

**ERVIN and  
ASSOCIATES  
INCORPORATED**

FI-203897

September 17, 1997

Ms. Pat Morgan  
Director, Office of the Executive Secretariat  
U.S. Department of HUD  
451 Seventh Street, SW, Room 10246  
Washington, D.C. 20410-0500

Via Facsimile to (202) 619-8365

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EXECUTIVE  
SECRETARIAT

Re: Freedom of Information Act Request  
Keypunching of 1996 Annual Financial Statements

Dear Ms. Morgan:

It appears that Aspen Systems Task Order 2 under contract DU-5980 includes provisions for the collection and inventory of 996 financial statements, but it does not include any provisions for the keypunching of the financial statements for, among other things, updating HUD's FO-MNS system, creating a loan loss reserve database, and updating HUD's Data Warehouse.

Ervin and Associates has been told that Cox and Associates may be performing this work, although we are unsure of whether or not this is under their contract to perform the FHA audit or a new contract that was let under limited or sole source competition.

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

1. Any contracts, task orders, or purchase orders (with Cox and Associates or any other firm) under which information is being keypunched from HUD's annual financial statements, including all HUD held properties, HUD insured properties, and 202/811 properties.
2. Any modifications to the above-mentioned contracts, task orders or purchase orders.
3. A copy of all Justifications for Other Than Full and Open Competition completed for this work.
4. A copy of all Request for Contract Services (forms HUD-720) and all attachments completed for this work.
5. A copy of all Funds Reservation & Contract Authority Forms (form HUD-718) and all attachments completed for this work.

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A copy of all standard HUD contracting forms not listed above completed for this work.

Ervin and Associates agrees to pay up to \$50 for the processing of this request. If the anticipated fees are to exceed \$50, please call me at (301) 469-3422 so I may have an opportunity to reformulate the request.

Very truly yours,

ERVIN and ASSOCIATES, INCORPORATED



David J. Ervin