

**ERVIN and
ASSOCIATES**
INCORPORATED

19-203890

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

Re: Freedom of Information Act Request
Aspen Systems Task Order 2, DU-5980

RECEIVED
SEP 17 9 17 PM '97
EXECUTIVE
SECRETARIAT


Dear Ms. Morgan:

Under the provisions of the Freedom of Information Act, please provide us with the following information regarding Aspen Systems Task Order 2 under contract DU-5980:

- The actual contract DU-5980 and all modifications;
- Task Order 2 to DU-5980 and all modifications;
- A copy of all Justifications for Other Than Full and Open Competition completed for this task order or any of its modifications;
- A copy of all Request for Contract Services (forms HUD-720) and all attachments completed for this task order or any of its modifications;
- A copy of all Funds Reservation & Contract Authority Forms (form HUD-718) and all attachments completed for this task order and any of its modifications;
- A copy of all standard contracting forms not listed above completed for this task order or any of its modifications;

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