

FactSheet for AI Systems

Please provide details regarding your Artificial Intelligence (AI) product by filling out the FactSheet template below. This template was developed by the [GovAI Coalition](#). For questions or to submit, contact digitalprivacy@sanjoseca.gov, angela1.zhao@sanjoseca.gov, and BenatanE@TriMet.org.

Vendor Name	
System Name	
Overview	Brief summary of the AI system.
Purpose	What function does the AI system perform, and for what purpose? If the system performs multiple functions, list each discretely and reference below. For features that are configurable, please describe all configuration options and default settings.
Intended Domain	What domain is the AI system intended to be applied in?
Training Data	How was the AI system trained? What data was used? How often is data added to the training set? Was all training data legally obtained and its use fully licensed?
Test Data	What data was used to test system performance? Under what conditions has the system been tested?
Model Information	General description of the model(s) used (e.g., large language model, transformer, deep learning, supervised learning, built on an existing open source model, computer vision)
Update procedure	In general, how often are the models updated for users? Will the user have a choice in moving to the updated model or staying on the current model? What documentation is available for new versions of the model?
Inputs and Outputs	What are the inputs to the AI system? What are its outputs? What interfaces and integrations are supported?
Performance Metrics	What are the performance metrics? What is your current level of performance on these metrics? How can the user monitor performance in the deployment environment?
Bias	What biases does the tool exhibit and how does it handle that bias? This can include but is not limited to biases on human factors such as gender, race, socioeconomic status, disability, culture, age, or other protected classes, or biases on general factors such as a sampling bias, survivorship bias, detection bias, or observer bias.
Robustness	How does the AI system handle outliers? Do overwritten decisions feed back into the system to help calibrate it in the future?
Optimal Conditions	What conditions does the model perform best under? Are there minimum requirements for the quantity of records/observations?

Poor Conditions	What conditions does the model perform poorly under? What are the limitations of the AI system? What kinds of errors can it make (e.g., hallucinations) and what conditions make those errors more likely?
Explanation	How does the AI system explain its predictions? Are the outcomes of the AI system understandable by subject matter experts, users, impacted individuals, and others?
Jurisdiction Considerations	Please describe any considerations relevant to local, state, industry, or other specific jurisdictional regulations.
Data Protection	List data protection frameworks you comply with (e.g., NIST 800-53, NIST AI RMF) and certifications (e.g., SOC II, HIPAA, FERPA, CJIS)

Impact Assessment Questionnaire

How is the AI tool monitored to identify any problems in usage? Can outputs (recommendations, predictions, etc.) be overwritten by a human, and do overwritten outputs help calibrate the system in the future?	Problems in usage can include false negatives, false positives, bias, hallucinations, and human-reported quality issues (such as poor translations or poorly generated images).
How is bias managed effectively?	This can include ways to monitor bias, or abilities to toggle parameters to change observed bias in the model.
Have the vendors or an independent party conducted a study on the bias, accuracy, or disparate impact of the system? If yes, can the agency review the study? Include methodology and results.	This can include bias impact reports, algorithmic impact reports, or others. ¹
How can the agency and its partners flag issues related to bias, discrimination, or poor performance of the AI system?	This can include ways to report inaccurate or concerning decisions/classifications made by the AI system, or ways to retroactively review past system actions.
How has the Human-Computer Interaction aspect of the AI tool been made accessible, such as to people with disabilities?	Has it been assessed against any usability standards, and if so what was the result?
Please share any relevant information, links, or resources regarding your organization's responsible AI strategy.	URL to any broad AI policy or strategy.

¹ See "Algorithmic bias detection and mitigation: Best practices and policies to reduce consumer harms" for an example bias impact report template: <https://www.brookings.edu/articles/algorithmic-bias-detection-and-mitigation-best-practices-and-policies-to-reduce-consumer-harms/>.