



### Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: PA Liquor Control Board (Attn: AORO)

Date of Request: July 15, 2021 Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Name: Eric Epstein Company (if applicable): Rock the Capital

Mailing Address: Rock the Capital

City: 4100 Hillsdale Road State: PA Zip: Harrisburg, PA 17112 Email: epstein@ctmr.org

Telephone: \_\_\_\_\_ Fax: 717-541-5487

How do you prefer to be contacted if the agency has questions?  Telephone  Email  U.S. Mail

**RECORDS REQUESTED:** *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

*Please refer to enclosure.*

*Attention: Jennifer Slothower, Open Records Officer.  
717-787-8820.*

**DO YOU WANT COPIES?**  Yes, printed copies (default if none are checked)  
 Yes, electronic copies preferred if available  
 No, in-person inspection of records preferred (may request copies later)

Do you want certified copies?  Yes (may be subject to additional costs)  No  
RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.  
Please notify me if fees associated with this request will be more than  \$100 (or)  \$\_\_\_\_\_.

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

Tracking: \_\_\_\_\_ Date Received: \_\_\_\_\_ Response Due (5 bus. days): \_\_\_\_\_

30-Day Ext.?  Yes  No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was:  Granted  Partially Granted & Denied  Denied Cost to Requester: \$\_\_\_\_\_

Appropriate third parties notified and given an opportunity to object to the release of requested records.

## Right to Know Request

On June 24, 2020, the LCB approved an “emergency notational procurement” for \$208,391 to purchase 100 lap tops.

Request 1: Please provide the RFP for “emergency notational procurement”

Request 2: Please provide a copy of all the bids for the “emergency notational procurement” received by the LCB.

Request 3: Please provide a copy of the contract between the LCB and the approved vendor.

Request 4: Please provide a copy of the contract between executed by LCB for the software subscription.

Request 5: Please provide a copy of the contract between the LCB and the vendor (or other contractor) for support services.

Request 6: Please provide all related warranties associated with the above identified “emergency notational procurement.”