

# VIVE

VIVE is not a “feel good”, vendor referral system based on consumer testimonials. Referral based systems provide an outstanding reference, but is a service outside of VIVE’s scope. VIVE services professionals, that need to know that the vendors they hire to service their properties are continually screened for proper licensing, adequate and current insurance, criminal activity, government watch lists, and financial capacity. VIVE has successfully woven this quality control fabric into a mutually beneficial operating system for its clients’ and the vendors they work with, offering efficiencies, cost savings and opportunities for everyone. Features of VIVE include:

## Custom Compliance Program

- Verify and Track Insurance Certificates
- Validate State Trade Licenses
- Government Watch List Searches
- Public Background Screenings Available
- W-9 and Vendor Agreements
- Document Retention

## Vendor Ratings

- 10 Simple Survey Questions
- Objective Vendor Metrics Fairly Assign Ratings on a 1-5 scale
- Ratings Averages Across All FirstService Residential Associates
- User Rating details are Shared Among FirstService Residential Associates
- Sort and Search Vendors by Rating Value
- Ratings are Able to be Updated Over Time

## Contract Management

- Load and Store PDF Copies of Contracts
- Contract Renewal or Termination Notification Requirements
- Use Specific Contract Notifications to Create New Proposals Through QuickSource Bids
- Contract Management Report Data Including:
  - Dollar Amounts
  - Specific Vendor Data
- Email Notifications and Dashboard Alerts Including:
  - Contract Expirations, Renewals and Terminations

## QuickSource Bids

- Summary Bid Reports showing Number and Dollar Amounts by Trade Type
- Bid Submission Performance
- Permanent Proposal and Bid Archive
- Bid Submission Notices
- Bid Reminder Notices
- Award Notices