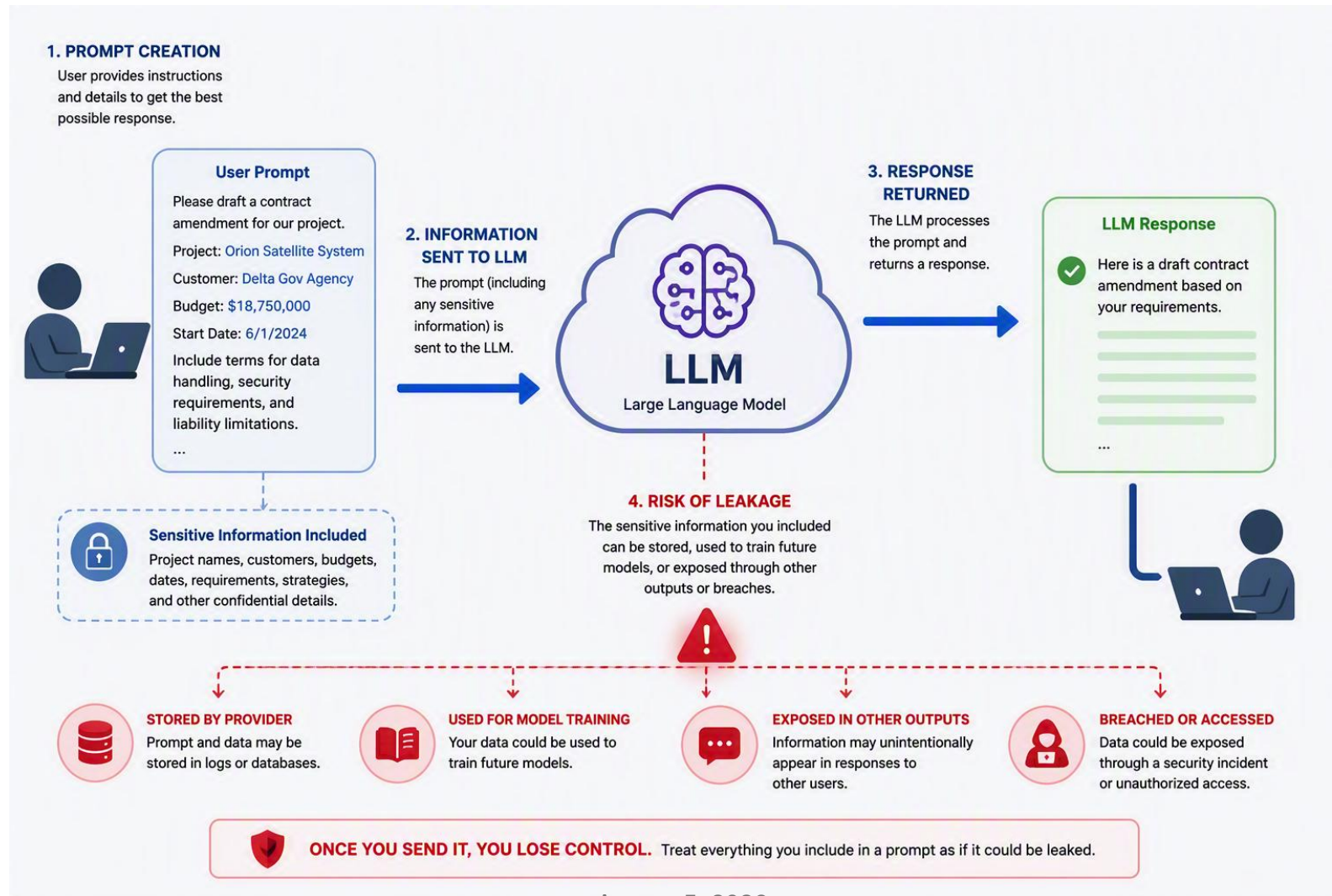
SUMMARY



Businesses start with familiar, easy-to-use AI experiences and progressively adopt more powerful AI capabilities. With greater capability comes greater responsibility for data security, governance, and trusted use.



Leakage

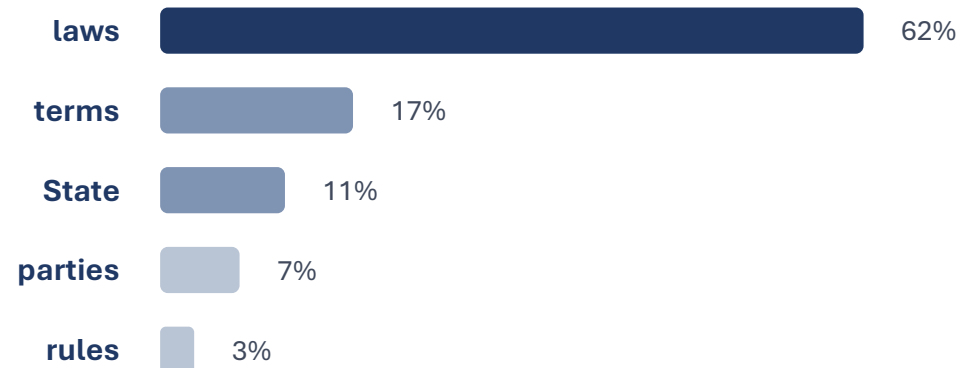


It Is Math, Not Magic

An LLM does not know facts. It computes the probability of the next word - token by token.

Prompt: "The contract shall be governed by the ____"

What comes next? Ranked by probability



Prediction, not comprehension

The model has no concept of truth. It reproduces the patterns it saw most often in training.

Plausible is not the same as correct

Fluent, confident text is the expected output of the math - accuracy is not guaranteed.

This is why hallucinations happen

When the pattern is thin or the prompt is vague, the model still predicts something. It never abstains.

The math is powerful, not authoritative. Treat every output as a draft to be verified - that is where your guardrails belong.

Why Hallucinations Happen

A hallucination is not a bug in the math. It is the model predicting the next likely words when it has nothing solid to draw on.

WHY IT HAPPENS

Thin or missing training data

Niche, new or internal topics were never well represented, so the model fills the gap with a plausible pattern.

It never abstains

The math always returns a next token. There is no built-in "I do not know."

Vague prompts widen the guess

Little context means many plausible continuations - and a lower chance the top one is right.

Fluency masks uncertainty

Confident tone is a product of style, not evidence. Citations and figures can be invented outright.

HOW TO LIMIT IT

1. Ground it in your own documents

Provide the contract, regulation or file. Ask the model to answer only from what you supplied.

2. Be specific and bounded

State role, scope, format and audience. Ask it to flag what it cannot determine.

3. Ask for sources, then check them

Verify every citation, number, date and quote against the primary source. Never assume.

4. Keep a human in the loop

A qualified reviewer signs off before anything is filed, sent or relied upon.

You cannot eliminate hallucinations. You can make them rare, and you can make sure they never leave your organization unreviewed.

Prompt Strategy: Narrow the Ask

One prompt, one job. The narrower and better grounded the ask, the less the model has to invent.

TOO MUCH AT ONCE

"Write this proposal."

The model has no capability statement, no solicitation, no evaluation factors and no page limit. It fills every gap with generic pattern - invented past performance, vague claims, boilerplate that fits no RFP.

You spend more time correcting it than writing it yourself.

SCOPED AND GROUNDED

"Using the attached capability statement and Section M evaluation factors, draft a one-page executive summary that maps our past performance to factors 1 and 2. Flag any factor we cannot support."

One deliverable, defined length, source documents supplied, and an instruction to surface gaps rather than paper over them.

The output is a draft you can actually review and edit.

Break the work apart

One section, one prompt. Assemble the document yourself.

Supply the sources

Capability statement, solicitation, past performance - give it the facts.

Set the boundaries

Audience, length, format, tone, and what is out of scope.

Ask it to flag gaps

"Tell me what you cannot support" beats a confident guess.

Prompting is scoping. You still own the judgment, the sources, and the final document - the model only drafts the piece you defined.

Good Prompts vs. Poor Prompts

Same tool, very different output. The difference is almost always what you put in.

A POOR PROMPT

"Tell me about government contracting."

No role, no audience, no scope, no sources, no format. Vague in, vague out - the model fills the space with generic pattern, and invents specifics to sound authoritative.

Confident, fluent, unusable - and hard to fact-check.

A GOOD PROMPT

"You are advising a small manufacturer new to federal work. Using the attached SAM.gov listing, summarize the five key submission requirements in a one-page bulleted checklist. Cite the section for each, and flag anything the listing does not state."

Role, audience, source document, one deliverable, defined format, and an instruction to surface gaps instead of guessing.

A draft you can verify, edit and actually use.

Give it a role

Who is answering, and who is the answer for.

Supply the facts

Attach the document. Do not make it guess at your data.

Define the output

Length, format, tone - and what is out of scope.

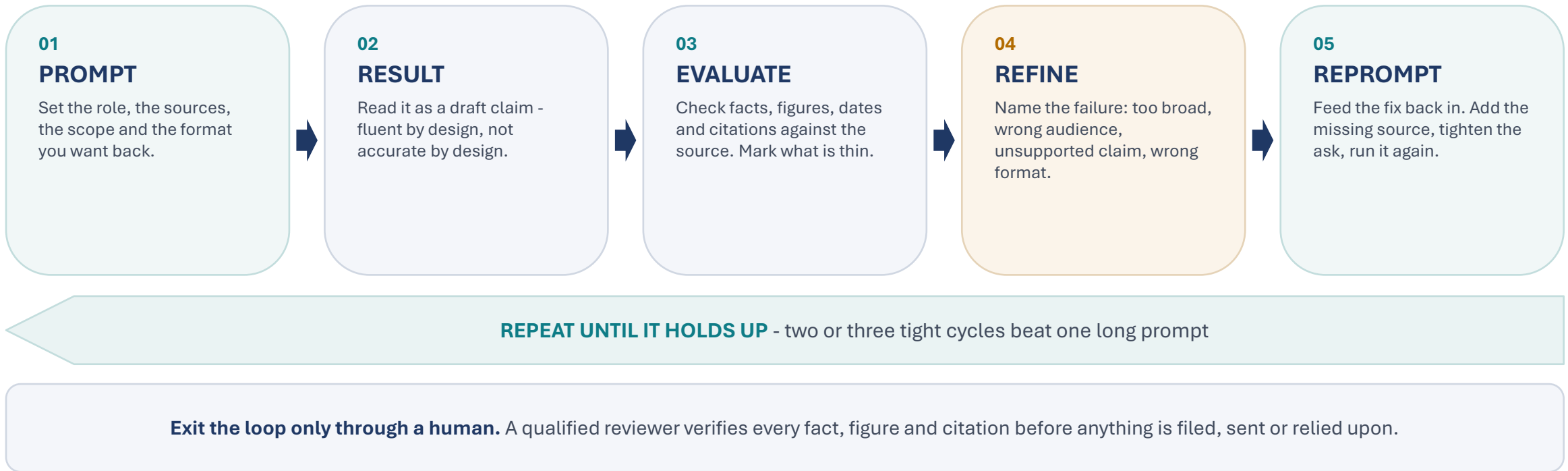
Demand the gaps

"Tell me what you cannot support" beats a confident guess.

Vague in, confident nonsense out. A good prompt is a good set of instructions - say who, what, from which source, and in what form.

The Prompting Loop

A good prompt is rarely the first one. Work it as a cycle - ask, read, check, correct, ask again.



Prompting is a loop, not a command. The answer gets better with every round you are willing to run - and you close it out, not the model.

The Loop in Action: Three Rounds

One task - building a submission checklist from a solicitation - run through the cycle three times.

	THE PROMPT	WHAT CAME BACK	EVALUATE, THEN REFINE
ROUND 1 Too broad	<i>"Summarize this solicitation and tell me what we have to submit."</i>	A generic overview. No due date, no page limits - and two "requirements" that are not in the document.	It never had the file. Attach the solicitation and ask for a checklist with section cites.
ROUND 2 Grounded	<i>"Using the attached solicitation only, list every submission requirement as a checklist, with the Section L or M cite for each."</i>	An accurate, cited checklist - but it quietly skips the subcontracting plan buried in Section L.	Silent gaps are the risk. Make it declare what it could not confirm.
ROUND 3 Usable	<i>"Same ask. Add the subcontracting plan, cite a section for every line, and list separately anything you could not confirm in the file."</i>	A complete cited checklist, plus a short "could not confirm" list that points straight at the open questions.	Exit the loop: a reviewer checks every cite against the solicitation.

Three rounds, a few minutes. The output improved because the prompt did - and the last check was still a human being.

What Never Goes in a Prompt

Once information leaves your network, you cannot pull it back. Assume anything you type may be stored, logged or used for training.

NEVER PASTE IT

- Proprietary pricing, rates and indirect cost data
- CUI, ITAR / EAR export-controlled technical data
- Client or teaming-partner confidential material
- Employee PII - SSNs, salaries, medical, clearances
- Unreleased solicitation or source-selection content

THINK TWICE

- Draft proposal narrative tied to a live opportunity
- Internal financials, backlog and win rates
- Anything covered by an NDA
- Contract deliverables before customer release
- Names of individuals paired with performance detail

GENERALLY FINE

- Public solicitation text already on SAM.gov
- Your released capability statement and website copy
- Published regulations, FAR clauses and guidance
- Generic drafting, formatting and summarizing tasks
- Hypothetical or de-identified examples

Check the tool before the data. A consumer chat account is not the same as an enterprise deployment with a no-training agreement - know which one you are using.

Where AI Actually Helps

The wins are in the reading, summarizing and first-draft work - not in the judgment calls or the final document.

1

Market research

Scan SAM.gov listings, triage opportunities, summarize agency buying history.

2

Solicitation review

Build a compliance matrix from Sections L and M. Flag every "shall."

3

Capture planning

Draft competitor profiles, discriminator language and teaming questions.

4

Proposal drafting

Rewrite past performance, tighten narrative, check reading level and page limits.

5

After award

Summarize debriefs, draft status reports, prep onboarding and compliance checklists.

Where it does not belong

Final pricing decisions, certifications and representations, bid / no-bid calls, anything signed, and any statement of fact you have not personally verified. Speed on the draft, human judgment on the commitment.

Pick the boring, repetitive reading tasks first. That is where AI saves real hours at the lowest risk.

Rules of the Road for Federal Contractors

AI use sits inside your existing contractual obligations. None of them are suspended because a tool made the draft.

Agency and customer policy comes first

Federal agencies and prime contractors are issuing their own AI use and disclosure rules. Ask your contracting officer or prime before you assume AI use is permitted on a given effort.

CUI and safeguarding obligations

If your contract carries FAR 52.204-21 or DFARS safeguarding clauses and NIST SP 800-171 requirements, a public AI tool is very likely outside your approved system boundary.

Disclosure and representations

Certifications, representations and claims of past performance are yours. AI-assisted drafting does not dilute your responsibility for accuracy or your exposure to False Claims Act risk.

Records, discovery and data rights

Prompts and outputs can be discoverable. Confirm who owns AI-assisted work product and how long the vendor retains your inputs.

Verify before you present or rely on this. Agency AI guidance and acquisition rules are moving quickly - confirm the current requirements for your contracts and customers with counsel or your contracting officer.

The rules did not change. The tool did - and it made it much easier to violate them by accident.

Your One-Page AI Policy

Guardrails do not have to be elaborate. Five rules on one page, signed by leadership, beats a policy nobody finishes reading.

- 1. Approved tools** Name the specific tools your people may use, and the accounts they must use them under. Everything else is off limits until reviewed.
- 2. Prohibited data** List what never goes into a prompt - pricing, CUI, PII, client-confidential and pre-release material. Post it where people will see it.
- 3. Required human review** Every AI-assisted work product gets a named, qualified reviewer before it is filed, sent or relied upon. No exceptions for deadlines.
- 4. Disclosure** Define when you tell a customer, prime or partner that AI was used - and follow their rules when they are stricter than yours.
- 5. Ownership** Name one person accountable for the policy, for approving new tools, and for answering the question "may I use it for this?"

Write it down and date it. An unwritten policy is not a guardrail - it is a hope.

Start Here Monday

You do not need an AI strategy to start. You need one task, one owner and one page of rules.

FIRST 30 DAYS

Get grounded

- Inventory what your team is already using - you may be surprised
- Pick one low-risk, high-volume task to pilot
- Draft the one-page policy and circulate it
- Name the person who owns AI questions

DAYS 31-60

Prove it out

- Run the pilot with two or three people
- Ground every prompt in your own documents
- Log time saved and errors caught in review
- Check tool settings - training, retention, enterprise terms

DAYS 61-90

Decide and scale

- Compare hours saved against review effort
- Keep what worked, drop what did not
- Train the wider team on prompts and prohibited data
- Set a calendar date to revisit the policy

Start small, review everything, and write down what you learn. That is how AI becomes a tool your business controls rather than one that controls you.

Why the Examples Are Here

Frameworks explain responsible use. Examples show what people can do with the technology today.

THE PURPOSE

**Make AI
practical—not
abstract.**

Show the work, not only the framework.

01 AI IS ALREADY HERE

The DAF guide shows acquisition professionals are already being prepared to use generative AI in their work.

02 ACCESS CAN BE SIMPLE

A familiar chat interface can support useful work without a custom model, agent or automation platform.

03 DETAILS BUILD CONFIDENCE

Showing the prompt, source material and result makes the use case visible—and makes review possible.

The examples are evidence: AI can already assist real procurement work when people provide context and retain judgment.

AI meets Procurement!

A GUIDE TO AI FOR DAF CONTRACTING OFFICERS

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Thinking About AI

Artificial Intelligence (AI) is like having a highly skilled assistant that can quickly analyze vast amounts of information, make decisions, and generate new content based on patterns it has learned. Just as a contracting officer relies on their team's expertise to navigate complex acquisitions, AI systems can perform tasks that typically require human intelligence, such as understanding language, recognizing images, and making predictions.

Imagine AI as a powerful tool in your acquisition toolbox, alongside market research, negotiation strategies, and contract writing systems. To effectively leverage AI in federal contracting, it's essential to understand the key types of AI technologies:

Let's have a conversation

CONTRACTING OFFICER CHAT #1

Hello! Let's have a conversation. One that can be documented and used as a guide by United States Air Force Contracting Officers (CO) on how to effectively use generative artificial intelligence in their job. First, we need to make a plan. How about we go step by step as if you were helping me through a new requirement? I am a new CO and I have a customer who wants to procure a service to cut the grass at the local base. They have an independent government estimate that identifies a total cost of \$50M, that includes a base year, four option years, and a "-8" The PR is for 3600 funding and will cover the first year. They intend to use the same PWS they used in the last contract. Am I missing anything before we get started on pre-solicitation documents?

CLAUDE RESPONSE #1

Hello! I'd be happy to help guide you through the process of effectively using generative AI as a United States Air Force Contracting Officer (CO) for this requirement. Let's go through this step-by-step.

How to Read the Demonstrations

Each example uses the same accessible pattern: a bounded task, useful context, a structured request and human review.

01

CHOOSE THE TASK

Start with a specific reading, research or comparison need.

02

SUPPLY CONTEXT

Attach the document or describe the business question.

03

ASK FOR A FORMAT

Request a list, summary, findings or pros and cons.

04

REVIEW THE RESULT

Verify the evidence before deciding, sending or relying on it.

RFQ REVIEW

extract required fields

SUBCONTRACTOR RESEARCH

find a path to engage

CAPABILITY FIT

compare needs and evidence

These are practical first-pass uses of chat—not final decisions. The user still owns accuracy, judgment and action.

DLA RFQ Prompt

- Review the attached file. Identify the following elements - 1. Rated Order; 2. Deliver information; 3. Set aside type; 4. quantity; 5. procurement history; 6. FOB Origin or Destination; 7. Transportation instructions; 8. Summarize export control information. 9. Identify if CUI is present or likely to be present. Only provide the requested information. Create a list of responses in the order requested. Format as Number, Item, response. Identify information that is not present or cannot be identified as N/A

Review Results

1. **Rated Order | DO-C9** [\[SPE4A526T268D | PDF\]](#)
2. **Delivery Information | 236 Days ADO**; Delivery in Days: **0236**; Need Ship Date: **03/01/2027**; Original Required Delivery Date: **03/01/2027**. [\[SPE4A526T268D | PDF\]](#)
3. **Set Aside Type | Not a Small Business Set-Aside**. [\[SPE4A526T268D | PDF\]](#)
4. **Quantity | 136 EA**. [\[SPE4A526T268D | PDF\]](#)
5. **Procurement History** | Present. Most recent awards include: SPE4A525P5503 (Qty 159, Unit Cost \$1,822.44, Award Date 2025-05-05); SPE4A525V0383 (Qty 23, Unit Cost \$2,112.76, Award Date 2024-11-14); SPE4A525V0380 (Qty 29, Unit Cost \$2,112.76, Award Date 2024-11-14); SPE4A524P3690 (Qty 93, Unit Cost \$2,051.53, Award Date 2024-01-19). Additional procurement history is provided through 2010. [\[SPE4A526T268D | PDF\]](#)
6. **FOB Origin or Destination | FOB Origin**. [\[SPE4A526T268D | PDF\]](#)
7. **Transportation Instructions** | Solicitation issued under the **First Destination Transportation (FDT) Program**; offerors should submit offers based on **FOB Origin**; Government-arranged transportation applies; transportation references include **DLAD Proc Note C19** and **DLAD Proc Note C20**. [\[SPE4A526T268D | PDF\]](#)
8. **Export Control Information | DFARS 252.225-7048 Export-Controlled Items (JUN 2013)** applies. No ITAR designation, EAR classification, ECCN, or USML category identified. [\[SPE4A526T268D | PDF\]](#)
9. **CUI Present or Likely Present | Likely Present**. Solicitation includes **RD002 Covered Defense Information Applies, DFARS 252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting**, and **RD004 CMMC Level 2 Self-Assessment** requirements. [\[SPE4A526T268D | PDF\]](#)  (Ctrl) ▾

Prompt: how do I become a subcontractor for mortenson

To become a subcontractor for Mortenson, you'll need to go through their **Trade Partner Prequalification Program**. Here are the steps:

1. **Complete the Prequalification Form:** Mortenson requires all potential trade partners to fill out a [prequalification](#) form. This form is administered through TradeTapp, part of BuildingConnected[1].
2. **Submit Confidential Information:** The information you provide will be reviewed by Mortenson's operating group leadership and a limited number of individuals within their Risk Management and Finance departments[1].
3. **Stay Updated:** TradeTapp will help you stay up to date to ensure you're eligible for invitation to bid on future projects[1].

You can find more details and access the [Trade Partner Program page](#)[1].

References

[1] [Trade Partner Program | Contact - Mortenson](#)

[2] [Trade Partner Prequalification | Contact - Mortenson](#)

[3] [Mortenson Construction for Subcontractors: Payment Guide ... - Levelset](#)

Determine fit; Refine Capabilities Statement

- compare the capabilities statement - uploaded with the following description. Determine if there is a good match for the company. Identify three pros and three cons. Compare against the following ###

https://www.hanford.gov/tocpmm/files.cfm/Solicitation_No_391471_Cost__Price_Audit_Support1.pdf

Bottom Line

Area	Assessment
Financial Analysis	Moderate Match
Government Experience	Moderate Match
Procurement Knowledge	Moderate Match
Cost/Price Audit Expertise	Weak Match
Audit Past Performance	Weak Match
Overall Fit	Weak to Moderate

The company appears capable of performing **business process analysis, ERP advisory, operational assessments, and financial modeling**, but the capability statement does not currently provide strong evidence of **cost and price audit support experience**, which appears to be the core requirement of the Hanford solicitation.  +1

Conclusion: Based solely on the capability statement provided, I would not view this as a particularly strong match unless the company has additional unpublished experience in government contract accounting, cost analysis, audit support, or pricing reviews that is not reflected in the current statement.  +1



Should AI Be Used for This Task?

Four questions determine whether to proceed, pause, or stop.

- | | | |
|----|--|----------------|
| 01 | DATA
Is every input public, de-identified, or approved for this tool? | NO → STOP |
| 02 | ERROR
Can a wrong answer be detected before it causes harm? | NO → HUMAN-LED |
| 03 | REVIEW
Is a qualified reviewer named and available? | NO → PAUSE |
| 04 | VALUE
Is the expected benefit worth the review and rework? | YES → PILOT |

Use AI only when the task, data, reviewer and expected value are all clear.

Choosing a Secure AI Tool

The tool must fit the data, the environment and the contractual obligation—not just the task.

5

SECURITY CHECKS

Before anyone logs in

01 DATA USE

Training, retention and deletion terms are explicit.

02 IDENTITY

Enterprise accounts, access control and authentication are in place.

03 ENVIRONMENT

The deployment is approved for the data and system boundary.

04 TERMS

Ownership, disclosure and vendor obligations are understood.

05 OVERSIGHT

Administrators can monitor use, export logs and respond to incidents.

Check the tool before the data. Convenience is not authorization.

Measuring AI Pilot Success

Measure net value—not just speed.

BENEFIT

CONTROL COST

DECISION

TIME + QUALITY

—

REVIEW + REWORK

=

SCALE OR STOP

TIME

Cycle time versus the
prior method

ACCURACY

Errors caught—and
errors missed

REVIEW

Reviewer minutes per
output

REWORK

Content rewritten or
discarded

RISK

Incidents, policy
exceptions and
prohibited data

Scale only when the time and quality gains exceed the control cost.

From AI Output to Approved Work Product

Every AI-assisted deliverable should move through the same controlled workflow.

01

SOURCE

Use approved, authoritative documents.

02

PROMPT

Define task, scope, format and boundaries.

03

DRAFT

Treat the output as unverified working material.

04

VERIFY

Check facts, citations, calculations and clauses.

05

APPROVE

A named human accepts the final content.

MODEL SUPPORTS

organize • summarize • draft

HUMAN OWNS

context • judgment • release

AI can assist the work. It cannot accept responsibility for the work product.

Lessons from the Procurement Demonstrations

Across the examples, AI accelerates analysis while the user remains accountable for evidence and action.

DEMONSTRATION	AI ACCELERATES	HUMAN STILL OWNS
RFQ REVIEW	Extract fields and summarize clauses.	Confirm CUI, rated order, delivery terms and contractual meaning.
SUBCONTRACTOR RESEARCH	Identify pathways and surface possible contacts.	Validate source currency, organizational fit and the next action.
CAPABILITY MATCH	Compare requirements and draft pros and cons.	Judge evidence strength and decide whether to pursue the opportunity.
Pattern: extraction is fast; interpretation and commitment remain human decisions.		

Use the model to accelerate analysis; use accountable people to decide what the analysis means.

Reference Material

SUPPORTING RECORD

Prompts, interactions & build notes

These slides are provided for context and traceability; they are not part of the main presentation narrative.

The slides that follow preserve the interaction behind selected presentation content.

01 PROMPT RECORD

The exact request or instruction provided to the AI tool.

02 BUILD CONTEXT

The intent, constraints and source material used to create a slide.

03 LOOSE FOOTNOTE

A traceable reference for understanding how an example or visual was developed.

Main presentation ends here • Reference material begins next

- create an image can an image to capture the key ideas in this statement" ###"Most users encounter AI through embedded features and chat interfaces, while organizations increasingly adopt agents, workflow automation, and private AI deployments that provide greater capability but introduce additional data-security, governance, and information-leakage risks." This image is addressing in general how a business will encounter AI. This image is not strictly focused on leakage.

Prompt: Leakage

- I am attempting to create an image for a presentation on contractor risks of using AI. The sole purpose of this image is to show the information flow process from prompt creation to the LLM and information being returned to the requester. As a user attempts to provide details and clarity to the prompt, sensitive information may be included. It is said that that information can be "leaked." Create an image that portrays this information flow and the concept of leakage.

AI Types

- for a general user the following are the most general forms of AI that will be encountered - chat, agent locally created or provided, dedicated LLM. chat is probably the most common and has the lowest threshold for entry. Copilot has an agent creation feature which may be used. Formal agents are probably restricted to more formal uses - larger companies - organizations. Dedicated LLM or instances of an AI are beyond all but the largest and most sophisticated organizations. There are two questions - 1. is this general overview accurate? Identify errors and provide corrections with references. 2. are there other forms of AI that should be included in this overview. If yes, or if these examples need to be refined provide the more appropriate text - information.

- create an infographic for the information of slide 6 using the information on slide 2 as background.

- create a new slide that helps explain why hallucinations occur and steps to take to limit their creation.

- create a new slide that address a strategy to take with prompts. Examples might be trying to do too much - write this proposal v. the executive summary based upon the company's capability statement and the evaluation factors.

- based on the title slide - slide 1 and slide 2, review the current slides and suggest 5 more slides, slide topics that fit with the general tone and goals of this presentation.

Questions

Open floor. If you are not sure where to start, here are three that come up every time.

WHERE DO WE START

Pick one low-risk, high-volume task. Run it through the loop for a week. Decide with evidence, not with a vendor demo.

WHAT CAN WE PUT IN IT

Nothing you would not email to a stranger. No CUI, no client-confidential material, no PII, no pricing.

WHO IS ACCOUNTABLE

The person whose name goes on the deliverable. The tool does not sign anything, and it does not answer a subpoena.

IF YOU REMEMBER THREE THINGS

Write the prompt like a set of instructions. Verify before it leaves your desk. Put the guardrails in writing before someone needs them.

Marc N. Violante | Wisconsin Procurement Institute | Happy to keep the conversation going after today.

Thank you. The tool is easy. The judgment is yours - and that is the part worth practicing.

Upcoming Events



Cyber Thursday

Cyber Friday is a series of one-hour webinars focusing on critical topics for DOD contractors and subcontractors in cyber security, data security, and CMMC. Attendees receive 1 CPE credit for attending.

- ~~July 16 – A Guide to Strong Supporting Documentation~~
- August 27 – Determining Your Real CMMC Compliance Responsibilities

...More information and registrations at wispro.org/events

Acquisition Hour

The Acquisition Hour webinar series covers a range of topics from market entry, sales growth, small business certifications, compliance, and more. Attendees receive 1 CPE credit for attending.

- ~~August 5 - AI Adoption in Federal Work: Benefits, Risks, and Realities~~
- August 19 - The Spend to the End: Are You Prepared for the End of the Federal Fiscal Year?

...More information and registrations at wispro.org/events

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1 CPE credit**

**To receive a certificate of completion, contact
apexaccelerator@wispro.org**

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