**Richland Borough**

***5 Pine Street, P.O. Box 676***

***Richland, PA 17087***

***Phone: 717-866-5601; Fax: 717-866-9418***

***richlandborough@comcast.net***

**RIGHT TO KNOW RESPONSE FORM**

**Re: Request Denied**

 June 15, 2020

MuckRock News

Attn: Arie Bronshtein

Dept. MR 95239

411A Highland Ave

Sommerville MA 02144-5216

Dear Arie:

Thank you for writing to the Richland Borough with your request for information pursuant to the PA Right to Know Law.

On June 11, 2020, you requested documents as follows:

1. All documents signed with procurement software or software to create and publish RFI, RFQ, RFP this agency uses or used in the past five years.

Additionally, if possible, please answer the following four questions:
a. What is the name of the procurement software you use (or the name of the software you use to create and publish RFI, RFQ, RFP)? N/A
b. What is the annual cost for this software? N/A
c. When did the most recent contract with the software provider begin? N/A
d. Do you use your ERP system to manage the process of RFI, RFQ, RFP? N/A

The Richland Borough does not possess this type of software and, according to **Section 705 of the Right to Know Law**, “an agency shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the agency does not currently compile, maintain, format or organize the record”.

Thank you.

Respectfully,

RICHLAND BOROUGH

Kelly Bricker

Open Records Officer

5 Pine Street, Richland, PA 17087

Phone: 717-866-5601