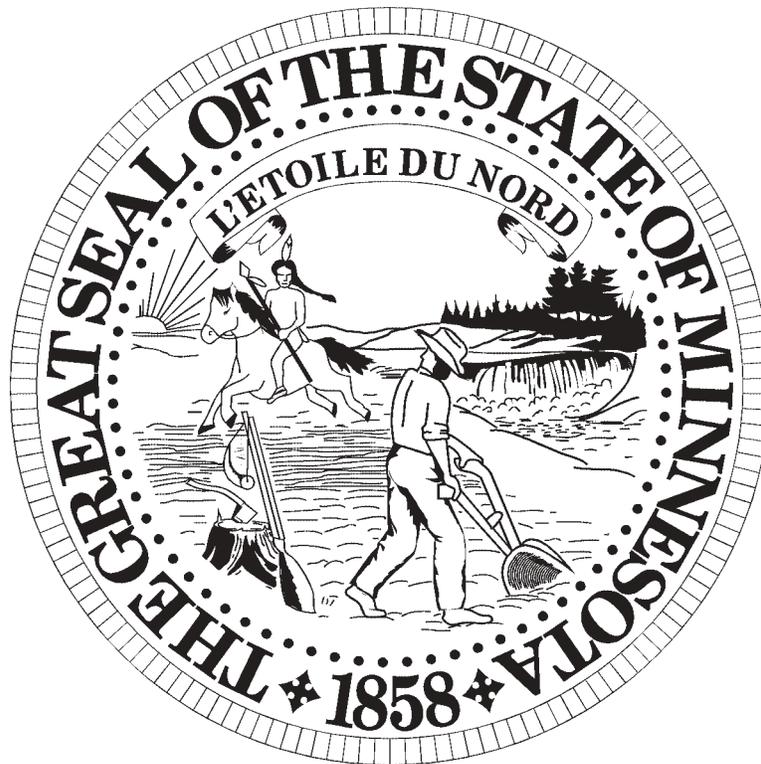


State of Minnesota

# State Register



**Rules, Executive Orders, Appointments,  
Commissioners' Orders, Revenue Notices, Official Notices, Grants,  
State Contracts & Loans, Non-State Bids, Contracts & Grants**

Published every Monday (Tuesday when Monday is a holiday)

**Monday 20 August 2007  
Volume 32, Number 8  
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# State Register

## Judicial Notice Shall Be Taken of Material Published in the *State Register*

The *State Register* is the official publication of the State of Minnesota, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes* § 14.46. The *State Register* contains:

- rules of state agencies
- commissioners' orders
- state grants and loans
- executive orders of the governor
- revenue notices
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
- appointments
- official notices

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## Printing Schedule and Submission Deadlines

| Vol. 32<br>Issue<br>Number | PUBLISH<br>DATE<br>( <b>BOLDFACE</b> shows<br>altered publish date) | Deadline for: Emergency Rules, Executive and<br>Commissioner's Orders, Revenue and Official Notices,<br>State Grants, Professional-Technical-Consulting<br>Contracts, Non-State Bids and Public Contracts | Deadline for Both<br>Adopted and Proposed<br>RULES |
|----------------------------|---|---|--|
| # 8                        | Monday 20 August  | Noon Tuesday 14 August  | Noon Wednesdays 8 August                           |
| # 9                        | Monday 27 August  | Noon Tuesday 21 August  | Noon Wednesday 15 August                           |
| # 10                       | <b>TUESDAY 4 SEPTEMBER</b>  | Noon Tuesday 28 August  | Noon Wednesday 22 August                           |
| # 11                       | Monday 10 September   | Noon Tuesday 11 September   | Noon Wednesday 5 September                         |

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**Website:** [www.senate.leg.state.mn.us/departments/secretary/seninfo.htm](http://www.senate.leg.state.mn.us/departments/secretary/seninfo.htm)

**House Public Information Services** (651) 296-2146  
State Office Building, Room 175,  
100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155  
**Website:** [www.house.leg.state.mn.us/hinfo/hinfo.htm](http://www.house.leg.state.mn.us/hinfo/hinfo.htm)

## Minnesota State Court System

**Court Information Office** (651) 296-6043  
MN Judicial Center, Rm. 135, 25 Rev. Dr. Martin Luther King Jr Blvd.,  
St. Paul, MN 55155 **Website:** [www.courts.state.mn.us](http://www.courts.state.mn.us)

## Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498  
U.S. Government Printing Office – Fax: (202) 512-1262  
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# Minnesota Rules: Amendments and Additions

## NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the most current edition of the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive; issue #26 cumulative for issues #1-26; issues #27-38 inclusive; issue #39, cumulative for issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

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## Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

## Minnesota Department of Agriculture

### ACRRA Board

#### Notice of Meeting Cancellation

The ACRRA Board meeting originally scheduled for September 19, 2007 has been CANCELED. The next scheduled meeting will be held on November 28, 2007, at the Department of Agriculture, 625 Robert Street North, St. Paul in Room OLF-B555 at 9:30 a.m.

## Department of Human Services

### Transition of Economic Stability Division

#### CORRECTION NOTICE

This is a correction to the notice published in the Minnesota State Register, August 6, 2007. The information on the food portion of the MFIP Transitional Standard published on August 6, 2007 was incorrect. The food portion below is corrected to reflect the October 1, 2007 USDA cost of living increase.

| Number of Eligible<br>People in the MFIP<br>Unit | Transitional<br>Standard | Cash<br>Benefit | Food<br>Portion |
|--|--------------------------|-----------------|-----------------|
| 1  | \$391                    | \$250           | \$141           |
| 2  | \$698                    | \$437           | \$261           |
| 3  | \$910                    | \$532           | \$378           |
| 4  | \$1091                   | \$621           | \$470           |
| 5  | \$1245                   | \$697           | \$548           |
| 6  | \$1425                   | \$773           | \$652           |
| 7  | \$1553                   | \$850           | \$703           |
| 8  | \$1713                   | \$916           | \$797           |
| 9  | \$1871                   | \$980           | \$891           |
| 10   | \$2024                   | \$1035          | \$989           |

If you have any questions regarding this information, please contact Linda Foster, Policy Analyst, Transition to Economic Stability Division, Department of Human Services, P.O. Box 64984, St. Paul, Minnesota 55164-0951; phone: 651-431-4039.

## Minnesota Board of Peace Officer Standards and Training

### Request for comments on Possible Amendment to Rules Governing Continuing Education and Accreditation, Minnesota Rules, Chapter 6700, Parts 0900, 0901 and 0902

Subject of Rules. The Minnesota Board of Peace Officer Standards and Training requests comments on its proposed amendment to rules governing continuing education and accreditation. The Board is considering non-substantive rule amendments that clarify the language, correct grammar and establish consistency of content throughout the three Parts.

The proposed substantive changes reflect how current practice has evolved since the original rules were established in the early 1980s. The amendments specific to continuing education sponsors and sponsors wishing to become accredited revise the application process for both by concisely listing the criteria for approval and the required documentation.

In addition, the proposed amendments to accreditation remove the limitation of many sponsors to apply to become an accredited (Cite 32 SR 349)

# Official Notices

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sponsor by deleting the obligation to designate a continuing education coordinator. Also, the proposed changes add more stringent criteria of two-year proven competency before approval will be granted and require additional documentation to maintain the approval.

**Persons Affected.** The amendment to the rules would likely affect a school, agency, individual or organization that has received authority from the board to provide approved courses for continuing education credit.

**Statutory Authority.** Minnesota Statutes, sections 626.84 to 626.83 authorizes the Board to adopt rules and standards relating to the selection, training and licensing of peace officers and part-time peace officers in Minnesota.

**Public Comment.** Interested persons or groups may submit comments or information on the proposed rule amendments in writing until further notice is published in the State Register the Board intends to adopt or to withdraw the proposed rules.

**Rules Drafts.** The Board has prepared a draft of the proposed rule amendments. To request a copy, communicate with the agency contact person.

**Agency Contact Person.** Written comments, questions or requests for more information on the possible rule amendments should be directed to:

Dee Dodge  
Minnesota Board of Peace Officer Standards and Training  
1600 University Avenue, Suite 200  
Saint Paul, Minnesota 55104  
[dee.dodge@state.mn.us](mailto:dee.dodge@state.mn.us)  
Direct 651.201.7789 Fax 651.643.3072  
Main 651.643.3060 TTY 651.297.2100

**Alternative Format.** This Request for Comments can be made available in an alternative format, such as large print, Braille or cassette tape. To make such a request, please communicate with the agency contact person.

## Minnesota Pollution Control Agency

### Regional Division

### Notice of Availability of the Draft Pomme de Terre River from Muddy Creek to Marsh Lake Fecal Coliform Total Maximum Daily Load Report and Request for Comments

Public Comment Period Begins: August 20, 2007

Public Comment Period Ends: September 20, 2007

The Minnesota Pollution Control Agency (MPCA) is requesting comments on the draft report for the Pomme de Terre River from Muddy Creek to Marsh Lake Fecal Coliform Total Maximum Daily Load (TMDL). One reach in the Pomme de Terre River Watershed is impaired because it does not meet the fecal coliform bacteria water quality standard. Written comments must be sent to the MPCA contact person listed below by September 20, 2007. The draft TMDL is available for review at <http://www.pca.state.mn.us/water/tmdl.html#drafttmdl>. Following the comment period, the MPCA will revise the draft TMDL Report and submit it to the U.S. Environmental Protection Agency (EPA) for approval.

One impaired reach is included in the draft TMDL Report. It was placed on the impaired waters list in 1994. A water body is “impaired” if it does not meet one or more of the federal Clean Water Act’s water-quality standards. The Clean Water Act requires the MPCA to identify and restore impaired waters, including preparing TMDL Reports. A TMDL Report is a scientific study that calculates the maximum amount of a pollutant a water body can receive (known as the “loading capacity”) without violating water quality standards.

The draft TMDL Report focuses on the fecal coliform loading capacity and general allocations necessary to meet water quality standards, rather than on precise loading reductions that may be required from specific sources. The loading capacities set in the draft TMDL Report will be used to guide bacteria reduction efforts. An implementation plan to achieve water quality standards in the impaired reaches must be submitted to the MPCA within one year of the approval of the TMDL Report by the EPA.

**Agency Contact Person.** Written or oral comments, petitions, questions, or requests to receive a draft of the TMDL Reports, and requests for more information should be directed to:

Muriel Runholt  
Minnesota Pollution Control Agency  
1420 East College Drive, Suite 900  
Marshall, Minnesota 56258

Phone: 507-537-7137 (direct)  
MN Toll Free: 1-800-657-3864  
Fax: 507-537-6001  
Email: [Muriel.Runholt@pca.state.mn.us](mailto:Muriel.Runholt@pca.state.mn.us)

TTY users may call the MPCA teletypewriter at 651-282-5332 or 1-800-657-3864.

**Preliminary Determination on the Draft TMDL Report:** The MPCA Commissioner has made a preliminary determination to submit this TMDL Report to the EPA for final approval. A draft TMDL Report and fact sheet are available for review at the MPCA office at the address listed above and at the MPCA web site <http://www.pca.state.mn.us/water/tmdl.html#drafttmdl>. Suggested changes will be considered before the final TMDL Report is sent to the EPA for approval.

**Written Comments:** You may submit written comments on the conditions of the draft TMDL Report or on the Commissioner's preliminary determination.

Written comments must include the following:

1. A statement of your interest in the draft TMDL Report;
2. A statement of the action you wish the MPCA to take, including specific references to sections of the draft TMDL that you believe should be changed; and
3. The reasons supporting your position, stated with sufficient specificity as to allow the Commissioner to investigate the merits of your position.

**Petition for Public Informational Meeting:** You also may request that the MPCA Commissioner hold a public informational meeting. A public informational meeting is an informal meeting that the MPCA may hold to solicit public comment and statements on matters before the MPCA and to help clarify and resolve issues.

A petition requesting a public informational meeting must include the following information:

1. A statement identifying the matter of concern;
2. The information required under items 1 through 3 of "Written Comments," identified above;
3. A statement of the reasons the MPCA should hold a public informational meeting; and
4. The issues that you would like the MPCA to address at the public informational meeting.

**Petition for Contested Case Hearing:** You also may submit a petition for a contested case hearing. A contested case hearing is a formal evidentiary hearing before an administrative law judge. In accordance with Minn. R. 7000.1900, the MPCA will grant a petition to hold a contested case hearing if it finds that: (1) there is a material issue of fact in dispute concerning the application or draft TMDL Report; (2) the MPCA has the jurisdiction to make a determination on the disputed material issue of fact; and (3) there is a reasonable basis underlying the disputed material issue of fact or facts such that the holding of the contested case hearing would allow the introduction of information that would aid the MPCA in resolving the disputed facts in making a final decision on the draft TMDL Report. A material issue of fact means a fact question, as distinguished from a policy question, whose resolution could have a direct bearing on a final MPCA decision.

A petition for a contested case hearing must include the following information:

1. A statement of reasons or proposed findings supporting the MPCA decision to hold a contested case hearing according to the criteria in Minn. R. 7000.1900, as discussed above; and
2. A statement of the issues proposed to be addressed by a contested case hearing and the specific relief requested or resolution of the matter.

In addition and to the extent known, a petition for a contested case hearing should also include the following information:

1. A proposed list of prospective witnesses to be called, including experts, with a brief description of proposed testimony or summary of evidence to be presented at a contested case hearing;
2. A proposed list of publications, references, or studies to be introduced and relied upon at a contested case hearing; and
3. An estimate of time required for you to present the matter at a contested case hearing.

**MPCA Decision:** You may submit a petition to the Commissioner requesting that the MPCA Citizens' Board consider the TMDL Report approval. To be considered timely, the petition must be received by the MPCA by 4:30 p.m. on the date the public comment period ends, identified on page 1 of this notice. Under the provisions of Minn. Stat. § 116.02, subd 6(4), the decision whether to submit the TMDL Report and, if so, under what terms will be presented to the Board for decision if: (1) the Commissioner grants the petition requesting the matter be presented to the Board; (2) one or more Board members request to hear the matter before the time the Commissioner makes a final decision on the TMDL Report; or (3) a timely request for a contested case hearing is pending. You may participate in the activities of the MPCA Board as provided in Minn. R. 7000.0650.

The written comments, requests, and petitions submitted on or before the last day of the public comment period will be considered in the final decision on this TMDL Report. If the MPCA does not receive written comments, requests, or petitions during the public comment period, MPCA staff as authorized by the Board, will make the final decision on the draft TMDL Report.

# Official Notices

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## State Rehabilitation Council

### Meeting dates August through December 2007

The State Rehabilitation Council will meet on the following dates at the designated location. For more information, please contact the Department of Employment and Economic Development at: phone: (800) 328-9095; 651-296-5629. TTY: (800) 657-3973; 651-296-3900. If accommodations are required, please request them no later than one week in advance.

August 22, 2007

Radisson Hotel Roseville  
2540 North Cleveland Avenue  
Roseville, MN 55113

September 26, 2007

Public Forum, agenda and details published end of August  
10:00 a.m. – 4:30 p.m.  
Courtyard by Marriott  
1080 28<sup>th</sup> Avenue South  
Moorhead, MN 56560  
218-284-1000

October 24, 2007

9:00 a.m. to 2:00 p.m.  
Radisson Hotel Roseville  
2540 North Cleveland Avenue  
Roseville, MN 55113

December 5, 2007

9:00 a.m. to 2:00 p.m.  
Radisson Hotel Roseville  
2540 North Cleveland Avenue  
Roseville, MN 55113

## State Contracts

**Informal Solicitations:** Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be published in the *State Register* or posted on the Department of Administration, Materials Management Division's (MMD) Web site. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD Web site at [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us) for informal solicitation announcements.

**Formal Solicitations:** Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be published in the *State Register*. Certain quasi-state agency and Minnesota State College and University institutions are exempt from these requirements.

**Requirements:** There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements:

- \$0 - \$5000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600
- \$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days;
- \$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and
- anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days

## Department of Administration Real Estate & Construction Services

### Notice of State Real Property For Sale

**NOTICE IS HEREBY GIVEN** that the Department of Administration is offering for sale by sealed bid the real property located 25698 Ableman Trail, Faribault, Minnesota. The property contains a 5 bedroom, 2 bathroom rambler style home situated on 1.1 acres located approximately 4 miles south of Faribault on a frontage road along Hwy I-35. Minimum bid reduced to \$175,000. \$30K allowance to buyer at closing for repairs and closing costs. To obtain a copy of the bid package, visit [www.admin.state.mn.us/recs](http://www.admin.state.mn.us/recs) (click on Notices), email [wayne.waslaski@state.mn.us](mailto:wayne.waslaski@state.mn.us) or call 651.201.2548. Written bids must be received no later than 2:30 p.m., on Tuesday, September 18, 2007.

## Capitol Area Architectural and Planning Board Notice of Request for Proposals for a Rewriting and Update of the Rules Governing Zoning and Design for the Minnesota State Capitol Area

The Capitol Area Architectural and Planning Board (CAAPB) is soliciting proposals from qualified consultants to rewrite and update the official *Rules Governing Zoning and Design for the Minnesota State Capitol Area*. The consultant (team) to be selected must include a registered design professional.

A complete Request for Proposal is available from:

Paul Mandell, CAAPB  
Suite 204 Administration Building  
50 Sherburne Avenue  
Saint Paul MN 55155  
Phone: 651-296-6719  
Email: [paul.mandell@state.mn.us](mailto:paul.mandell@state.mn.us)

The CAAPB has estimated the cost of this project should not exceed \$35,000 (thirty-five thousand dollars), and the anticipated project period is mid-October, through the fall of 2008, due to the fact that as a state agency, the work will be required to follow Administrative Procedures Act (APA).

Responses are due by Wednesday, September 19, 2007, at 4:00 p.m. CDT. Late proposals, fax, or email proposals, will not be accepted.

This request does not obligate the State to award a contract or complete the work contemplated in this notice, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest. All expenses incurred in responding to this notice are solely the responsibility of the responder.

# State Contracts

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## Minnesota State Colleges and Universities

### Request for Proposals for Executive Search Consultants

NOTICE IS HEREBY GIVEN that the Office of the Chancellor is requesting proposals to assist in developing a list of qualified search consultants for fiscal year 2008. If it is necessary to conduct a search, a consultant will be selected from the list. A copy of the full Request for Proposal is posted on the website at: [http://www.hr.mnscu.edu/08\\_rfp\\_search\\_consultants.pdf](http://www.hr.mnscu.edu/08_rfp_search_consultants.pdf). For further information, please contact:

Sandy Smith  
Minnesota State Colleges and Universities  
30 7<sup>th</sup> Street East, Suite 350  
St. Paul, MN 55101  
Telephone: (651) 296-3891  
Email: [sandy.smith@so.mnscu.edu](mailto:sandy.smith@so.mnscu.edu)  
Fax: (651) 297-3145

Sealed proposals must be received at the above address no later than Wednesday, September 5, 2007, at 4:00 p.m. CDT. The responder shall submit two (2) copies of its RFP response. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. One copy of the proposal must be unbound and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response. Fax and e-mail responses will not be considered. Proposals received after this date and time will be returned to the responder unopened.

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities (MnSCU) system, its Board of Trustees or the Office of the Chancellor to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest.

## Minnesota State Colleges and Universities (MnSCU)

### Request for Proposal for a Study of Higher Education Needs in the Mesabi Range Region

NOTICE IS HEREBY GIVEN that the Office of the Chancellor, Minnesota State Colleges and Universities is seeking proposals to conduct a study of student demand and employer needs for higher education in the Mesabi Range region of Northeastern Minnesota. The study will be conducted as a collaboration among Minnesota State Colleges and Universities, the University of Minnesota Duluth, and the Range Association of Municipalities and Schools. Applicants will be expected to document prior experience in assessing needs and identifying strategies for providing higher education in science, technology and engineering.

To request a copy of the Request for Proposal or for additional information, contact:

Ron Dicklich  
Executive Director, Range Association of Municipalities and Schools  
P. O. Box 705, Buhl, MN 55713  
Telephone: 218-258-3216  
Fax: 218-258-3217  
Email: [rond@uslink.net](mailto:rond@uslink.net)

Proposals are due by Monday, September 10, 2007, 5:00 p.m. CDT.

This notice and the Request for Proposal do not obligate the State of Minnesota or Minnesota State Colleges and Universities to award a contract; the Minnesota State Colleges and Universities reserves its rights to withdraw from the RFP if it is considered to be in its best interest, to reject any or all proposals, and to waive any irregularities or informalities in proposals received.

## Minnesota State Colleges and Universities (MnSCU)

### Winona State University

### Request for Proposals for Contracted Services From An Executive Search Firm

NOTICE IS HEREBY GIVEN given that Winona State University is seeking proposals for contracted services from an executive search firm to conduct a national search for a Vice President for Finance and Admin Services.

Proposal specifications will be available August 20, 2007 by contacting the Purchasing Department at PO Box 5838, 205 Somsen Hall, Winona, MN 55987, email [sschmitt@winona.edu](mailto:sschmitt@winona.edu) or by calling (507) 457-5067.

Sealed proposals must be received by Sandra Schmitt at PO Box 5838, or at 175 W. Mark St., Somsen 205G, Business Office, Winona State University, Winona, MN 55987 by 3:00 PM CST Wednesday, September 5, 2007.

Winona State University reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received.

### **Department of Employment and Economic Development Notice of Availability of Contract for CareerOneStop User Experience Architecture Services**

The Minnesota Department of Employment and Economic Development (DEED) is requesting proposals for the purpose of ongoing user experience architecture services to work with DEED and its subcontractors in designing enhancements to the CareerOneStop.org Web site to meet the U.S. Department of Labor's requirements while providing the site's users with a high quality experience that provides relevant, accurate and timely information about employment and career management. The desired outcomes would include:

- Give the CareerOneStop team (sponsoring agencies, content providers, designers and developers) a shared, consistent understanding of our users and their behaviors
- Improve the quality of the user experience for people who visit CareerOneStop
- Collaborate with the CareerOneStop team to improve performance as measured by the number of unique visitors to CareerOneStop and the length of visits
- Support the CareerOneStop team as we establish a user experience process

Work is proposed to start after September 24, 2007.

The Request for Proposals can be requested by email from this office through August 27, 2007. The last date the office will send out RFP's by email is August 27, 2007. An emailed request is required to receive the Request for Proposal.

The Request for Proposal can be obtained from:

Meredith Anderson  
Workforce Development Division  
Department of Employment and Economic Development  
332 Minnesota Street, Suite E200  
St. Paul, Minnesota 55101  
Email: [CareerOneStop.RFP@state.mn.us](mailto:CareerOneStop.RFP@state.mn.us)

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 3 PM Central Standard Time on September 4, 2007. Late proposals will not be considered. Faxed or e-mailed proposals will not be considered.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

### **Minnesota Historical Society Request for Proposals for FY08 Direct Mail Acquisition - Membership Program**

The Minnesota Historical Society is seeking proposals from qualified vendors to provide direct mail acquisition services involving a total of approximately 200,000 pieces. These services will include theme development and copywriting, graphic design, printing, data processing, and mailing services, project management, postage (using the Society's bulk rate permit), list rental, and a test. The work will begin in early fall and continue through June 30, 2008.

The Request for Proposals is available from:

Mary Green-Toussaint  
Purchasing Coordinator  
Minnesota Historical Society  
345 Kellogg Blvd. W.

# State Contracts

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St. Paul, Minnesota 55102.  
Telephone: 651-259-3175  
Email: [mary.green-toussaint@mnhs.org](mailto:mary.green-toussaint@mnhs.org)

Bids must be received no later than 2:00 p.m., Local Time, Tuesday, September 18, 2007. Late bids will not be accepted.

## Minnesota Department of Human Services HIV/AIDS Division

### Notice of Request for Proposals to Plan and Execute Conference

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services is requesting proposals to plan and execute a conference known to be Empowering Heroes.

Work is proposed to start October 1, 2007. For more information, or to obtain a copy of the Request for Proposal, contact:

Mary Grandy  
Department of Human Services  
HIV/AIDS Division  
P.O. Box 64972  
444 Lafayette Road North, St. Paul, MN 551550972  
Phone: (651) 431-2849, Fax: (651) 431-2414  
[Mary.m.grandy@state.mn.us](mailto:Mary.m.grandy@state.mn.us)

This is the only person designated to answer questions by potential responders regarding this request.

Proposals submitted in response to this Request for Proposals must be received at the address above no later than **4:00 p.m., Central Time, September 14, 2007. Late proposals will not be considered.** Fax or e-mailed proposals will **not** be considered.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

## Department of Natural Resources

### Notice of Availability of Contract for Electronic License System Certification# 13020 Amount of proposed contract: \$15.5 million over 5 years

The Minnesota Department of Natural Resources is requesting proposals from qualified vendors for the purpose of developing and operating an Electronic Licensing System that will issue hunting and fishing licenses, hunting lottery applications and the registration and titling of watercraft, snowmobiles, all-terrain vehicles, off-highway motorcycles, and off-road vehicles, with sales at agent locations, the internet, and phone. The new system will replace the current Electronic Licensing System.

The vendor will supply services and equipment to support the development, implementation and management of an electronic license sales system as described in the request for proposal.

Work is proposed to start after January 2008. Statewide implementation by February 2009.

A Request for Proposals will be available by mail from this office through November 2, 2007. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After November 2, 2007, the Request for Proposal must be picked up in person. The Request for Proposal can be obtained from:

John Nordby  
Minnesota Department of Natural Resources  
Division of Fish and Wildlife/License Center  
500 Lafayette Rd  
St Paul MN 55155-4026  
Fax 651-297-8851

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than **November 9, 2007, 4:30 pm CDT. Late proposals will not be considered.** Fax or e-mailed proposals will **not** be considered.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

## Department of Revenue

### Request for Proposals for Grants to Provide Taxpayer Assistance Services to Low Income and Disadvantaged Minnesota Residents

#### Program Background

The Minnesota Department of Revenue is soliciting proposals from one or more non-profit organizations, qualifying under §501(c)(3) of the Internal Revenue Code of 1986, to receive grants to coordinate, facilitate, encourage, and aid in the provision of taxpayer assistance services.

“Taxpayer-assistance services” include accounting and tax-preparation services provided by volunteers to low-income and disadvantaged Minnesota residents to help them file federal and state income tax returns, Minnesota property tax refund claims and to provide personal representation before the Minnesota Department of Revenue and the Internal Revenue Service.

Pursuant to Laws of Minnesota 2005, First Special Session, Chapter 3, Article 11, Section 9, the Commissioner of Revenue has authority to issue grants totaling \$400,000 for the 2008-2009 biennium. The Department of Revenue will issue grants totaling \$200,000 each fiscal year (July 1 through June 30). The Department intends to award \$200,000 this year.

#### Funded Activities

1. Recruitment of volunteers to provide taxpayer-assistance services.
2. Training of volunteers to provide taxpayer-assistance services.
3. Provision of free taxpayer-assistance services to low-income or disadvantaged people.
4. Materials that directly aids in tax preparation

Organizations awarded grant funding will be notified on or about September 25, 2007.

All proposals must be received no later than 2:00 p.m., September 11, 2007, in the manner specified in the Request for Proposals document. Late proposals will not be accepted.

A complete paper copy of the Request for Proposals may be obtained from:

Contracts Unit  
Minnesota Department of Revenue  
Mail Station 4220  
St. Paul, MN 55146-4220  
Email: [dor.rfp@state.mn.us](mailto:dor.rfp@state.mn.us)  
Fax: 651-556-3122

Please refer to this notice in your written request. In your request include your complete street mailing address, email address, phone number and fax number.

Copies of the Request for Proposals are available on paper or electronically.

## Minnesota State Lottery

### Notice of Request for Bid Design and Production of Scratch Game Tickets

The Minnesota State Lottery intends to issue a Request for Bid on or about August 20, 2007 for a secondary contract for the design and production of Scratch Game Tickets.

A copy of the RFB can be found on the Lottery’s special website:

<http://www.mnlottery.com/vendorops/scratchRFB.pdf> in PDF format, or contact:

Carolyn Ross  
Contracts Manager  
Minnesota State Lottery  
2645 Long Lake Road  
Roseville, MN 55113  
651-635-8102 (direct)  
888-568-8379 ext. 102 (toll-free)  
Email: [carolynr@mnlottery.com](mailto:carolynr@mnlottery.com)

# State Contracts

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## Department of Transportation (Mn/DOT)

### Engineering Services Division

#### Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (“Consultant Pre-Qualification Program”)

This document is available in alternative formats for persons with disabilities by calling Brad Hamilton at (651) 366-4626 for persons who are hearing or speech impaired by calling Minnesota Relay Service at (800) 627-3529.

Mn/DOT, worked in conjunction with the Consultant Reform Committee, the American Council of Engineering Companies of Minnesota (ACEC/MN), and the Department of Administration, to develop the Consultant Pre-Qualification Program as a new method of consultant selection. The ultimate goal of the Pre-Qualification Program is to streamline the process of contracting for highway related professional/technical services. Mn/DOT awards most of its consultant contracts for highway-related technical activities using this method, however, Mn/DOT also reserves the right to use Request for Proposal (RFP) or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to use the Consultant Pre-Qualification Program.

Mn/DOT is currently requesting applications from consultants. Refer to Mn/DOT’s Consultant Services web site, indicated below, to see which highway related professional/technical services are available for application. Applications are accepted on a continual basis. All expenses incurred in responding to this notice will be borne by the responder. Response to this notice becomes public information under the Minnesota Government Data Practices.

Consultant Pre-Qualification Program information, application requirements and applications forms are available on Mn/DOT’s Consultant Services web site at: <http://www.dot.state.mn.us/consult>.

Send completed application material to:

Brad Hamilton  
Consultant Services  
Office of Technical Support  
Minnesota Department of Transportation  
395 John Ireland Blvd. Mail Stop 680  
St. Paul Minnesota 55155

**Note: DUE DATE: APPLICATION MATERIAL WILL BE ACCEPTED ON A CONTINUAL BASIS.**

## Department of Transportation (Mn/DOT)

### Engineering Services Division

#### Notice Concerning Professional/Technical Contract Opportunities

**NOTICE TO ALL:** The Minnesota Department of Transportation (Mn/DOT) is now placing additional public notices for professional/technical contract opportunities on Mn/DOT’s Consultant Services **website** at: [www.dot.state.mn.us/consult](http://www.dot.state.mn.us/consult).

New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

## Non-State Bids, Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of commodity, project or tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from the date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact editor for further details.

### Anoka County

#### Notice of Request for Proposals for a Financial Accounting Collections Tracking System (FACT System) including Software and Professional Services

**NOTICE IS HEREBY GIVEN** Anoka County is seeking proposals to provide the Human Services Division with a financial tracking system, with client case management, to assist the division in the performance of its duties. Anoka County seeks to contract with an outside vendor to provide professional services to develop a Phase I FACT System implementation report and a phased plan, and provide software and service for the Phase II implementation of the FACT System including the proposed application software, software delivery, installation and configuration, implementation, software modification/development, project management, interfaces and integration development, data migration/conversion, documentation, training, software maintenance, and support services.

Proposals shall be submitted in exact accordance with the Request for Proposals (RFP) Package. The Request for Proposals Package may be obtained at the Anoka County web site on **Wednesday, August 22, 2007**: <http://www.co.anoka.mn.us/bids>.

Proposal due date: **Monday, October 29, 2007** at 4:00 p.m. Central Daylight Saving Time.

If one needs an accommodation, such as an interpreter or printed material in an alternate format (i.e. Braille, large print, or audio), contact John Sullivan, Risk & Procurement Manager at 763-323-5370, TDD/TTY 763-323-5289.

### Metropolitan Council

#### Notice of Request for Proposals (RFP) Computer Training - Contract 07P092

The Metropolitan Council is requesting proposals for Instructor-led computer skill training. The majority of training will be for Window XP, Microsoft Office 2003, Microsoft Outlook 2003, and Palm Pilot. The contract will be up to four years.

A tentative schedule for the project is as follows:

|                                    |                    |
|------------------------------------|--------------------|
| Issue Request for Proposals        | August 20, 2007    |
| Receive Proposals                  | September 17, 2007 |
| Contract negotiated, executed, NTP | October 31, 2007   |

All firms interested in being considered for this project and desiring to receive an RFP package are invited to submit a Letter of Interest to:

Miriam Lopez-Rieth, Contracts and Procurement Unit  
Metropolitan Council  
390 North Robert Street  
St. Paul, MN 55101  
PHONE: 651-602-1095  
FAX 651-602-1183  
Email: [Miriam.Lopez-Rieth@metc.state.mn.us](mailto:Miriam.Lopez-Rieth@metc.state.mn.us)

Inquiries regarding technical aspects of the project should be directed to Gordon Backlund 651-602-1801.

# Non-State Bids, Contracts & Grants

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## Metropolitan Council - Metro Transit

### East Metro High Speed Roll-Up Doors

Metro Transit, a service of the Metropolitan Council, is soliciting sealed bids for East Metro Garage High Speed Roll-Up Doors. A Pre-Bid Meeting will be held at 2:00 PM, Tuesday, August 28, 2007 at the Metro Transit East Metro Garage, located at 800 Mississippi Street, St. Paul, MN, 55130. Meet at the main pedestrian entrance. Bids are due at 2:00 PM on September 18, 2007. Bids must be submitted in accordance with the Invitation for Bids document available from:

Metropolitan Council  
Metro Transit Purchasing Department  
Attn: Candace Osiecki  
515 N. Cleveland Avenue  
St. Paul, MN 55114  
(612) 349-5070  
Email: [candace.osiecki@metc.state.mn.us](mailto:candace.osiecki@metc.state.mn.us)

## Metropolitan Council - Metro Transit

### LRT Warehouse Station Tactile Warning Edge Repairs

Metro Transit, a service of the Metropolitan Council, is soliciting sealed bids for LRT Warehouse Station Tactile Warning Edge Repairs. A Pre-Bid Meeting will be held 10:00 AM, Monday, August 27, 2007 at the Warehouse Station, located at 23 North 5<sup>th</sup> Street, Minneapolis, MN. Meet at the 1<sup>st</sup> Avenue North side of station on station platform. Bids are due at 3:00 PM on September 5, 2007. Bids must be submitted in accordance with the Invitation for Bids document available from:

Metropolitan Council  
Metro Transit Purchasing Department  
Attn: Candace Osiecki  
515 N. Cleveland Avenue  
St. Paul, MN 55114  
(612) 349-5070  
Email: [candace.osiecki@metc.state.mn.us](mailto:candace.osiecki@metc.state.mn.us)

## Minnehaha Creek Watershed District

### Wetland and Upland Restoration, 301 Rolling Hills Drive

**NOTICE IS HEREBY GIVEN** that the Minnehaha Creek Watershed District (MCWD) is soliciting bids for wetland and upland restoration of approximately 30 acres. The project is located 301 Rolling Hills Drive in the City of Minnetrista. Work shall begin no later than October 1, 2007.

Sealed Bid Proposals for the furnishing of all labor, materials and all other items necessary to complete the work will be received by Minnehaha Creek Watershed District at its office, 18202 Minnetonka Boulevard, Deephaven, MN until 12:00 PM, September 19, 2007. Bid submittals must be clearly labeled "MCWD 301 Rolling Hills Drive Bid Package" on the outside of the submittal package. All communications relative to this project should be addressed to the Project Manager prior to opening of the Bid. Minnehaha Creek Watershed District: Attention Renae Clark, [rclark@minnehahacreek.org](mailto:rclark@minnehahacreek.org) or phone (952) 471-0590.

Contractors desiring a copy of the bid package, plans, specifications and proposal forms may obtain them from the office of Minnehaha Creek Watershed District, payment of a \$25.00 non-refundable fee for each bid package. Bid packages are also available for examination at each location, or electronicall at: <ftp://www.minnehahacreek.org/301%20Rolling%20Hills%20Drive%20Specifications/>

A mandatory pre-bid meeting will be held at the Minnehaha Creek Watershed District office at 12:00 PM on September 12, 2007.

Each bid proposal shall be submitted on forms furnished for that purpose. Each bid proposal shall be accompanied by a "Bid Security" in the form of a certified or cashier's check made payable to Minnehaha Creek Watershed District ("owner") in an amount not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the Owner, with a surety company

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## Non-State Bids, Contracts & Grants

duly authorized to do business in the state of Minnesota, such Bid Security to be a guarantee that the bidder, if awarded a contract, will enter into a contract with Minnehaha Creek Watershed District; and the amount of the certified check will be retained or the bond enforced by the Owner in case the bidder fails to do so. The Owner will retain the deposits for the three lowest bidders until the contract has been awarded and executed but not longer than sixty (60) days. No bid may be withdrawn for a period of sixty (60) days following the bid opening.

The bid of the lowest responsible bidder is intended to be accepted on or before the expiration of sixty (60) days after the date of the opening of bids. The Owner, however, reserves the right to reject any or all bids and to waive any minor irregularities, informalities or discrepancies, and further reserves the right to award the contract in the best interest of Minnehaha Creek Watershed District.

### University of Minnesota Subscribe to Bid Information Service (BIS)

The University of Minnesota offers 24 hour/day, 7day/week access to all Request for Bids/Proposals through its web-based Bid Information Service (BIS). Subscriptions to BIS are free. Visit our website at [bidinfo.umn.edu](http://bidinfo.umn.edu) or call the BIS Coordinator at (612) 625-5534.

Request for Bids/Proposals are also available to the public each business day from 8:00 a.m. to 4:30 p.m. in the Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Minneapolis, Minnesota 55454.

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