

**ERVIN and
ASSOCIATES**
INCORPORATED

FI-15A011

August 19, 1996

SENT VIA FACSIMILE TO 202/619-8365

Ms. Yvette C. Magruder
Freedom of Information Act (FOIA) Officer
U.S. Department of Housing and Urban Development
Executive Secretariat's Office
Room 10139, 451 Seventh Street, S.W.
Washington, D.C. 20410

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EXECUTIVE
SECRETARIAT

Re: Freedom of Information Act Request
Equity Monitoring Contract for
Partially Assisted Multifamily Note Sale

Dear Ms. Magruder:

We have heard that due to the nature of the FHA Partially Assisted Multifamily Note Sale which was held in early June, there was a need for an Equity Monitoring contractor.

Under the provisions of the Freedom of Information Act, please provide us with the following information:

- The date the Equity Monitoring procurement was advertised in the Commerce Business Daily;
- If this procurement was not advertised in the Commerce Business Daily, the rationale for limiting competition;
- A list of the firms who requested proposals or who were offered an opportunity to submit a proposal for the procurement;
- Names of the firms who submitted proposals;
- The bid abstracts for the procurement;
- The name of the firm who was awarded a contract to perform the work;
- A copy of the contract to perform the work; and
- A copy of the Task Orders and any modifications to perform the work.

Ervin and Associates agrees to pay the cost associated with processing this request. If you should have any questions, or need any further information, please do not hesitate to call me directly at 301/469-3404.

Very truly yours,
ERVIN and ASSOCIATES, INCORPORATED

Mark Dellonte

Mark R. Dellonte