



## EXECUTIVE SUMMARY

**Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to authorize the standard agreement (purchase order) and renewal with Qualtrics, LLC for the subscription of a survey tool, utilizing the bid waiver (information technology). Fiscal Impact: \$35,257.95 (Cumulative \$99,257.95)**

**Presenter(s):** Raj Mettai, Chief Information Officer

**What is the purpose of this contract and why is it needed?** This is a one-year agreement renewal with Qualtrics LLC for the online survey tool. The software provided by Qualtrics, LLC. is a survey tool that provides multiple levels of randomization, piped text from data files, heat map question types, meta-information capabilities, and page timing. It also allows researchers to share surveys and projects while providing an extensive reporting engine.

Qualtrics LLC provides a research tool that is unique and is not offered by any other survey tool. Specifically, Qualtrics LLC offers over 90 question types - the most in the industry - allowing for many different types of research besides the standard "survey" research. Moreover, Qualtrics LLC is the only survey tool to offer 4 levels of survey logic, multiple levels of randomization, piped text from data files, heat map question types, meta-information capabilities, and page timing. Qualtrics LLC's collaboration capabilities allows researchers to share surveys and projects while maintaining secure credentials. Along with the interface, Qualtrics LLC provides an extensive reporting engine along with subgrouping, graphing options, cross tabulation, and raw data downloads into statistical analysis packages. Qualtrics LLC is one of the very few survey providers that give unlimited support to all users. Every faculty, staff, and student will have access to phone and email support.

This institutional license allows students, faculty, and staff alike to administer an unlimited number of surveys. Surveys are commonly used by faculty and staff for the purposes of garnering information regarding staff/student experiences, evaluating satisfaction with and effectiveness of services/programs, gathering information on students' educational plan after completing their studies at the College, surveying staff on committee preferences, and students selection for Professor of the Year, to mention a few.

**What procurement process or bid waiver was used and why?** The College used the exemption provided for the IT Bid Waiver in accordance with the Florida Administrative Code (FL DOE 6A-14.0734(2)(g) and College Procedure 6AHx2-6.34 which cites the following exception to the requirement to solicit competitive offers:

Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.

**Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting?**  
Yes.

**What fund, cost center and line item(s) were used?** FD100, CC0540, GLC64500.

**Has Broward College used this vendor before for these products or services?** Yes.

**Was the product or service acceptable in the past? Yes.**

**Was there a return on investment anticipated when entering this contract? No.**

**Was that return on investment not met, met, or exceeded and how? Not applicable.**

**Does this directly or indirectly feed one of the Social Enterprise tactics and how? Not applicable.**

**Did the vendor amend Broward College’s legal terms and conditions [to be answered by the Legal Office] if the College’s standard contract was used and was this acceptable to the Legal Office?**

The General Counsel's office has reviewed the agreement and any deviation to the College's standard terms has been deemed acceptable.

**FISCAL IMPACT:**

Description: \$35,257.95 BU310, FD100, CC0540, PG0000459, NFR-25-000028

<b>07/01/24</b>	<b>CC0540 · Strategy, Assessment, and Research</b>	<b>(\$35,257.95)</b>
	NFR-000028	

**Raj Mettai**  
 Raj Mettai, Chief Information Officer

6/18/2024

**Donald Astrab**  
 Donald Astrab, VP, Academic Operations, Analytics, & Comm

6/18/2024

APPROVAL PATH: 12201 Qualtrics LLC - FY2024-2025 - Survey Tool Subscription Renewal

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status
1	Alina Gonzalez	Review & Approve		✔ Completed
2	Raj Mettai	CIO Review		✔ Completed
3	Donald Astrab	Chief Operating Officer		✔ Completed
4	Natalia Triana-Aristizabal	Contracts Coordinator		✔ Completed
5	Zaida Riollano	Procurement Approval		✔ Completed
6	Christine Sims	Budget Departmental Review		✔ Completed
7	Rabia Azhar	CFO Review		✔ Completed
8	<b>Legal Services Review Group</b>	Review and Approval for Form and		✔ Completed
9	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 📄		✔ Completed
10	Natalia Triana-Aristizabal	Contracts Coordinator		✔ Completed
11	Board Clerk	Agenda Preparation		✔ Completed
12	District Board of Trustees	Meeting	08/20/24 08:30 AM	🕒 Pending



**QUOTE**  
# R-0035879  
6/4/2024  
Net 30

Start Date 7/23/2024  
End Date 7/22/2025

**BILL TO**

Broward College:UW  
111 East Las Olas Boulevard  
  
Fort Lauderdale, FL 33301

**QUALTRICS, LLC**  
(801) 709-2160  
ar@qualtrics.com  
Tax ID: 45-4964116

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**DESCRIPTIONS**

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**CoreXM**

- CoreXM Users - Academic Research Student Wide : 24,733
- CoreXM Responses - Academic Research Student Wide : 600,000

Please note: 'CoreXM' – formerly known as 'Research Core' (RC) – was recently re-branded. Please direct any questions about this change to your Qualtrics representative.

**Other**

- CoreXM Use-Case Academic Research

**SUBTOTAL USD 35,257.95**

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**TOTAL USD 35,257.95**

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