



**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

*Want to learn more  
about the Right To Know  
Law? Visit [http://  
openrecords.state.pa.us](http://openrecords.state.pa.us).*

*Looking for a copy of  
the winning contract?  
Contact the PA Treasury  
Department's Bureau of  
Contracts and Public  
Records at  
1-800-252-4700.*

## You Have the Right to Know!

### What is the Right-to-Know Law?

There are certain government documents that the public has the right to know about, view, and copy. The Right-to-Know Law protects this right.

### Why is this important to you as a small business owner?

You need all the help you can get in competing with, supplying to, and subcontracting with larger companies. See the list below for ideas on how to use public information to your benefit.

### What are state agencies required to make public?

#### 1. Solicitation mailing lists and lists of bidders

Use these lists to market your company to prime bidders before a contract is awarded. Contacting them after the award is usually too late because most suppliers and subcontractors are named in the bid or proposal.

Contact the issuing office or officer for the bid or proposal to obtain these lists.

#### 2. Bid opening record

Use this document to find out if you were the low bidder or if the company you bid with as a supplier or subcontractor was the low bidder.

Contact the issuing office or officer for the bid or proposal for this document.

#### 3. Contracts, bids, and proposals

Use these documents if you are not the low bidder, to find out why you were less competitive. This will help you prepare the next bid or proposal.

Contact the Treasury Department's Bureau of Contracts and Public Records at 1-800-252-4700, [contractinfo@ptreasury.org](mailto:contractinfo@ptreasury.org), or visit <http://www.ptreasury.org/eContracts.html> to obtain or view a copy of the contract after it has been awarded. Included in the contract will be the winning bid or proposal.

For more information on the Commonwealth's Right To Know policy, visit <http://openrecords.state.pa.us>.

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North Office Bldg | 401 North Street, Room 611 | Harrisburg, PA 17120-0500  
Email: [gs-bmwbo@pa.gov](mailto:gs-bmwbo@pa.gov)  
717-783-3119 | FAX: 717-787-7052  
Pittsburgh 412-442-5872