

## **Verisk Strategic Alliances – Vendor Information Sheet General Instructions**

**Why do I need to fill out the VIF?** The Vendor Information Form, or “VIF”, is the first step in the process of granting a consultant license. A consultant license is required when a consultant, software vendor, or any other 3rd party outside of the ISO/Verisk customer s working on behalf of a participating insurer or other customer using any ISO/Verisk content or product for a short-term project or integration.

**When is a VIF needed?** A VIF is needed when a mutual customer (e.g. Insurance Company or MGA) wants to work with a 3rd party vendor to work with our intellectual property (ISO products, content, or data (test or production)) on their behalf. The VIF is the first step in the consultant agreement process and provide Verisk with the information to draft a Consulting Agreement for us to put in place with the 3<sup>rd</sup> party chosen by our customer.

**Who is responsible for filling out the VIF?** The customer (e.g. Insurance Company or MGA) using the services of a 3rd party vendor is responsible for completing and signing the form on behalf of their vendor. Please do not forward the VIF to your vendor.

**Do I need to fill out a form for each vendor or can I use one form for all my 3rd party vendors?** Please complete a separate form for each vendor (consultant, software vendor, contractor, or any other 3<sup>rd</sup> party outside of the ISO/Verisk customer).

**Is there a fee associated with this processing of the VIF?** Sometimes there is a \$1,500 administrative fee applicable to many of these product engagements that is payable by the vendor. This fee covers the cost of the program, support for the vendor as needed, etc. We keep this program “in house” vs. outsourcing where the cost would be much higher.

**What Products do I check-off on the form?** You should only check off products that (1) you currently or are in the process of licensing and (2) will be shared with the 3rd party vendor. Please note – adding products that you do not currently license may cause a delay in the processing of the VIF. If you have any questions regarding your licensed products, please contact your Account Executive.

**Exceptions.** Off-shore 3rd party vendors: please note – depending on the product, there are limitations/restrictions regarding 3rd parties accessing the data off-shore. Specific products such as APLUS, CV, and MVR cannot be accessed off-shore but 3rd parties can be passed UAT credentials/test cases/technical specifications. If you are working with an off-shore 3rd party vendor, please contact your Account Executive to discuss.

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**Please contact your Account Executive if you have questions about this form. Providing complete and accurate information requested on this form, such as project scope, correct licensed products, and timeline of the project will help avoid delays. Once the VIF is complete, please sign and certify the VIF on the last page before returning to Verisk.**