

**RIGHT TO KNOW CHECKLIST**

**Right to Know**

[Management Directive 205.36](#)

Material public  
under Right to  
Know Law **1**

***Should the Material be Posted at:***    SAP/SRM    eMarketplace    Treasury

Procurement Record **2**

**Award and Selection Documents**

Bid tab <b>5</b>	Yes	Yes	No	Yes
Request to Advertise, E-alerts, Supplier Notification (emails) <b>5*</b>	No	No	No	No
BOP-124 Determination to Use Competitive Sealed Proposals (RFP) Method of Procurement (RFP only)	Yes	Yes	Yes	Yes
Contractor Responsibility form <b>5</b>	Yes	No	No	No
Disadvantaged Business Submittal or STD-168 Commitment form and BMWBO evidence/evaluation responsiveness <b>5</b>	Yes	No	No	No
Evidence of Contract Compliance STD-21, STD-25, STD-26 and STD- 28 <b>5</b>	Yes	No	No	No
Sole Source/EP Justification <b>5</b>	Yes	Yes	No	Yes
Notes, evaluation final scoring sheet and composition of the Evaluation Committee <b>5</b>	Yes	No	No	No
Award/Selection letter (to Vendor)	Yes	No	No	Yes
Recommendation for Selection letter <b>4</b>	Yes	Yes	No	Yes
Notice and explanation that all bids/offers were rejected	Yes	No	No	Yes
Other award/selection documents required by the Procurement Code	Yes	No	No	Check with Legal Counsel
<b>Contract Documents</b>				
Contract or P/O	Yes	Yes	Yes	Yes
Specifications and/or work statement	Yes	Yes	Yes	Yes
Successful contractor's bid sheet/Proposal <b>5</b>	Yes	Yes	Yes	Yes
Terms and conditions (Standard and special)	Yes	Yes	Yes	Yes
Certificates or evidence vendor was required to submit	Yes	Yes	Yes	Yes

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Vendor financial data	No	No	No	No
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Right to Know {continued}		<a href="#">Management Directive 205.36</a>		
<i>Should the Material be Posted at:</i>	SAP/SRM	eMarketplace	Treasury	Material public under Right to Know Law <b>1</b>
<b>Parent/Child Relationships</b>				
Single award (dealers/resellers)	Parent & child	Parent only	Parent only	N/A
Multiple award	Parent & child	Children only	Children only	N/A
<b>Other Documents</b>				
Contract overview/Agency instructions	Yes	Yes	No	Yes
Unsuccessful proposals <b>5</b>	Yes	No	No	Yes
Change Notices/Amendments/Renewals	Yes	Yes	Yes <b>3</b>	Yes
<b>Notes:</b>				
<b>1</b> Documents marked "Yes" under this category may be provided to the public without a formal Right-to-Know request being filed unless the document relates to a sensitive subject like homeland security.				
<b>2</b> Check with Agency legal counsel or your AORO when dealing with documents related to homeland security, law enforcement, or other sensitive subjects.				
<b>3</b> Post only if the change affects: Date of execution; Amount of contract; Contract's begin or end date; Name of the agency entering into the contract; Parties to the contract; or Subject matter of the contract.				
<b>4</b> Recommendation for Selection letter does not need to be posted to Treasury but it does need to be attached to Records Management <u>and</u> posted to the Awards Section of eMarketplace. This should not be posted until we have received a signed contract from Vendor.				
<b>5</b> COPA Internal Audit Requests-Minimum information that may be requested. Normally requested during COPA Annual GAAP Audit.				
<b>5*</b> See <b>5</b> above, this document does not have to be attached in /SAPSRM, but upon request you must pull the proof from eMarketplace.				