

INTEROFFICE MEMORANDUM



TO: Felicia Strong-Whitaker, Chief Purchasing Agent
Department of Purchasing & Contract Compliance

FROM: Ladisa Onyiliogwu, Director 
Department of Senior Services

DATE: August 16, 2022

RE: Qualifacts System, CareLogic-Software Upgrade

REQUESTED ACTION: Request approval to award contract without competition- Department of Senior Services, to upgrade existing software, hosted by Qualifacts Systems, CareLogic Electronic Record System (ERS)

**Qualifacts Systems LLC,
315 Deadrick Street
Suite – 2300
Nashville, TN 37238**

PURPOSE: To implement an electronic records management system for Senior Services that will facilitate secure and efficient record keeping in the Adult Day Health Program.

DISUCSSION: The Senior Services Department will upgrade computer software used to store and manage client records. The department is recommending that the selected vendor, Qualifacts Systems, LLC, be awarded the contract. The vendor has provided/met all special conditions set forth in the specifications.

The purchase order set-up amount is twenty thousand six hundred and fifty-two dollars and sixty-two cents (US \$\$20,652.62).

If you have any questions, please contact Stacey Gray-Hill, Financial Systems Administrator at (404) 612-3894.

Cc: Stacey Gray-Hill, Financial Systems Administrator