



Barkan Management Company Vendor Compliance Program

VIVE Enrollment Overview

To ensure proper compliance, safety, and service standards across all managed properties, Barkan Management Company requires all vendors to enroll with **Vendor Information Verification Experts (VIVE)** before performing work or remaining active in our AP systems.

Minimum Requirements for All Vendors

Regardless of insurance requirements, all vendors must:

- Register with VIVE
- Submit a W-9
- Complete a background check

Waivers for registration, documentation, or fees are not available. This information is essential for tax compliance and sound business practices. Credentialed vendors who meet these requirements—or are willing to do so—are available as alternatives. Using compliant vendors is in the best interest of Barkan, its Boards, and Associations.

What Is VIVE?

VIVE is a third-party compliance provider that administers Barkan's Vendor Compliance Program. Approved vendors are designated as **Barkan Compliant** and may offer services across all Barkan-managed sites.

Registration Requirements:

- Corporate contact & license details
- Insurance documentation
- Completed W9 and vendor agreement
- Annual fee: \$120

Benefits of VIVE:

- Vendor Savings Program
- Increased exposure through the VIVE network
- Simplified, secure registration process
- Level playing field focused on qualifications

Site Conditional Exceptions:

If a vendor is missing specific insurance requirements but has registered and submitted all other documentation, a **Site Conditional Exception** can be requested. This allows vendors to be approved with conditions for a specific site only, pending Board or ownership approval.



To request an exception:

1. Ensure the vendor has started the enrollment process and submitted all insurance and documentation they have.
2. Email support@barkanco.com and request an exception form for the missing or failed requirements.
3. Once the form is provided, review with the Board and have them sign off to approve the exception.

Note:

- Each site that uses the vendor will have to sign a separate exception form.
- Exceptions expire with the vendor's insurance policies to ensure updated coverage and documentation are reviewed annually.

Exempt Vendor Types (No Registration Required)

App/Software/Website	Municipality
Attorney	Off-Site Retail
Brokers	Off-Duty Law Enforcement
Charitable Organization	Police/Fire/Ambulance
Church	Professional Subscription
Distribution	Property Management
Financial Institution	Ownership Group/Partnership
Financial Service/CPA	Restaurant (off site, delivery only)
Mortgage, Credit Provider/Lender	School/University
Government Entity	Storage
Health Provider	Supplier
Hotel/Conference Center/ Hall	Temp Agency
Insurance Company	Transportation
Logistics	Utility Company
Marketing/Ad Agency/Newspaper	

To add an exempt vendor, use the **"New Exempt Vendor Request"** form on ADP.

Registration instructions for Vendor:

Visit: www.getvived.com/client/barkan

Or use the VIVE link on www.barkanco.com

VIVE Contacts:

 (844) 476-8038

 support@getvived.com

 Live chat at www.getvived.com