VIVA (Vendor Initial Vetting Application)

Document Version History

Version #	Date	Written/Revised By	Description
V1.0	2022-12-08	Eric M. Scharf Solution Design Architect	VIVA (Vendor Initial Vetting Application)

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COMPLETING THE VIVA

This VIVA is *not* a legal document. This VIVA is *not* proprietary. This VIVA is *non-binding*.

The goal of this VIVA is to encourage simple capture of maximum, non-proprietary, *skills-based* information from a vendor candidate to lessen that same requirement during additional stages of any interview process.

The Mosaic Company sees their most productive vendor partnerships born of candidates who or which are multifaceted, and the categories included within this VIVA reflect that vision.

This VIVA can be completed by The Mosaic Company on behalf of a vendor or by that vendor. The wider the range of identified skills – and depth of expertise – the more accurate and robust the potential project engagements available to that vendor.

THE FOLLOWING CATEGORIES MUST BE COMPLETED IN FULL.

- **COMPANY CONTACT INFORMATION**
- **SECURITY CLEARANCES**
- **COMMUNICATION TOOLS AND IT RESTRICTIONS**
- **PREFERENCES FOR PROJECTS, RATES, AND AVAILABILITY**

Please enter "N/A" for any fields within *required categories* for which no information is applicable or available.

ALL OTHER CATEGORIES OF THIS VIVA – INVOLVING A VENDOR'S INDUSTRY EXPERIENCE – SHOULD BE COMPLETED BASED UPON THE VENDOR'S COMFORT LEVEL AND/OR INTEREST IN MORE SIGNIFICANT PROJECT OPPORTUNITIES.

WHEN CONSIDERING PORTFOLIO SAMPLES, VENDORS ARE ENCOURAGED TO SHARE URLS TO *FINISHED* 2D/3D ASSETS AND APPS/PROGRAMS, AS WELL AS EQUALLY IMPORTANT *WORK PRODUCT* (such as creative/technical blogs which demonstrate communication styles of simple-to-complex ideas, storyboards to convey concept prototyping/development/user experience, wireframe-and-cutaway renders to show 3D modeling methods, character animation rigging to display understanding of weight and motion, special effects, and UV-unwrapped texture-maps along with shaders to illustrate handling of surface materials).

Any industry experience categories – or subcategory fields – left blank will be interpreted by The Mosaic Company as the vendor having limited to no experience within those specific categories or subcategories.

Please *do not* provide addendum documents or attachments as a replacement for completing this VIVA.

Upon completing this VIVA, please return it via email to the designated point of contact within The Mosaic Company for prompt review and follow-up.

Thank You,

The Mosaic Company

COMPANY CONTACT INFORMATION

Company Name	
Company Summary	
Company Website	

	Company Mailing Address	
Street		
Suite/Unit/Floor/Building		
City		
Province/State		
Postal/Zip Code		
Corporate Phone Number		
Fax Number		
POC (Point of Contact) Name		
POC Title		

	POC Mailing Address	
Street		
Suite/Unit/Floor/Building		
City		
Province/State		
Postal/Zip Code		
POC Office Phone Number		
POC Mobile Phone Number		
POC Fax Number		
POC Email Address		

Additional Contact Information *(For other key team members in the event the identified POC becomes unavailable)*	

	Referral	
Referring Person/Organization		

SECURITY CLEARANCES

Does your organization have experience undergoing security clearances for past projects? *(Yes/No)*

If YES to the above, please describe your organization's experience with security clearances.

What is the highest level of security clearance your organization has attained for a project?

If your organization is offered the opportunity to become a vendor for The Mosaic Company, will your organization submit to background checks as a requirement of assigned projects? *(Yes/No)*

COMMUNICATION TOOLS AND IT RESTRICTIONS

What are your organization's preferred communication tools (e.g., Email, Discord, Slack, Teams, etc.)?

Does your organization have any IT policies which would restrict access to remote file servers? *(Yes/No)*

SOFTWARE PROJECT DEVELOPMENT METHODOLOGIES

Please identify the software project development methodologies with which your organization has experience and how many years.

✓	DEVELOPMENT METHODOLOGIES	YEARS
	Agile	
	Lean	
	Waterfall	
	Other:	
	Other:	
	Hybrid *(please describe below)*	

DEVELOPMENT TEAM COMPOSITION

Please identify personnel details of your organization's development team composition, including key leadership capacities and years of experience for each role. Do not include C-suite officers unless those personnel occupy any of the development roles listed below.

✓	PERSONNEL	YEARS
	Creative Directors	
	Game Directors	
	Executive Producers	
	Senior Producers	
	Producers	
	Program Managers	
	Product Managers	
	Content/Instructional Designers	
	UX (User Experience) Designers	
	UI (User Interface) Artists	
	System Designers	
	Game Mechanic Designers	
	Concept Illustrators	
	Image Editors (Digital)	
	Texture-map Painters	
	3D Modelers (Real-Time)	
	3D Modelers (High-Detail)	
	2D Animators (Digital)	
	3D Riggers/Animators	
	Motion Capture Technicians	
	Special Effects Artists	
	Lighting Artists	
	Technical Artists	
	Technical Directors	
	Lead Programmers	
	Gameplay Programmers	
	Graphics Programmers	
	Physics Programmers	
	UI (User Interface) Programmers	
	Network Programmers	
	Software Tools Programmers	
	Sound Engineers	
	Quality Assurance Testers	
	Other:	
	Other:	
	Other:	

PROJECT TYPES

Please identify the project types with which your organization has development experience, how many years, and share URLs to demonstrable portfolio samples.

✓	PROJECT TYPES	YEARS	PORTFOLIO SAMPLE URL
	360-VIDEO App		
	AR (Augmented Reality) App		
	MR (Mixed Reality) App		
	VR (Virtual Reality) App		
	LBE (Location Based Entertainment)		
	Mobile App (Productivity)		
	Mobile App (Video Game)		
	WBT (Web-Based Training) App		
	WebGL App		
	HTML-Based Web Portal		
	Apple MacOS/iOS/Unix *Local* **.APP**		
	Microsoft Windows *Local* **.EXE**		

PROJECT GENRES

Identify the project genres with which your organization has development experience and how many years.

✓	PROJECT GENRES	YEARS
	Entertainment	
	Edutainment	
	Medicine	
	Military	
	Pharmaceuticals	
	Utilities	
	Other:	
	Other:	

SOC (SYSTEMS AND ORGANIZATION CONTROLS) COMPLIANCE

Identify the SOC compliance with which your organization has experience and how many years.

✓	SOC COMPLIANCE VERSIONS	YEARS
	SOC-1 Compliance	
	SOC-2 Compliance	
	SOC-3 Compliance	

HARDWARE PLATFORMS

Identify the hardware platforms with which your organization has experience, how many years, and share URLs to demonstrable portfolio samples.

✓	HARDWARE PLATFORM	YEARS	PORTFOLIO SAMPLE URL
	Apple iPad		
	Apple iPhone		
	Apple Macintosh		
	Apple Watch		
	Google Cardboard VR Headset		
	Google Daydream View VR Headset		
	HP Reverb G2 Headset		
	HTC Vive Pro 2 Headset		
	LBE (Location Based Entertainment)		
	Meta (Oculus) Quest 2 VR Headset		
	Meta Quest Pro VR Headset		
	Microsoft HoloLens VR Headset		
	Microsoft Windows-Compatible PC		
	Microsoft Xbox 360 Console		
	Microsoft Xbox One Console		
	Microsoft Xbox Series X Console		
	Nintendo Wii U Console		
	Nintendo Switch Console		
	Sega Saturn		
	Sega Dreamcast		
	Sony PlayStation VITA Console		
	Sony PlayStation 3 Console		
	Sony PlayStation 4 Console		
	Sony PlayStation 5 Console		
	Sony PlayStation VR Headset		
	Steam Deck Console		
	Valve Index VR Kit Headset		
	VARJO AERO VR Headset		
	Other:		
	Other:		
	Other:		
	Other:		
	Proprietary *(please describe below)*		

SDKs (SOFTWARE DEVELOPMENT KITS)

Identify the software development kits with which your organization has experience, how many years, and share URLs to demonstrable portfolio samples.

✓	SOFTWARE DEVELOPMENT KITS	YEARS	PORTFOLIO SAMPLE URL
	Android SDK		
	Apple ARKit		
	Apple iOS SDK		
	Apple WatchKit		
	Apple Xcode (for MacOS)		
	Google Cardboard for Unity SDK		
	Microsoft Game Dev Kit (GDK)		
	Nintendo Switch SmileBASIC 4		
	Nintendo Switch OS (Horizon)		
	Sony PlayStation 4 Dev Kit		
	Sony PlayStation 5 Dev Kit		
	Unity XR SDK		
	Meta Avatar SDK		
	Meta Insight SDK (for MR Apps)		
	Meta Interaction SDK		
	Meta Presence Platform		
	Meta Tracked Keyboard SDK		
	Other:		
	Other:		
	Other:		
	Other:		

OPERATING SYSTEMS

Identify the operating systems with which your organization has development experience, how many years, and share URLs to demonstrable portfolio samples.

✓	OPERATING SYSTEMS	YEARS
	Apple iOS	
	Apple MacOS	
	Google Android	
	Microsoft Windows (95, NT – V11)	
	Unix	
	Other:	
	Other:	
	Other:	

GAME ENGINES

Identify the game engines – from COTS (Commercial Off the Shelf) to proprietary – with which your organization has experience, how many years, and share URLs to demonstrable portfolio samples.

✓	GAME ENGINES	YEARS	PORTFOLIO SAMPLE URL
	Epic Unreal Engine		
	id Tech 5		
	Crytek CryEngine		
	Gamebryo USA		
	GameMaker		
	Frostbite		
	HeroEngine		
	Havok		
	Valve Source		
	Unity		
	Other:		
	Other:		
	Other:		
	Other:		
	Other:		
	Proprietary *(please describe below)*		

DESIGN APPLICATIONS

Identify the UX (User Experience) and UI (User Interface) design applications with which your organization has experience, how many years, and share URLs to demonstrable portfolio samples.

✓	DESIGN APPLICATIONS	YEARS	PORTFOLIO SAMPLE URL
	Adobe Acrobat		
	Adobe InDesign		
	Adobe XD		
	Axure		
	Balsamiq		
	Figma		
	InVision Studio		
	Microsoft PowerPoint		
	Microsoft Visio		
	Zeplin		
	Other:		
	Other:		
	Other:		
	Other:		
	Other:		
	Proprietary *(please describe below)*		

CREATIVE APPLICATIONS

Identify the creative applications (3D-modeling, animation, and 2D image/cinematic manipulation) with which your organization has experience, how many years, and share URLs to demonstrable portfolio samples.

✓	CREATIVE APPLICATIONS	YEARS	PORTFOLIO SAMPLE URL
	Adobe After Effects		
	Adobe Illustrator		
	Adobe Lightroom		
	Adobe Photoshop		
	Adobe Premiere		
	Adobe Substance 3D Painter		
	Autodesk 3DS MAX		
	Autodesk MAYA		
	Autodesk MotionBuilder		
	Autodesk Mudbox		
	Autodesk Softimage		
	Blender		
	Cinema 4D		
	Mirai by Nichimen		
	Newtek LightWave 3D		
	Pixologic ZBrush		
	Other:		
	Other:		
	Other:		
	Other:		
	Other:		
	Other:		
	Other:		
	Other:		
	Other:		
	Other:		
	Proprietary *(please describe below)*		

PROGRAMMING/SCRIPTING LANGUAGES

Identify the coding (programming/scripting) languages with which your organization has experience, how many years, and share URLs to demonstrable portfolio samples of that experience.

✓	CODING LANGUAGES	YEARS	PORTFOLIO SAMPLE URL
	ActionScript		
	Apple Swift		
	C++		
	C#		
	CSS		
	GLSL		
	HLSL		
	HTML		
	Java		
	JavaScript		
	JSON		
	Lua		
	MAXScript		
	MEL		
	PHP		
	Python		
	UnrealScript		
	Proprietary *(please describe below)*		

CLOUD SERVICES

Identify the cloud services with which your organization has development experience and how many years.

✓	CLOUD SERVICES	YEARS
	AWS (Amazon Web Services)	
	Microsoft Azure	
	Google Cloud Platform	
	IBM Cloud	
	Oracle Cloud Infrastructure	
	Other:	
	Other:	

COURSE AUTHORING SOFTWARE

Identify the course authoring software with which your organization has experience, how many years, and share URLs to demonstrable portfolio samples.

✓	COURSE AUTHORING SOFTWARE	YEARS	PORTFOLIO SAMPLE URL
	Adobe Captivate		
	Articulate Storyline		
	Brainshark		
	iSpringSuite		
	Lessonly		
	Proprietary *(please describe below)*		

LMS (LEARNING MANAGEMENT SYSTEM) SOFTWARE

Identify the LMS (Learning Management System) software with which your organization has development experience, how many years, and share URLs to demonstrable portfolio samples.

✓	COURSE AUTHORING SOFTWARE	YEARS	PORTFOLIO SAMPLE URL
	Tovuti LMS		
	TalentLMS		
	360Learning		
	Absorb LMS		

SOURCE CONTROL SOFTWARE

Identify the source control software with which your organization has experience and how many years.

✓	SOURCE CONTROL SOFTWARE	YEARS
	Alienbrain	
	Apache Subversion	
	Git/GitHub	
	Mercurial	
	Mogware	
	Perforce Helix Core	
	SourceForge	
	Other:	
	Other:	

DEVELOPMENT TASK AND QA TRACKING SOFTWARE

Identify the development and QA (Quality Assurance) task tracking software with which your organization has experience and how many years.

✓	TRACKING SOFTWARE	YEARS
	37signals Basecamp	
	Asana	
	Atlassian Confluence	
	Atlassian JIRA	
	Atlassian Trello	
	Bitbucket	
	ClickUp	
	KANTATA (formerly MavenLink)	
	Monday.com	
	Rally	
	Redmine	
	Other:	
	Other:	
	Other:	
	Other:	
	Proprietary *(please describe below)*	

KNOWLEDGE TRANSFER PROCESS(ES)

Describe below the process(es) through which your organization reasonably ensures routine and reliable knowledge transfer of projects and critical tasks between dedicated teams and key individual contributors.

APPLICATION PORTING AND THIRD-PARTY PROJECT ADOPTION

Does your organization have experience successfully porting applications from one commercial/proprietary hardware platform to another? *(Yes/No)*

If YES to the above, please describe your organization's experience with porting applications (e.g., from navigating unique SDKs to source code conversion challenges to upgrading/downgrading visual assets towards maintaining or enhancing original performance specifications).

Does your organization have experience with adoption of unfinished third-party projects (e.g., from documentation to source code to visual assets) and successful delivery of those projects? *(Yes/No)*

If YES to the above, please describe your organization's experience with adoption of third-party projects (e.g., from the presence and condition of project documentation to the availability of original project team members to fill in informational gaps to the clarity of project requirements to the condition of source code and visual assets).

PREFERENCES FOR PROJECTS, RATES, AND AVAILABILITY

Identify your organization's preferences for projects, rates, and availability for new opportunities.

✓	PROJECT CAPACITY PREFERENCES
	Single Project Opportunity
	Multiple Project Opportunity
	1 Month-long Project
	3 Month-long Project
	6 Month-long Project
	9 Month-long Project
	12 Month-long Project
	15 Month-long Project
	18 Month-long Project
	24 Month-long Project

✓	PROJECT TYPE PREFERENCES	RANK
	360-VIDEO App	
	AR (Augmented Reality) App	
	MR (Mixed Reality) App	
	VR (Virtual Reality) App	
	LBE (Location Based Entertainment)	
	Mobile App	
	WBT (Web-Based Training) App	
	WebGL App	
	Apple MacOS/iOS/Unix *Local* **.APP**	
	Microsoft Windows *Local* **.EXE**	

✓	RATE PREFERENCES	RATE (IN USD)
	Rate Per Quarter	$
	Rate Per Project	$
	Rate Per Hour	$
	Rate Per Role *(please describe below)*	

What is the earliest date by which your organization could engage new project opportunities?

Is your organization available to perform a focused, *storyboard-based* **technical assessment to further demonstrate the capabilities identified within this VIVA? (Yes/No)**