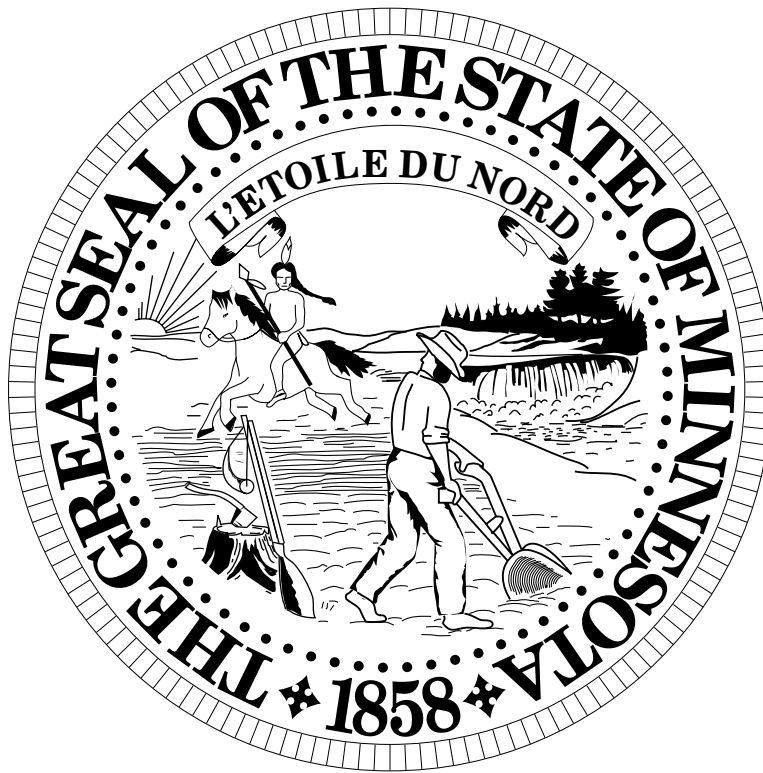


State of Minnesota

State Register

Rules and Official Notices Edition



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Monday 18 October 1999
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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:

- proposed, adopted, exempt, expedited emergency and withdrawn rules
- executive orders of the governor
- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
- official notices
- state grants and loans
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
- certificates of assumed name, registration of insignia and marks

| | | |
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| Vol. 24 Issue Number | PUBLISH DATE | Deadline for both Adopted and Proposed RULES | Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts |
|----------------------------|-------------------|--|---|
| #16 | Monday 18 October | Noon Wednesday 6 October | Noon Tuesday 12 October |
| #17 | Monday 25 October | Noon Wednesday 13 October | Noon Tuesday 19 October |
| #18 | Monday 1 November | Noon Wednesday 20 October | Noon Tuesday 26 October |
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PUBLISHING NOTICES IN THE *State Register*: Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to 651-297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$115.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double-spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Contact the editor if you have questions.

An "**Affidavit of Publication**" can be obtained at a cost of \$10.00 for notices published in the *State Register*. This service includes a notarized "Affidavit of Publication" and a copy of the issue of the *State Register* in which the notice appeared.

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FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

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Room 231 State Capitol, St. Paul, MN 55155

Contact: House Information Office (651) 296-2146
Room 175 State Office Building, St. Paul, MN 55155

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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 1997 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 issue 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, 117 University Avenue, St. Paul, MN 55155 (651) 297-3000, or toll-free 1-800-657-3757.

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Proposed Rules

Comments on Planned Rules or Rule Amendments

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, and within 60 days of the effective date of any new statutory grant of required rulemaking.

Rules to be Adopted After a Hearing

After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

Rules to be Adopted Without a Hearing

Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Department of Revenue

Property Tax Division

Proposed Permanent Rules Relating to Utilities; Valuation and Assessment of Electric, Gas Distribution, and Pipeline Companies

NOTICE OF HEARING on Proposed Amendment to Rules Relating to Utilities; Valuation and Assessment of Electric, Gas Distribution and Pipeline Companies; *Minnesota Rules*, parts 8100.0100 – 8100.0500; and Proposed Repeal of *Minnesota Rules*, part 8100.0100, subpart 5a.

Public Hearing. The Department of Revenue intends to adopt rules after a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.131 to 14.20. The agency will hold a public hearing on the above-entitled rules in the Skjogstad Room at the Department of Revenue building, 600 North Robert Street, Saint Paul, Minnesota 55146, starting at 9:30 a.m. on Thursday, November 18, 1999, and continuing until the hearing is completed. Additional days of hearing will be scheduled if necessary. All interested or affected persons will have an opportunity to participate by submitting either oral or written data, statements, or arguments. Statements may be submitted without appearing at the hearing.

Administrative Law Judge. The hearing will be conducted by Administrative Law Judge Richard C. Luis, who can be reached at the Office of Administrative Hearings, 100 Washington Square, Suite 1700, Minneapolis, Minnesota 55401-2138, telephone # (612) 349-2542, and FAX # 612-349-2665. The rule hearing procedure is governed by *Minnesota Statutes*, sections 14.131 to 14.20, and by the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2000 to 1400.2240. Questions concerning the rule hearing procedure should be directed to the Administrative Law Judge.

Subject of Rules, Statutory Authority, and Agency Contact Person. The subject of the hearing will be the proposed rules governing Utilities; Valuation and Assessment of Electric, Gas Distribution and Pipeline Companies; *Minnesota Rules*, parts 8100.0100 – 8100.0500, and the proposed repeal of *Minnesota Rules*, part 8100.0100, subpart 5a. The proposed rules and proposed repealer are authorized by *Minnesota Statutes*, section 270.06, clause (14), and section 270.11, subdivisions 1 and 6. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed. The agency contact person is: Ron Cook, Minnesota Department of Revenue, MS 3340, Saint Paul, Minnesota 55146-3340; telephone # (651) 297-2166, FAX # (651) 297-2166. TTY users may call the Department of Revenue at (651) 297-2196.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

Statement of Need and Reasonableness. A Statement of Need and Reasonableness is now available for review at the agency offices and at the Office of Administrative Hearings. This statement contains a summary of the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. The statement may be reviewed and copies obtained at the cost of reproduction from either the agency or the Office of Administrative Hearings.

Public Comment. You and all interested or affected persons, including representatives of associations and other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the close of the hearing record. All evidence presented should relate to the proposed rules. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. This five-day comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the Administrative Law Judge at the hearing. Following the comment period, there is a five-working-day response period during which the agency and any interested person may respond in writing to any new information submitted. No additional evidence may be submitted during the five-day response period. All comments and responses submitted to the Administrative Law Judge must be received at the Office of Administrative Hearings no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings. The agency requests that any person submitting written views or data to the Administrative Law Judge prior to the hearing or during the comment period also submit a copy of the written views or data to the agency contact person at the address stated above.

Alternative Format/Accommodation. Upon request, this Notice can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request or if you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

Modifications. The proposed rules may be modified as a result of the rule hearing process. Modifications must be supported by data and views presented during the rule hearing process, and the adopted rules may not be substantially different than these proposed rules. If the proposed rules affect you in any way, you are encouraged to participate.

Adoption Procedure After The Hearing. After the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rules. You may ask to be notified of the date when the judge's report will become available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date on which the agency adopts the rules and files them with the Secretary of State, or ask to register with the agency to receive notice of future rule proceedings, and can make these requests at the hearing or in writing to the agency contact person stated above.

Lobbyist Registration. *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Questions regarding this requirement may be directed to the Campaign Finance and Public Disclosure Board at: First Floor South, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone 651-296-5148 or 1-800-657-3889.

Order. I order that the rulemaking hearing be held at the date, time, and location listed above.

Matthew G. Smith, Commissioner
Minnesota Department of Revenue

8100.0100 DEFINITIONS.

[For text of subs 1 to 5, see M.R.]

Subp. 5a. See repealer.

Subp. 6. **Electric company.** "Electric company" means any company engaged in the generation, transmission, or distribution of electric power, excluding ~~cooperatives and~~ municipal corporations.

Subp. 7. **Gas distribution company.** "Gas distribution company" means any company engaged in the distribution of natural or synthetic gas, excluding ~~the cooperatives and~~ municipal corporations.

[For text of subs 8 to 16, see M.R.]

8100.0200 INTRODUCTION.

The commissioner of revenue will estimate the valuation of the entire system of a utility company operating within the state. The entire system will be valued as a unit instead of valuing the component parts, utilizing data relating to the cost of the property and the earnings of the company owning or operating the property. The resulting valuation will be allocated or assigned to each state in which the utility company operates. Finally, by the process of apportionment, the portion allocated to Minnesota will be distributed to the various taxing districts within the state. Most of the data used in the valuation, allocation, and apportionment process will be drawn from reports submitted to the Department of Revenue by the utility companies. These reports will include Minnesota Department of Revenue Annual Utility Reports (UTL forms), Reports to the Minnesota Public Utilities Commission, Annual Reports to Shareholders, Annual Reports to the Federal Energy Regulatory Commission, United States Department of Agriculture,

Rural Utility Service or equivalent, and Annual Reports to the Interstate Commerce Commission. Periodic examinations of the supporting data for these reports will be made by the Department of Revenue.

The methods, procedures, indicators of value, capitalization rates, weighting percents, allocation factors, and equalization will be used as described in parts 8100.0300 to 8100.0700 for ~~1997~~ 2000 and subsequent years.

As in all property valuations, the commissioner of revenue reserves the right to exercise his or her judgment whenever the circumstances of a valuation estimate dictate the need for it.

8100.0300 VALUATION.

Subpart 1. **General.** Because of the unique character of public utility companies, such as being subject to stringent government regulations over operations and earnings, the traditional approaches to valuation estimates of property (cost, capitalized income, and market) must be modified when utility property is valued. Consequently, for the ~~1997~~ 2000 and subsequent assessment years, the value of utility company property will be estimated in the manner provided in this chapter.

[For text of subs 2 and 3, see M.R.]

Subp. 4. **Income approach.** The income indicator of value will be estimated by weighting the capitalized net operating earnings of the utility company, ~~adjusted for the earnings growth rate~~, for the most recent three years as follows: most recent year, 40 percent; previous year, 35 percent; and final year, 25 percent. ~~The earnings growth rate adjustment is performed by adding the earnings growth rate, expressed in decimal form, to one, squaring the sum of the two numbers, and multiplying the result by the net operating income figure.~~ The net income, ~~adjusted for the earnings growth rate~~, will be capitalized by applying to it a capitalization rate which will be computed by using the band of investment method. This method will consider:

- A. the capital structure of utilities;
- B. the cost of debt or interest rate;
- C. the yield on preferred stock of utilities; and
- D. the yield on common stock of utilities.

Rates will be computed for electric companies, gas distribution companies, and pipeline companies. The rates will be recalculated each year using the method described in this subpart.

The income indicator of value computed in accordance with this subpart will be weighted for each class of utility company as follows: electric companies, 25 percent; gas distribution companies, 25 percent; and pipeline companies, 25 percent.

The following example illustrates how the income indicator of value would be computed for a gas distribution company:

| | 1993 <u>1998</u> | 1994 <u>1999</u> | 1995 <u>2000</u> |
|---|--|--|--|
| 1. Net Operating Income | \$ 500,995 <u>\$ 394,000</u> | \$ 420,850 <u>\$ 450,000</u> | \$ 510,990 <u>\$ 470,000</u> |
| 2. Earnings Growth Rate | 0.32% | 0.32% | 0.32% |
| 3. Adjusted Earnings (Line 1 times 1 plus Line 2 squared) | 504,206 <u>504,206</u> | 423,548 <u>423,548</u> | 514,266 <u>514,266</u> |
| 4 2. Weighting Factor | 25% | 35% | 40% |
| 5 3. Weighted Income to be Capitalized | 126,052 <u>98,500</u> | 148,242 <u>157,500</u> | 205,706 <u>188,000</u> |
| 6. Capitalized Income at 10.00% | 1,260,520 | 1,482,420 | 2,057,060 |
| 4. Capitalized Income at 9.25% | <u>1,064,865</u> | <u>1,702,703</u> | <u>2,032,432</u> |
| 7 5. Total Income Indicator of Value | | | \$4,800,000 |

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

[For text of subp 5, see M.R.]

Subp. 6. **Valuation of utility property of cooperatives and other noncommon carrier or nonregulated utilities.** Cooperative associations may irrevocably elect to have their property valued using the unit value method described in subparts 1 to 5. Cooperative associations not electing unit valuation and other types of utilities which do not operate in the traditional profit-making mode, are not common carriers, or are nonregulated, will have their utility property valued on the basis of historical cost only. Elections made by a cooperative association prior to November 1 of any year will be effective the next assessment year. Such elections will be in a format prescribed by the commissioner. Depreciation will be allowed as a deduction from the historical cost in increments of 2-1/2 percent per year, but the maximum depreciation allowed shall not exceed 25 percent of the cost of the utility operating property. Additions to existing utility property will be depreciated 2-1/2 percent per year until they reach the 25 percent maximum. Retirements of utility property will be deducted from the cost basis at the appropriate depreciation level of the retired property.

The following example illustrates this process for an electric cooperative association not electing valuation under subparts 1 to 5:

| | |
|--|-------------|
| 1. Cost of Substation | \$1,000,000 |
| 2. Value 1st year @ 97.5% | 975,000 |
| 3. Value 2nd year @ 95% | 950,000 |
| 4. Value 3rd year @ 92.5% | 925,000 |
| 5. Value 4th year @ 90% | 900,000 |
| 6. Value 5th year @ 87.5% | 875,000 |
| 7. Value 6th year @ 85% | 850,000 |
| 8. Value 7th year @ 82.5% | 825,000 |
| 9. Value 8th year @ 80% | 800,000 |
| 10. Value 9th year @ 77.5% | 775,000 |
| 11. Value 10th year @ 75% | 750,000 |
| 12. Value 11th and succeeding years at 75% | 750,000 |

[For text of subp 8, see M.R.]

8100.0500 ADJUSTMENTS FOR NON-FORMULA-ASSESSED OR EXEMPT PROPERTY.

Subpart 1. **Deduction for exempt or non-formula-assessed property.** After the Minnesota portion of the unit value of the utility company, except for electric cooperatives, is determined, any property which is non-formula-assessed or which is exempt from ad valorem tax, will be deducted from the Minnesota portion of the unit value. Only that qualifying property located within the state of Minnesota may be excluded.

For text of subps 2 to 4, see M.R.

Subp. 4a. **Deduction for exempt or non-formula-assessed property of cooperatives electing to be valued under part 8100.0300, subparts 3 to 5.** In the case of cooperative associations valued using unit valuation, exempt or non-formula-assessed property shall be deducted to the extent included in the unit value. The value to be deducted shall be computed by adding the cost of all exempt or locally assessed property and dividing by the cost of all property in Minnesota. The resulting percentage shall be multiplied by the Minnesota portion of the unit value to arrive at the amount to be deducted. The amount to be deducted is subtracted from the Minnesota portion of the unit value.

The following example illustrates how these items are deducted from the Minnesota portion of the unit value.

| | |
|--|--------------------|
| 1. <u>Minnesota portion of Unit Value</u> | <u>\$1,000,000</u> |
| 2. <u>Cost of Excludable Items</u> | |
| a. <u>Land Assessed Locally</u> | <u>10,000</u> |
| b. <u>Land Rights</u> | <u>15,000</u> |
| c. <u>General Plant Items</u> | <u>100,00</u> |
| d. <u>Rural Distribution Lines</u> | <u>865,000</u> |
| 3. <u>Total Cost of Excludable Items</u> | <u>990,000</u> |
| 4. <u>Total Cost of Minnesota Property</u> | <u>1,100,000</u> |
| 5. <u>Percent Excludable equals Line 3 divided by Line 4</u> | <u>90.0%</u> |
| 6. <u>Amount Excludable equals Line 5 times Line 1</u> | <u>900,000</u> |

7. Minnesota Apportionable Value equals Line 1
minus line 6

100,000

[For text of subp 5, see M.R.]

REPEALER. Minnesota Rules, part 8100.0100, subpart 5a, is repealed.

Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

Exempt Rules

An exempt rule adopted under *Minnesota Statutes* §§ 14.386 or 14.388 is effective upon its publication in the *State Register*.

Emergency Expedited Rules

Provisions for the Commissioner of Natural Resources to adopt emergency expedited Game and Fish Rules are specified in *Minnesota Statutes* §§ 84.027. The commissioner may adopt emergency expedited rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Emergency expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Emergency expedited rules are effective for the period stated or up to 18 months.

Board of Barber Examiners

Adopted Permanent Rules Regulating Fees

The rules proposed and published at *State Register*, Volume 24, Number 6, pages 203-204, August 9, 1999 (24 SR 203), are adopted as proposed.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

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 Comprehensive Health Association

Notice of Meeting of the Actuarial Committee

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Actuarial Committee will be held at 1:00 p.m. on Tuesday, October 26, 1999. The meeting will take place at Blue Cross Blue Shield of MN, Main Building, 6th floor meeting room 3535 Blue Cross Road, Eagan, MN

For additional information, please call Lynn Gruber at (612) 593-9609.

Housing Finance Agency

Department of Children, Families and Learning

Department of Trade and Economic Development

Notice of Public Comment Period on the Draft 2000 Minnesota Consolidated Housing and Community Development Plan and the 1999 Consolidated Plan Annual Performance Report

The Minnesota Housing Finance Agency (MHFA), the Department of Children, Families and Learning (CFL) and the Department of Trade and Economic Development (DTED) announce the availability of the 2000 Minnesota Consolidated Housing and Community Development Plan, and 1999 Consolidated Plan Annual Performance Report for review and public comment from November 1, 1999 through November 30, 1999 at 4 PM.

The Consolidated Plan is a condition of funding under several programs administered by the Department of Housing and Urban Development (HUD).

The following formula grant programs are covered by the Consolidated Plan:

- The Community Development Block Grant (CDBG) programs;
- The Emergency Shelter Grants (ESG) program;
- The HOME Investment Partnerships (HOME) program; and
- The Housing Opportunities for Persons with AIDS program (HOPWA).

The 2000 Consolidated Plan is the annual Action Plan, which identifies resources that will be available to help the State address its housing and community development needs and describes how the State will administer the four HUD grants.

The Consolidated Plan Annual Performance Report provides information on housing and community development assistance activity in Minnesota that occurred in the 1999 program year (10/1/1998 through 9/30/1999). Information is provided on funds (state and federal) that were disbursed through state agencies during that time.

A **limited** number of the draft documents are available through MHFA, which may be requested by calling 651-296-7608, 1-800-657-3769, or teletypewriter (TTY): 651-297-2361.

The Consolidated Plan and the Consolidated Plan Annual Performance Report may also be found on the Minnesota Housing Finance Agency website: www.mhfa.state.mn.us

Copies of the Consolidated Plan or the Consolidated Plan Annual Performance Report may also be found at the following locations:

LIBRARIES

Arrowhead Library System, 701 11th Street North, Virginia
Bemidji Public Library, 6th & Beltrami, Bemidji
Duluth Public Library, 520 West Superior Street, Duluth

East Central Regional Library, 244 South Birch, Cambridge
Grand Marais Public Library, Post Office Box 280, Grand Marais
Great River Regional Library, 405 St. Germain, St. Cloud
Lake Agassiz Regional Library, Post Office Box 699, Moorhead
Marshall-Lyon County Library, 301 West Lyon Street, Marshall
Minneapolis Public Library, 300 Nicollet Mall, Minneapolis
Minnesota Valley Regional Library, 100 E. Main Street, Mankato
Nobles County Library, Post Office Box 99, Worthington
Northwest Regional Library, 101 East First Street, Thief River Falls
Owatonna/Steele County Library, Post Office Box 387, Owatonna
Red Wing Public Library, 225 East Avenue, Red Wing
Rochester Public Library, 101 Second Street SE, Rochester
St. Paul Public Library, 90 West 4th Street, St. Paul
Willmar Public Library System, 410 W. 5th Street, Willmar
Winona Public Library, Post Office Box 1247, Winona

REGIONAL DEVELOPMENT COMMISSIONS

Arrowhead RDC, 221 West First Street, Duluth
East Central RDC, 100 South Park Street, Mora
Headwaters RDC, P.O. Box 906, Bemidji
Metro Council, 230 East Fifth Street, St. Paul
Mid-Minnesota, 333 West Sixth Street, Willmar
Northwest RDC, 115 S. Main Ave., Ste 1, Warren
Region Five, 611 Iowa Avenue, Staples
Region Nine, P.O. 3367, Mankato
South West RDC, 2401 Broadway Ave. Ste. 1, Slayton
Upper Minnesota Valley RDC, 323 West Schlieman, Appleton

HOUSING PARTNERSHIP'S REGIONAL NETWORK PROJECT OFFICES

Central Minnesota Housing Partnership, 810 W. St. Germain Ste.303, St. Cloud
Minnesota Housing Partnership, 122 W. Franklin Ave. Ste. 230, Mpls, MN 55404
Southeast Minnesota Housing Network, 1414 NorthStar Drive, Zumbrota
Southwestern MN Housing Partnership, 2401 Broadway Avenue, Ste. 4, Slayton
Tri-Valley Opportunity Council, PO Box 607, Crookston
West Central Minnesota Housing Partnership, 220 West Washington Ave. Ste. B3, Fergus Falls

MINNESOTA INITIATIVE OFFICES

Central MN Initiative Fund, 70 SE First Avenue, Little Falls
Northland Foundation, 202 West Superior, Ste 610, Duluth
Northwest MN Initiative Fund, 722 Paul Bunyan Dr. NW, Bemidji
Southeast MN Initiative Fund, 540 West Hills Circle, Box 685, Owatonna
Southwest MN Foundation, PO Box 428, Hutchinson
West Central MN Initiative Fund, 220 West Washington, Ste 205, Fergus Falls

COUNCILS, ASSOCIATIONS, AND OTHER LOCATIONS

American Indian Housing Group, 2020 Bloomington Ave. South, Minneapolis
Asian Pacific Minnesotans, 100 Meridian Bank, 205 Aurora Ave., St. Paul
Centro Cultural Chicano, 1915 Chicago Ave. S., Minneapolis
CLUES, 220 S. Robert St., Ste 103, St. Paul
Council on Black Minnesotans, 2233 University Ave., 426 Wright Building, St. Paul
MHFA, 400 Sibley Street, Suite 300, St. Paul
Minnesota Coalition for the Homeless, 122 West Franklin, Ste. 5, Minneapolis
Chicano Latino Affairs Council, 555 Park St., Ste 480, St. Paul
Upper Midwest American Indian Center, 1113 W. Broadway, Minneapolis

Written or oral comments on the proposed Consolidated Plan and the Consolidated Plan Annual Performance Report will be taken by MHFA from November 1, 1999 through November 30, 1999 at 4 PM. Comments should be sent to: Ms. Kirby Pitman, MHFA, 400 Sibley Street, Ste. 300, St. Paul, MN 55101, phone: 651-296-8147, FAX: 651-296-8139, or teletypewriter (TTY): 651-297-2361.

Official Notices

If an alternative format is necessary for persons with special needs, please contact, Kirby Pitman at 651-296-8147, 1-800-657-3769, or TTY 651-297-2361.

Department of Human Services

Notice of Availability of the Minnesota Health Care Programs Provider Participation List [Also Known as DHS Rule 101 Provider Compliance List]

NOTICE IS HEREBY GIVEN that the Minnesota Health Care Programs provider participation list for October 1, 1999 is now available. The provider participation list is a compilation of fee-for-service health care providers who are in compliance with DHS Rule 101. The list of providers is separated by provider type, each section is in alphabetical order by provider name, and there is no additional information on the list other than the provider's name. This list is distributed on a quarterly basis to the Department of Employee Relations, the Department of Labor and Industry, and the Department of Commerce. To obtain the list, contact Paul McCann, Rule 101 specialist, at 651-282-5328 or toll-free at 800-657-3974. You may fax your request to 651-296-5690 or mail to the Customer Services Division, Department of Human Services, 444 Lafayette Road, St. Paul, MN 55155-3856.

Michael O'Keefe, Commissioner
Department of Human Services

Department of Human Services

Department of Health

Department of Public Safety

REQUEST FOR COMMENTS on Planned Amendments of the Rules of the Minnesota Merit System Governing Salary Adjustments and Increases, the Compensation Plan, Resignations, Dismissals, Suspensions, Layoff, Tenure of Office, Service Ratings, and Appeal from Dismissal, Suspension or Demotion (*Minnesota Rules*, parts 9575.0350, 9575.0780, 9575.0900, 9575.0910, 9575.0920, 9575.0930, 9575.0940, 9575.1180, 9575.1250, 9575.1500, 4670.1320, 4670.2670, 4670.2900, 4670.2910, 4670.2920, 4670.2930, 4670.2940, 4670.3100, 4670.3530, 4200-4670.4240, 7520.0650, and 7520.1000-7520.1100)

Subject of rule. The Departments of Human Services, Health, and Public Safety are considering rule amendments pertaining to the operation of the Merit System that provide a 2000 salary adjustment for employees covered by the Minnesota Merit System and amend the salary ranges in the compensation plan for 2000. Other amendments to the rules covering removal during probation, resignations, dismissals, suspension, layoff, tenure of office, appeal from dismissal, suspension or demotion and service ratings are proposed to update language or repeal unnecessary language.

Persons Affected. The amendments to the rules would affect employees of the county human services, social services, health and emergency management agencies covered by the Minnesota Merit System. Rule amendments to the compensation plan and salary adjustments and increases would affect only those employees of county human services, social services, health, and emergency management agencies who are not covered by the terms of collective bargaining agreements. The departments do not contemplate appointing an advisory committee to comment on the planned rules.

Statutory Authority. *Minnesota Statutes*, sections 256.012, 144.071, and 12.22, subd. 3 authorize the departments to adopt rules to provide local and county appointing authorities with an effective system of personnel administration based on merit principles.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing or orally until 4:30 p.m. on Monday, December 20, 1999. The departments do not anticipate that a draft of the rule amendments will be available before the publication of the proposed rules. Written or oral comments, questions, requests to receive a draft of the rules when they have been prepared, and requests for more information on the planned rules should be addressed to:

Betty Carlson
Department of Human Services
444 Lafayette Road
St. Paul, Minnesota 55155-3822
Telephone: 651-282-2649

Dated: 18 October 1999

MICHAEL O'KEEFE
Commissioner
Department of Human Services
JAN K. MALCOLM
Commissioner
Department of Health
JESSE VENTURA
Governor

Minnesota Board of Social Work

REQUEST FOR COMMENTS on Planned Amendments to Rules Governing Fees, Minnesota Rules 8740.0290

Subject of Rules. The Minnesota Board of Social Work requests comments on its planned amendments to rules governing fees. The Board is considering rule amendments that would increase fees, which may include application fees, fees for initial licensure and renewal, fees for inactive or emeritus status, fees paid by continuing education sponsors, fees for duplicate license certificates and cards, and licensure verification fees.

Persons Affected. The rule amendments would likely affect applicants for social work licensure, licensees, continuing education sponsors, and persons requesting services or information from the Board.

Statutory Authority. *Minnesota Statutes*, section 148B.20, subdivision 3, requires the Board to adopt rules Aestablish[ing] fees, including late fees, for licenses and renewals so that the total fees collected by the board will as closely as possible equal anticipated expenditures during the fiscal biennium."

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing until further notice is published in the *State Register* that the Board intends to adopt or withdraw the rule amendments. The Board has appointed an advisory committee which meets bimonthly and will comment on the planned rule amendments. The advisory committee is comprised of representatives from professional social work associations. The Board welcomes all social work organizations to request representation on the advisory committee; current membership is as follows: Sandra C. Robin, LISW (Advisory Committee Chair), Minnesota Conference on Social Work Education; Jan Andrews, LICSW, and Pam Luinenburg, LGSW, Minnesota Coalition of Licensed Social Workers; Pam Berkwitz, LICSW, and Alan Ingram, LISW, National Association of Social Workers - Minnesota Chapter; Susan M. Dolph, LISW, and Mary Rempfer, LISW, Minnesota Association of Home Care Social Workers; Annyea Berg, LSW, Minnesota Nursing Home Social Workers Association; Mark Frenzel, LICSW, Society for Social Work Leadership in Health Care; Patricia Juare, LICSW, Minnesota School Social Workers Association; Carol Schreier, LICSW, and Tamara Kaiser, LICSW, Minnesota Society for Clinical Social Work.

Rule Draft. The Board has not yet prepared a draft of the planned rule amendments.

Agency Contact Person. Written comments and questions, requests to be placed on the Board's rulemaking mailing list in order to receive a draft of the rule amendments when they have been prepared, and requests for more information on these planned rule amendments should be directed to: Penny Troolin, Executive Director, Minnesota Board of Social Work, 2829 University Avenue SE, Suite 340, Minneapolis, MN 55414-3239; Telephone: (612) 617-2100; Toll Free: (888) 234-1320; TTY: (800) 627-3529; FAX: (612) 617-2103; E-Mail: socialwork@state.mn.us.

Individuals looking for information relating to the Board's fee rules may find this information on the Board's website at www.socialwork.state.mn.us. This website is not interactive, but will contain regularly updated information about these planned rule amendments.

Alternative Format. Upon request, 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 contact the agency contact person at the address or telephone number listed above.

Official Notices

Note: Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Dated: 8 October 1999

Jane Braun, Chair
Minnesota Board of Social Work

State Grants & Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself. Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Department of Children, Families & Learning

Office of Lifework Development

Minnesota Commission on National and Community Service

Notice of Request for Proposal for YouthWorks•AmeriCorps 2000-2001 program year: YouthWorks•AmeriCorps Funding for Program Sponsors Available

The Minnesota Commission on National and Community Service has received approximately \$5,000,000 annually for YouthWorks•AmeriCorps National Service program funding. Well-established private or public non-profit organizations, local schools districts, higher education institutions, and local governments are eligible to apply as program sponsors. At least 20 AmeriCorps participants (members) serve in each program to meet community needs and, after their service, receive education awards (\$4,750). Informational meetings will be held at four locations across the state in early November. Funding guidelines and application packets will be available at that time. Concept papers for new applicants are due to the Minnesota Commission on National and Community Service by 5:00 p.m. on November 24, 1999 and selected applicants submit a full proposal to the Minnesota Commission by 5:00 p.m. on January 21, 2000.

For a completed copy of the Request for Proposal, please contact Cheryl Jones, Minnesota Commission on National and Community Service, Department of Children, Families and Learning, 1500 Highway 36 West, Roseville, MN 55113. Phone (651) 582-8214, or YW•AC hotline, 1-888-234-1270.

Department of Human Services

Request for Proposals for Grants for Support Services for Minor Parents

To help minor parents make a successful transition to independent living, the 1999 Minnesota Legislature appropriated \$1,000,000 for the biennium for grants. Their purpose was either to expand existing or create new supportive living arrangements under *Minnesota Statutes*, section 256J.14 for minor parents up to the age of 18. The Department of Human Services, through its Family and Children's Services Division, requests interested parties, with knowledge and experience in the area of adolescent services to submit proposals for these funds by November 24, 1999.

A Proposer's Conference will be held at the Department of Human Services, 444 Lafayette Road, St. Paul, on October 26, 1999 at 3 p.m. in Conference Rooms 3 E and F.

Funds may be used to help minor parents receive a range of supportive services. These may include independent living skills, employment readiness training, counseling, case management, health education, parent classes, drug and alcohol education and prevention and other related services. Funds cannot be used to pay for ongoing basic needs such as housing, utilities and food.

For a copy of the application packet, call Suzanne Guttsen @ 651-297-1864 or Dorothy Haugen @ 651-215-1832, or e-mail suzanne.m.guttsen@state.mn.us

Department of Human Services

Request for Proposals for Statewide Compulsive Gambling Public Information Campaign and State Conference

The State of Minnesota, Department of Human Services, Mental Health Division is issuing a Request for Proposals (RFP) for a statewide public information campaign to promote recognition of compulsive gambling behavior and treatment throughout Minnesota and a State Conference.

The Department of Human Services (DHS) has designated \$200,000 for the total budget for the Statewide Public Information Campaign and State Conference RFP. The time period for the grant is twelve months, January 1, 2000 through December 31, 2000. For the year contract period, project costs related to the general public are estimated to be \$140,000, project costs related to a state conference is not to exceed \$10,000, and project costs related to target public awareness to one of the following populations - communities of color, elderly, and college students is estimated at \$50,000. The source of funding is provided through a legislative appropriation and is contingent upon continuation of appropriations for SFY 2002-03. Funding is currently in the base budget. It is anticipated that funding will continue into the next biennium. The state reserves the right to extend the grant period for up to one additional year, based on satisfactory performance and the availability of funds.

A complete copy of the RFP may be obtained by contacting Kathleen Porter at the address or telephone number below. Questions regarding this RFP may be addressed only

Kathleen Porter
Minnesota Department of Human Services
Mental Health Division, Compulsive Gambling Program
444 Lafayette Road, St. Paul, Minnesota 55155-3828
Phone: (651) 582-1819, Fax: (651) 582-1831 E-mail: kathleen.porter@state.mn.us

A Vendors Conference will be held on Tuesday, October 26, 1999 at 1 PM in the Boundary Waters Room at Minnesota Department of Human Services, Continuing Care Office Building, 2284 Highcrest Road, Roseville, Minnesota. The Vendors Conference will provide potential proposers with an opportunity to ask questions and learn more about the RFP.

All proposals must be received no later than 4 PM on November 12, 1999, in the manner specified in the RFP document.

Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 to be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute. In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals are prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 297-5353 and ask for 296-2600].

Department of Administration

Communications.Media Division

Request for Proposal for Professional and Technical Services

The Department of Administration, Communications.Media Division, is required to print a variety of public and state information products.

Lack of state capability in some areas of creation and design, a large workload and the need to meet multiple deadlines require the Communications.Media Division to contract with outside entities for professional, technical and creative services, as needed.

This request for proposal does not obligate the state to complete the project and the state reserves the right to cancel this solicitation if it is considered to be in its best interest.

Scope of Contract

The contract covers consultation, creation, production and delivery of various creative services, as assigned. Vendor provides staff, materials, production facilities and equipment, pick-up, and delivery, as requested.

Submissions of Proposals

All proposals must be time-stamped by the Division no later than 4:00 P.M. on Monday, November 29, 1999. Late proposals will not be considered.

Department Contacts

Prospective respondents who have questions regarding this request for proposal may contact:

Berry J. Conway
Communications.Media Division
Department of Administration
117 University Avenue, Room 124A
St. Paul, MN 55155
(651) 296-9886
TTY (651) 282-5077
bconway@cmd.state.mn.us

This is the only employee authorized to answer questions regarding this proposal.

Minnesota Statutes 15.091

In conjunction with the public notice of this contract, notice of this contract will be provided to the Human Resources offices of all *Minnesota Statutes* 15.091 agencies and the Higher Education Board. Due consideration will be given to any responding employee when the responses to the Request for Proposal are evaluated.

Department of Administration

State Designer Selection Board

Request for Proposals for the Department of Public Safety/Bureau of Criminal Apprehension, Construction of a New Office and Forensic Science Laboratory Facility in Bemidji (Northern Service Center) (Project 99-9)

To Minnesota Registered Design Professionals:

Professional, Technical & Consulting Contracts

The State Designer Selection Board has been requested to select consultants for a project. Design firms who wish to be considered for this project must deliver proposals on or before 12 p.m. (Noon), Monday, November 1, 1999, to:

Lisa Blue, Executive Secretary
State Designer Selection Board
Department of Administration
c/o Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155-3000
651-297-5526

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning the Board's procedures herein described, or the schedule in Item 8.h, should be referred to the Executive Secretary at 651-297-5526. Questions relating to the project must be referred to the project contact(s) in Item 8.i.

NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE CONTENT AND FORMAT REQUIREMENT. PROPOSALS THAT DO NOT CONFORM TO THE FOLLOWING CONTENT, ORDER AND FORMAT REQUIREMENTS AS OUTLINED IN ITEMS 1 THROUGH 5 BELOW MAY BE DISQUALIFIED.

1. **The front cover of the proposal should be clearly labeled** with the project number and project title as shown at the top of this request for proposal, together with the designer's firm name, address, telephone number, fax number and the name of the contact person. The back cover should remain blank.
2. **All data should be on 8-1/2" x 11" sheets**, soft bound. No more than 20 printed faces should be included (see the following for clarification):
 - a. All letters directed to the Board should be bound into the proposal and all pages will be counted as printed face(s). It is not necessary to do a cover letter to the Executive Secretary.
 - b. Blank dividers (with printed tab headings only) will not be counted as faces.
 - c. Front and back covers of proposals will not be counted as faces.
 - d. None of the statutory or mandatory information, except as requested in Item 3 below, should appear on the dividers or covers.
 - e. All pages should be numbered.Proposals that deviate from the above may be disqualified.

3. BRIEF PROPOSAL SUMMARY:

All proposals shall begin with a summary which includes only the following items:

- a. Name of firm and its legal status;
- b. Names of persons in leadership roles for project management, design and production of architecture; design of civil, structural, mechanical and electrical engineering, landscape architecture, land surveying, fire protection and geoscience for each and every discipline called for in Section 8.b. The name of each person so mentioned must also include their Minnesota registration number. Fire protection engineering requires a licensed fire protection engineer, identified by their number OR the engineering registration number accompanied in Section 4.b by a listing of past projects demonstrating competency in this field.

Consultants and assistants to the persons in leadership roles, as identified above, need not provide a Minnesota registration number. These individuals should be listed separately from those above.
- c. A statement indicating that the consultants listed have been contacted and have agreed to be a part of the design team;
- d. A commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in Item 3.b above, along with adequate staff to meet the requirements of work;
- e. At least one copy of the proposal must contain an original signature by an authorized member of the firm submitting the proposal, in ink, on the bottom of the first page of the proposal.
- f. A list of all State and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

Professional, Technical & Consulting Contracts

Projects and studies shall mean those projects and studies (1) funded by the state legislature, by state/user agencies or University of Minnesota operating funds, or by funding raised from the private sector or individuals by state/user agencies or the University of Minnesota; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies or the University of Minnesota without employing the State Designer Selection Board process; or (3) related to design-bid-build or design/build project delivery systems.

The prime firm(s) shall list and total all gross fees associated with the above projects and studies, whether the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid, or are anticipated to be paid, to engineering or other specialty consultants employed, or anticipated to be employed, on the projects and studies listed pursuant to the above. The prime firm(s) shall subtract consultant fees from gross fees to determine total net fees using the format below.

| PROJECT | (A) GROSS FEES | (B) SUBDESIGNERS PORTION | (C) NET TOTAL PROJECT FEE |
|--------------|----------------|--------------------------|---------------------------|
| | | | |
| TOTAL | | | |

(The total shown in column (A) shall equal the sum of those shown in columns (B) and (C).)

4. ADDITIONAL MANDATORY PROPOSAL CONTENTS:

- a. A section containing graphic material (e.g., photos, plans, drawings, etc.) as evidence of the firm's qualifications for the work. The graphic material shall be identified. It shall be work in which the personnel listed in Item 3.b above have had significant participation and their roles shall be clearly described. It shall be noted if the personnel were, at the time of the work, employed by other than their present firms.
 - b. Expanded resumes showing qualification of individuals, listed in Item 3.b above, administering or producing the major elements of the work, including consultants. Identify roles which such persons played in projects which are relevant to the project at hand.
 - c. A discussion of the firm's understanding of and approach to the project.
 - d. A listing of relevant past projects.
5. 10 copies of the proposal should be submitted.
6. Design firms wishing to have their proposals returned after the Board's review shall follow one of the following procedures:
- a. Enclose a *self-addressed, stamped* postal card with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two weeks to pick up their proposals, after which time the proposals will be discarded; or
 - b. Enclose a *self-addressed, stamped* mailing envelope with the proposals. When the Board has completed its selection, proposals will be returned using this envelope.

7. BOARD SELECTION CRITERIA:

In making its selection of designers the Board shall consider the criteria listed below:

Credit for the following criteria will equal not less than sixty percent.

- a. Qualifications and technical competence in the required field of design;
- b. Ability to deal with aesthetic factors;
- c. Project understanding and approach.

Credit for the following criteria will equal up to forty percent.

- d. Capacity to accomplish the work and services within the required constraints;
- e. Availability of appropriate personnel;
- f. Geographic relationship of the designer's base to the project site; and
- g. Awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions.

Professional, Technical & Consulting Contracts

The criteria do not necessarily have the same weight, nor are their relative weights necessarily constant from one project to another. The Board may issue statements regarding criteria as they relate to individual projects.

Evaluations of the proposals shall be made independently by the Board members.

8. PROJECT 99-9

Department of Public Safety
Bureau of Criminal Apprehension (BCA) Northern Service Center
c/o 1246 University Avenue
St. Paul, MN

a. PROJECT DESCRIPTION:

The project consists of a 30,700 gross square foot facility to house satellite offices and state-of-the-art forensic laboratories for the Bureau of Criminal Apprehension (BCA) as outlined in the predesign document. The facility will be located in the City of Bemidji, Minnesota.

Copies of the predesign document are available for review at the Department of Administration by contacting Bob Armbruster at 651-296-4647.

b. REQUIRED CONSULTANT SERVICES:

The consultant shall:

- 1) Demonstrate experience in design and construction of facilities similar to that required for this project;
- 2) Provide program review, schematic design, design development, construction documents, bidding, and construction administration services.
- 3) Provide architectural, interior design (space planning, furniture, fixtures, and equipment not including lab movable equipment), civil, structural, mechanical, electrical, registered fire protection engineering, technology (computer systems/communications/audio visual), landscape architecture, signage, scheduling, and professional cost estimating services.
- 4) Coordinate consultant's design and construction documentation with the design and construction documentation provided by Department of Administration's consultant.
- 5) Coordinate technology requirements for the interaction of the BCA Maryland Avenue facility and this facility. Design information will be provided to this consultant for the Maryland Avenue facility.

c. SERVICES PROVIDED BY OTHERS:

The Department of Administration shall:

Contract directly for site survey, geotechnical, environmental and materials testing programs.

Contract directly for Agency Construction Management services (CM). The CM shall act as owner's representative during the projects design and construction phases.

d. SPECIAL CONSIDERATIONS:

- 1) Prior experience with forensic laboratory (crime laboratory), technology, and security design is required.

e. PROJECT BUDGET/FEES:

Construction cost is estimated to be \$7,135,000. Architect/engineering fee shall be 10 percent of construction cost plus reimbursables.

f. PROJECT SCHEDULE:

The project schedule is defined by the following activities:

| Activity Description | Duration | Estimated Start | Estimated Finish |
|--|--------------|------------------|------------------|
| Schematic Design Design Development | 5 months | January 1, 2000 | May 26, 2000 |
| Construction Documents | 5 1/2 months | June 19, 2000 | December 1, 2000 |
| Bids and Award | 6 weeks | December 4, 1999 | January 26, 2001 |

Professional, Technical & Consulting Contracts

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|--------------|-----------|-------------------|-------------------|
| Construction | 13 months | January 27, 2001 | February 18, 2002 |
| Occupancy | 1 month | February 19, 2002 | March 15, 2002 |

It is the State's desire to improve this schedule through contracting for design and construction services with the City of Bemidji. Agreements are presently being negotiated. The anticipated schedule projects an occupancy date of July 1, 2001.

g. PROJECT INFORMATIONAL MEETING(S)/SITE VISIT(S):

An informational meeting will be held Tuesday, October 26, 1999, at 10 a.m. at the BCA building at 1246 University Avenue, St. Paul, Minnesota. To register for the meeting, contact Frank Dolejsi, Assistant Director, of BCA at 651-642-0700.

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

| | |
|--|-------------------------------------|
| <u>Project Information Meeting and/or Site Visit:</u> | October 26, 1999, at 10 a.m. |
| <u>Project Proposals Due:</u> | November 1, 1999, by 12 p.m. (Noon) |
| <u>Project Shortlist:</u> | November 16, 1999 |
| <u>Project Interviews and Award:</u> | November 30, 1999 |

I. PROJECT CONTACT(S):

Mr. Robert Armbruster, A.I.A.
Department of Administration
50 Sherburne Avenue, Room G-10
St. Paul, MN 55155
Phone: 651-296-4647
Fax: 651-296-7650
e-mail: bob.armbruster@state.mn.us

9. CONTRACT REQUIREMENTS:

- a. The amended Minnesota Human Rights Act (*Minnesota Statute 363.073*) divides the contract compliance program into two categories. Both categories apply to any contracts for goods or services in excess of \$100,000. The first category applies to businesses who have more than 40 full-time employees within Minnesota on a single working day during the previous 12 months. The businesses in this category must have submitted an affirmative action plan to the Commissioner of the Department of Human Rights prior to the date and time set for the solicitation opening and must have received a Certificate of Compliance prior to the execution of the contract or agreement. The second category applies to businesses who have more than 40 full-time employees on a single working day in the previous 12 months in the State in which they have their primary place of business. The business in this category must either have an unexpired Certificate of Compliance previously issued by the Department of Human Rights, or certify to the contracting State agency that they are in compliance with federal affirmative action requirements before execution of the contract. This Certificate is valid for two (2) years. For further information, contact the Department of Human Rights, 190 East Fifth Street, Suite 700, St. Paul, MN 55101, 651-296-5663 or 800-657-3704.

The Department of Administration is under no obligation to delay award or execution of this contract until a vendor has completed the human rights certification process. It is solely the responsibility of the vendor to apply for, and obtain, a human rights certificate prior to contract award.

- b. Costs incurred in responding to this RFP shall be borne by the responder. In accordance with existing statutes, the Board shall retain one copy of each proposal submitted. Responses to this RFP become public information under the Freedom of Information Act after the final selection has been made.
- c. *Laws of Minnesota 1997*, require the successful responder to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the contract.
- d. *Laws of Minnesota 1997*, Chapter 202, Article 1, Section 12, Subdivision 2, require that during the biennium ending June 30, 1999, for an executive agency contract that is subject to *Minnesota Statutes*, Section 363.073 (over \$100,000 and subject to Human Rights Certification requirements), before the agency enters into the contract, should to the extent practical and to the extent consistent with the business needs of the State, ensure that the company to receive the contract attempts to recruit Minnesota welfare recipients to fill vacancies in entry level positions if the company has entry level employees in Minnesota.

- e. This RFP does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

Department of Children, Families and Learning Minnesota Academic Excellence Foundation

Notice of Request for Proposal to Develop and Deliver Recognition and Training Programs to Minnesota Elementary and Secondary Students, Schools and Communities

The Minnesota Academic Excellence Foundation (MAEF) is soliciting proposals from qualified vendors to develop and deliver new and continuing recognition and training programs and public events to Minnesota elementary and secondary students, schools and communities. The selected contractor(s) will implement four existing student and teacher recognition programs; deliver services to metro-area schools and affiliated academic activity coordinators; refine and distribute a new curriculum package to high school juniors and seniors; implement training and consultative services in continuous quality improvement to schools and volunteers; develop and implement printed, electronic and in-person communications and outreach activities. The project will involve intensive coordination with other MAEF programs and activities and require interactions with a variety of school and community groups and volunteers.

MAEF estimates the cost of this project should not exceed \$100,000.00. The anticipated project period is November 22, 1999 through June 30, 2001. Prospective contractors may respond to any or all components or parts of the project. Prospective contractors should specify in their responses the components being addressed and the total cost being proposed for each component.

For a complete copy of the Request for Proposal, please contact:

Newell Searle
Minnesota Academic Excellence Foundation Phone: (651) 582-8476
1500 Highway 36 West Fax: (651) 582-8875
Roseville, MN 55113-4266 E-mail: maef@state.mn.us

In compliance with Minnesota Statutes 16B.167, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Request for Proposal.

Completed proposals are due no later than 3:00 PM on November 8, 1999.

Late proposals will not be considered.

Colleges and Universities, Minnesota State (MnSCU) St. Paul Technical College

Request for Proposal for Consultant Services to Update College Master Plan

The St. Paul Technical College (SPTC) requests proposals for a consultant to update the SPTC Master Plan. The vendor will compile and analyze previous plans and space studies with relevant policies and procedures, which lead to the development and implementation of a total facilities master plan, including future budget requests.

Call Dick Swenson at (651) 228-2947 for the complete request for proposal, other documents and MnSCU's General Proposal/Bid Conditions.

Bid close date: November 1, 1999, 3:00 p.m.

Send proposals to:

St. Paul Technical College
Attn: Business Office
235 Marshall Avenue
St. Paul, MN 55102

Professional, Technical & Consulting Contracts

Colleges and Universities, Minnesota State (MnSCU)

REVISED DEADLINE DATE: Request for Proposals for Administrative Services Agent (ASA) for MnSCU's Defined Contribution Retirement (DCR) Program

NOTICE IS HEREBY GIVEN that proposals are being solicited to select a provider to Act as an Administrative Services Agent (ASA) for the 401(a) defined contribution retirement program of MnSCU. The Plan covers approximately 12,000 participants at 53 campus locations throughout the State of Minnesota.

Proposals are due by November 5, 1999, no later than 5:00 p.m. A mandatory conference call will be held on October 26, 1999.

For further information or to request a copy of the full Request for Proposal, please contact:

Jamie Bentley
Watson Wyatt & Company
8400 Normandale Lake Boulevard, Suite 1500
Minneapolis, MN 55437-1078
Telephone: 612-921-5767
Fax: 612-921-8701
Email: jamie_bentley@watsonwyatt.com

This request for proposals does not obligate the state to complete the proposed project, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

State Board of Investment

Notice of Deadline Extension for Request for Proposal for an Investment Option Provider by the Board in Carrying Out Its Responsibilities With Respect to the Minnesota State Colleges and Universities 401(a) Retirement Plans

The State Board of Investment (SBI) is soliciting proposals for an investment option provider for the Individual Retirement Account Plan and the College Supplemental Retirement Plan (the Plans) of the Minnesota State Colleges and Universities (MnSCU). The Plans are Section 401(a) plans available to faculty and administrative employees of MnSCU.

All interested vendors should contact the persons named below by letter or by telephone to request a copy of the complete Request For Proposal.

James E. Heidelberg Stephanie Gleeson
Manager, Public Programs **OR** Analyst, Public Programs

Minnesota State Board of Investment
Capitol Professional Office Building
Suite 200
590 Park Street
St. Paul, MN 55103
Telephone: (651) 296-3328

All proposals must be submitted to the address listed above on or before 3:00 P.M. Central Daylight Time on Friday, November 3, 1999. **NO PROPOSALS RECEIVED AFTER THAT DATE AND TIME WILL BE CONSIDERED.** This notice previously appeared in the *State Register* on Monday 4 October 1999 at 24 S.R. 531.

Minnesota State Lottery

Notice of Request for Proposals for Design and Production of Scratch Tickets

The Minnesota State Lottery intends to issue a Request for Proposal on or about October 18, 1999 for design and production of scratch (instant) tickets. Persons interested in obtaining a copy of the RFP may call or write:

Tom Barrett, Admin. Services Manager
2645 Long Lake Road
Roseville, MN 55113
Phone: (651) 635-8108
Fax: (651) 635-8188
E-mail: *Tomb@MSL.state.mn.us*

Department of Transportation Engineering Services Division

Notice of Availability of Contract for Converting Three DOS Databases to ORACLE

The Minnesota Department of Transportation (Mn/DOT) is seeking a qualified consultant team to move three (3) existing systems (**Right of Way Information Systems Database, Geodetic Database, and Photogrammetric Database**) from a "DOS" database environment into a Windows/Web environment on ORACLE. For all three databases combined, there are approximately 140 screens with a total of 1700 fields that need to be reproduced in the new Crystal Report format. The goal is to bring the above three (3) databases into Y2K compliance.

Mn/DOT has already converted the data to ORACLE with DataEase for DOS program as the application front end. **The process remaining is to create new Windows/Web screens based on the same look and feel of existing screens and reports. The new screens must be developed in ORACLE's Designer 2000, Version 2.1, in Windows 95/NT Desktop and web browser environment. In addition, all the reports must be developed using Crystal Report, Version 7.**

Work is proposed to start after December 1, 1999.

Request for Proposals will be available by mail from this office through October 29, 1999. A written request (direct mail or fax) is required to receive the Request for Proposal.

After October 29, 1999, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained by fax from the Agreement Administrator:

Calvin C. Robinson
Consulting Services Unit-7th Floor North
Minnesota Department of Transportation
395 John Ireland Boulevard, Mail Stop 680
Saint Paul, Minnesota 55155-1899
FAX: (651) 282-5127

For all **contracting questions** to this proposal, please fax them to the Agreement Administrator.

For all **technical questions** to this proposal, please **FAX** them to Jamie Day, the Project Manager at: **(651) 297-5399**.

Request for Proposals in this advertisement must be received at the above address no later than 2:00 P.M., CDT, on November 15, 1999. Late proposals will not be considered. No time extensions will be granted.

This request does not obligate the State of Minnesota Department of Transportation to complete the work contemplated in this notice, and the Department reserves the right to cancel this solicitation. All expenses incurred in responding to this notice shall be borne by the responder.

Professional, Technical & Consulting Contracts

Minnesota Veterans Homes Board

Minneapolis Veterans Home

Notice of Request for Proposals for Supplemental Nursing Services

The Minnesota Veterans Homes-Minneapolis is soliciting proposals for contracts, to provide supplemental nursing services, including the services of registered nurses, licensed practical nurses and nursing assistants for residents of this nursing and boarding care facility.

The Minnesota Veterans Home-Minneapolis reserves the right to award this contract to multiple vendors. The Request for Proposal does not obligate the state to complete the project and the state reserves the right to cancel solicitation if it is considered to be in its best interest.

These contracts may be let for a period of up to two years, with an option to extend three years, beginning November 19, 1999. For details and a copy of the Request for Proposals, contact William Trcka, Purchasing Director, at 612-721-0665, or write to Minnesota Veterans Home - Minneapolis, Attn: William Trcka, Director of Purchasing, 5101 Minnehaha Avenue, Minneapolis, MN 55417. All proposals must be received no later than 2:00 p.m. on November 9, 1999.

Non-State Public 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 project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

Metropolitan Council

Notice of Request for Proposals for Environmental Site Investigation for Environmental Protection Agency Brownfield Pilot Grant Project

Background: The Metropolitan Council, Twin Cities Habitat for Humanity and the Minnesota Environmental Initiative have received an EPA grant to select sites and evaluate the risks of environmental contamination so Habitat For Humanity can determine whether the sites are appropriate for multi-unit affordable housing development. An environmental consultant is desired to conduct Phase I assessments and Phase II investigation work plans as needed for approximately five sites to be selected. The consultant will be responsible for interface with the Minnesota Pollution Control Agency on regulatory issues and may be required to prepare Response Action Plans for selected sites.

Proposal Submission Dates: Proposals must be received by 4:30 p.m. Friday, November 5, 1999, in the office of the Minnesota Environmental Initiative, 219 North Second Street, N., Suite 201, Minneapolis, MN 55401.

Special Requirements: Bidders are encouraged to meet 2% goals for minority business enterprises and for women's business enterprises through their ownership and/or subcontracting with other firms. The selected consultant will be required to provide senior project management time or the equivalent on a pro bona basis.

For More Information & To Obtain the complete Request For Proposals: Contact Nathan Hallman, Minnesota Environmental Initiative Program Manager, by phone at 612-334-3388 or e-mail at nhallman@mn-ei.org

Metropolitan Council

Notice of Request for Aviation Consulting Services

The Metropolitan Council is requesting proposals for technical and professional services to assist in evaluation and update of the Regional Aviation System Plan and policies. The requested work involves two main elements:

- Review and evaluation of policies, guidelines, criteria and preparation of issues papers.
- Reassessment of regional airport system plan including such elements as update of aviation forecasts, determination of facility needs and implementation priorities.

The project will be funded primarily by a grant from the Federal Aviation Administration. The project will commence in December, 1999 and be completed by December 31, 2000. A disadvantaged business enterprise (DBE) participation goal of 12% has been set for this project. Five copies of each proposal should be submitted to the Metropolitan Council, Mears Park Centre, 230 East Fifth Street, St. Paul, Minnesota 55101, attention of Chauncey Case. Proposals must be received by 5 p.m., November 16, 1999. Copies of the Request for Proposal are available by calling (651) 602-1724.

University of Minnesota

Notice of Bid Information Service (BIS) Available for All Potential Vendors

The University of Minnesota offers 24 hour/day, 7 day/week access to all Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at bidinfo.umn.edu or call the BIS Coordinator at 612-625-5534.

Requests for Bids/Proposals are available to the public at no charge each business day from 8:00 a.m. to 4:30 p.m. in Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Mpls., MN 55454.

