

**ERVIN and
ASSOCIATES
INCORPORATED**

1998 begins

FI-225132

March 20, 1998

Ms. Pat Morgan
Director, Office of the Executive Secretariat
U.S. Department of Housing and Urban Development
451 Seventh Street, SW, Room 10139
Washington, D.C. 20410-0500

Via Fax to (202) 619-8365

Re: Freedom of Information Act Request
Bid Day Procedures

Dear Ms. Morgan:

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

- A copy of all documents relating to the Bid Day Procedures for all HUD Note Sales. The documentation would include, but not be limited to, the procedures utilized for receiving bids, handling bids, opening bids, tracking bids, documenting bids, analyzing bids, determining winning bids, receiving bid deposits, verifying bid deposits. It would also identify staffing at the bid location.

This request is being made pursuant to HUD's February 27, 1998 Federal Register Notice encouraging Freedom of Information Act Requests relating to note sales. Therefore, if HUD is assigning any special priority to these requests, this request should receive expedited processing.

Ervin and Associates agrees to pay up to \$100 for the processing of this request. If the anticipated fees are to exceed \$100, please call me immediately at (301) 469-3422 so I may have an opportunity to reformulate the request or approve the additional fees without delaying the processing of the request.

Very truly yours,
ERVIN and ASSOCIATES, INCORPORATED



David J. Ervin

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