

State of Minnesota

# State Register

Rules and Official Notices Edition



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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- proposed, adopted, exempt, expedited emergency and withdrawn rules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
#6	Monday 9 August	Noon Wednesday 28 July	Noon Tuesday 3 August
#7	Monday 16 August	Noon Wednesday 4 August	Noon Tuesday 10 August
#8	Monday 23 August	Noon Wednesday 11 August	Noon Tuesday 17 August
#9	Monday 30 August	Noon Wednesday 18 August	Noon Tuesday 24 August

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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:

Contact: Senate Public Information Office (651) 296-0504  
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 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, 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*.

## Board of Barber Examiners

### Proposed Permanent Rules Regulating Fees

#### NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

#### Proposed Amendment to Rules Governing Fees, *Minnesota Rules* 2100.9300

**Introduction.** The Board of Barber Examiners intends to adopt rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28, and rules of the Office of Administrative Hearings, *Minnesota Rules*, 1400.2300 to 1400.2310. You have 30 days to submit written comments on the proposed rules and may also submit a written request that a hearing be held on the rules.

**Board Contact Person.** Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to the Board contact person. The Board contact person is Maureen Tibbetts, Executive Secretary, Board of Barber Examiners, 1885 University Avenue, Suite 335, St. Paul, Minnesota 55104, phone 651-642-0489. Facsimile 651-649-5997. TTY users may reach the Board of Barber Examiners by calling 651-296-6013.

**Subject of Rules and Statutory Authority.** The proposed rules are about increasing license fees. The Board's statutory authority to adopt rules is *Minnesota Statutes*, sections 154.24 and 214.06. A copy of the proposed rules is published in the *State Register* and included in this notice as mailed.

**Comments.** You have until 4:30 p.m. on September 8, 1999 to submit written comment in support of or in opposition to the proposed rules and any part or subpart of the rules. Your comment must be in writing and received by the Board contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed and the reason for the comment. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules must also be made during this comment period.

**Request for a Hearing.** In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the Board contact person by 4:30 p.m. on September 8, 1999. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rules to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the Board for determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

**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

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**Withdrawal of Requests.** If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If enough requests for a hearing are withdrawn to reduce the number below 25, the Board must give written notice of this to all persons who requested a hearing, explain the actions the Board took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the Board will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

**Alternative Format.** 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, please contact the Board contact person at the address or telephone number listed above.

**Modifications.** The proposed rules may be modified as a result of public comment. The modifications must be supported by comments and information submitted to the Board, 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 in the rulemaking process.

**Statement of Need and Reasonableness.** A statement of need and reasonableness is now available from the Board contact person. 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. Copies of the statement may be obtained at the cost of reproduction from the Board.

**Adoption and Review of Rules.** If no hearing is required, the Board may adopt the rules after the end of the comment period. The rules and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the rules are submitted to the office. If you want to be so notified, or want to receive a copy of the adopted rules, or want to register with the Board to receive notice of future rule proceedings, submit your request to the Board contact person listed above.

Dated: 26 July 1999

Maureen Tibbetts  
Executive Secretary

### 2100.9300 FEES.

Subpart 1. **Fee schedule.** The Board of Barber Examiners shall charge the following fees:

- A. examination and certificate, registered barber, \$55;
- B. examination and certificate, apprentice, \$50;
- C. examination, instructor, \$150;
- D. certificate, instructor, \$35;
- E. temporary teacher permit, \$25;
- F. renewal of license, registered barber, ~~\$25~~ \$40;
- G. renewal of license, apprentice, ~~\$20~~ \$35;
- H. renewal of license, instructor, ~~\$35~~ \$50;
- I. renewal of temporary teacher permit, \$25;
- J. student permit, \$10;
- K. initial shop registration, \$50;
- L. initial school registration, \$1,000;
- M. renewal shop registration, ~~\$35~~ \$50;
- N. renewal school registration, ~~\$200~~ \$250;
- O. restoration of registered barber license, ~~\$50~~ \$65;
- P. restoration of apprentice license, ~~\$45~~ \$60;
- Q. restoration of shop registration, ~~\$60~~ \$75;
- R. change of ownership or location, \$25; and
- S. duplicate license, \$10.

[For text of subs 2 to 5, see M.R.]

## Board of Chiropractic Examiners

### Proposed Permanent Rules Relating to Acupuncture

#### NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

##### Proposed Rules Governing Acupuncture - Dual Registration, *Minnesota Rules* 2500.3000 Subp. 6

**Introduction.** The Minnesota Board of Chiropractic Examiners intends to adopt rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28, and rules of the Office of Administrative Hearings, *Minnesota Rules*, 1400.2300 to 1400.2310. You have 30 days to submit written comments on the proposed rules and may also submit a written request that a hearing be held on the rules.

**Agency Contact Person.** Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to the agency contact person. The agency contact person is: Tari Vannelli at Minnesota Board of Chiropractic Examiners, 2829 University Avenue S.E. #300, Mpls, MN 55414, phone: 612-617-2225 and FAX 612-617-2224 or E-mail at [Tari.Vannelli@state.mn.us](mailto:Tari.Vannelli@state.mn.us)

**Subject of Rules and Statutory Authority.** The proposed rules are about Acupuncture - Dual Registration. Any doctor of chiropractic who is separately registered according to *Minnesota Statutes*, chapter 147B, is exempt from subparts 2 and 5. The statutory authority to adopt the rule is *Minnesota Statutes*, section 148.08, Subd. 3. A copy of the proposed rules is published in the *State Register*.

**Comments.** You have until 4:30 p.m. on September 8, 1999 to submit written comment in support of or in opposition to the proposed rules and any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed and the reason for the comment. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules must also be made during this comment period.

**Request for a Hearing.** In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on September 8, 1999. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rules to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the agency for determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

**Withdrawal of Requests.** If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

**Alternative Format.** 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, 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 public comment. The modifications must be supported by comments and information submitted to the agency, 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 in the rulemaking process.

**Statement of Need and Reasonableness.** A statement of need and reasonableness is now available from the agency contact person. 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. Copies of the statement may be obtained at the cost of reproduction from the agency.

<p><b>KEY: PROPOSED RULES SECTION</b> — <u>Underlining</u> indicates additions to existing rule language. <del>Strike outs</del> indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." <b>ADOPTED RULES SECTION</b> — <u>Underlining</u> indicates additions to proposed rule language. <del>Strike outs</del> indicate deletions from proposed rule language.</p>
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## Proposed Rules

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**Adoption and Review of Rules.** If no hearing is required, the agency may adopt the rules after the end of the comment period. The rules and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the rules are submitted to the office. If you want to be so notified, or want to receive a copy of the adopted rules, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

Dated: 27 July 1999

Larry A. Spicer  
Executive Director

### 2500.3000 ACUPUNCTURE.

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

**Subp. 6. Exemptions.** Any doctor of chiropractic who is separately registered according to *Minnesota Statutes*, chapter 147B, is exempt from subparts 2 and 5.

## Board of Chiropractic Examiners

### Proposed Permanent Rules Relating to Variances

#### NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

##### Proposed Rules Governing Waivers and Variances, *Minnesota Rules* 2500.5050 Subp. 1-5

**Introduction.** The Minnesota Board of Chiropractic Examiners intends to adopt rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28, and rules of the Office of Administrative Hearings, *Minnesota Rules*, 1400.2300 to 1400.2310. You have 30 days to submit written comments on the proposed rules and may also submit a written request that a hearing be held on the rules.

**Agency Contact Person.** Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to the agency contact person. The agency contact person is: Tari Vannelli at Minnesota Board of Chiropractic Examiners, 2829 University Avenue S.E. #300, Mpls, MN 55414, phone: 612-617-2225 and FAX 612-617-2224 or E-mail at [Tari.Vannelli@state.mn.us](mailto:Tari.Vannelli@state.mn.us)

**Subject of Rules and Statutory Authority.** The proposed rules are about Waivers and Variances. A person subject to the rules of the board may request that the board grant a variance from any rule of the Board. The statutory authority to adopt the rule is *Minnesota Statutes*, section 148.08, Subd. 3. A copy of the proposed rules is published in the *State Register*.

**Comments.** You have until 4:30 p.m. on September 8, 1999 to submit written comment in support of or in opposition to the proposed rules and any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed and the reason for the comment. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules must also be made during this comment period.

**Request for a Hearing.** In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on September 8, 1999. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rules to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the agency for determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

**Withdrawal of Requests.** If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

**Alternative Format.** 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, 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 public comment. The modifications must be supported by comments and information submitted to the agency, 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 in the rulemaking process.

**Statement of Need and Reasonableness.** A statement of need and reasonableness is now available from the agency contact person. 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. Copies of the statement may be obtained at the cost of reproduction from the agency.

**Adoption and Review of Rules.** If no hearing is required, the agency may adopt the rules after the end of the comment period. The rules and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the rules are submitted to the office. If you want to be so notified, or want to receive a copy of the adopted rules, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

Dated: 27 July 1999

Larry A. Spicer  
Executive Director

### **2500.5050 VARIANCE.**

**Subpart 1. Right to request a variance.** A person subject to the rules of the board may request that the board grant a variance from any rule of the board.

**Subp. 2. Submission and contents of request.** A request for a variance must be submitted to the board in writing. Each request must be on a form prepared by the board, and must contain the following information:

- A. the specific rule for which the variance is requested;
- B. the reason for the request;
- C. the alternative measures that will be taken if a variance is granted;
- D. the length of time for which a variance is requested; and
- E. any other relevant information necessary to properly evaluate the request for the variance.

**Subp. 3. Decision on variance.** The board shall grant a variance if it determines that:

- A. the variance will not adversely affect, directly or indirectly, the health, safety, or well-being of the public;
- B. the alternative measures to be taken, if any, are equivalent to, or more protective of the public, than those prescribed in the rule from which the variance is requested; and
- C. compliance with the rule from which the variance is requested would impose an undue burden on the applicant.

The board shall deny, revoke, or refuse to grant or renew a variance if the board determines that either item A, B, or C has not been met. Any decision made relative to this provision shall be final.

**Subp. 4. Notification.** The board shall notify the applicant in writing within 30 days of the board's decision. If a variance is granted, the notification shall specify the period of time for which the variance will be effective and the alternative measures or conditions, if any, to be met by the applicant. All such requests, as well as the board's response to the requests, shall be public information.

**Subp. 5. Withdrawal.** The board shall have the right to withdraw the variance if the conditions for which the variance is granted become no longer applicable. The board shall mail a notification of withdrawal no less than 14 calendar days prior to the effective date of the withdrawal.

<p><b>KEY: PROPOSED RULES SECTION</b> — <u>Underlining</u> indicates additions to existing rule language. <del>Strike outs</del> indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." <b>ADOPTED RULES SECTION</b> — <u>Underlining</u> indicates additions to proposed rule language. <del>Strike outs</del> indicate deletions from proposed rule language.</p>
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## 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.

## Department of Natural Resources

### Adopted Permanent Rules Relating to Public Use of Recreational Areas

The rules proposed and published at *State Register*, Volume 23, Number 14, pages 751-763, October 5, 1998 (23 SR 751), Volume 23, Number 15, page 814, October 12, 1998 (23 SR 814), and Volume 23, Number 27, page 1483, January 4, 1999 (23 SR 1483), are adopted with the following modifications:

#### 6100.0500 DEFINITIONS.

Subp. 5g. **Forest trail.** "Forest trail" means a trail that is either constructed, maintained, or located on forest lands administered by the commissioner for recreational activities on forest lands. Forest trail does not include state recreational trails as defined in *Minnesota Statutes*, section 85.015.

Subp. 10a. **Special event.** "Special event" means an event held in a state park or on forest lands that is not normally allowed, that ~~is unusually destructive to the environment~~ causes significant environmental effects, or that is likely to attract large numbers of people that could disrupt normal use of the state park or forest lands. Special events include, but are not limited to, motorcycle, snowmobile, and sports car rallies ~~and~~ and, races, or enduros; orienteering trials; group campouts that do not occur at designated group camps; dog sled races; dog trials; and commercial uses.

#### 6100.0525 PENALTY.

A person who violates any of parts 6100.0100 to 6100.2400 is guilty of a misdemeanor and subject to immediate removal from the state park or forest lands and to other appropriate legal action, including revocation of any permits issued.

#### 6100.0800 PUBLIC SAFETY; HUNTING; FIREARMS; WEAPONS.

##### Subpart 1. Restrictions.

A. While in a state park, or while in or within 200 feet of a forest recreation area, except as provided in subpart 2 or by special permit from the commissioner, it is unlawful for a person to:

- (1) possess explosives or fireworks of any kind;

#### 6100.0900 ENVIRONMENTAL PROTECTION.

##### Subp. 3. Forest lands.

B. No person may cut live merchantable trees on forest lands for constructing an elevated scaffold, except that shrubs ~~and~~ the lateral branches of trees, and saplings measuring smaller than four inches in diameter at 4-1/2 feet off the ground may be removed.

**6100.1250 CAMPING.**

Subpart 1. **Camping in state parks.** The camping restrictions in items A to J apply in state parks.

E. The rental period begins with the day of registration and all fees must be paid in full at the time of registration. The campsite must be occupied by a member of the party on the first night of the rental period ~~and on any night when camping equipment or vehicles are left on the site. The registration shall be canceled if the site is not personally occupied on the first night.~~ Camping equipment placed on a campsite by an unregistered party ~~or~~, any equipment on a site that is not occupied on the first night of the rental period ~~shall be deemed abandoned and shall be transferred to the custody of the commissioner of administration for disposal in accordance with state law, or any equipment left on a site after the end of the rental period may be removed by the park manager to allow registered campers to occupy the site.~~

Subp. 2. **Camping in forest campgrounds and use of forest day use areas.** The restrictions in items A to J apply in forest campgrounds and day use areas.

E. In fee camping areas, each camping party must register. A responsible person in the camping party shall register for the group, giving the number in the party. The rental period begins with the day of registration. The campsite must be occupied by a member of the party on the first night of the rental period ~~and on any night when camping equipment or vehicles are left on the site. Failure to occupy a site in person shall result in forfeiture of the site and the fee.~~ Camping equipment placed on a campsite by an unregistered party ~~or~~, any equipment on a site that is not occupied on the first night of the rental period ~~shall be deemed abandoned and shall be transferred to the custody of the commissioner of administration for disposal in accordance with state law, or any equipment left on a site after the end of the rental period may be removed by a forest officer to allow registered campers to occupy the site.~~

**6100.1350 DISPERSED CAMPING.**

Subpart 1. **Dispersed camping.** Dispersed camping is permitted on forest lands. A person who dispersed camps may not:

D. camp on forest lands within one mile of a fee campground without paying a fee, unless in a designated remote campsite;

**6100.1355 NONMOTORIZED USE.**

Subp. 6. **Dogsledding.** In state parks, dogsledding is permitted only on trails designated for dogsled use, or as approved by the park manager. Any other dogsledding use in state parks is prohibited. Dogsledding is permitted on all other forest lands except where it is posted to prohibit dogsledding.

Subp. 8. **Rock climbing.** In state parks, rock climbing is allowed only in designated areas and only by permit. Rock climbing is permitted on all other forest lands except where it is posted to prohibit rock climbing.

**6100.1950 MOTOR VEHICLES AND SNOWMOBILES; FOREST LANDS.**

Subpart 1. **Classified forest lands.** The operation of motor vehicles and snowmobiles on forest lands classified by the commissioner for purposes of motor vehicle use according to subpart 2 and *Minnesota Statutes*, section 89.002, is regulated according to items A to C.

A. Motor vehicles may operate on forest lands classified as managed ~~only~~ on forest roads and forest trails that are not posted and designated closed, subject to the limitations and exceptions in this part.

B. Motor vehicles may operate on forest lands classified as limited ~~only~~ on forest roads that are not posted and designated closed and on forest trails or areas that are posted and designated to allow motor vehicle use, subject to the limitations and exceptions in this part.

Subp. 2. **Criteria for classification.** The following criteria shall be considered when classifying forest lands for motor vehicle use:

G. competing interests among different user groups; and

H. public safety and law enforcement concerns; ~~and~~

~~I. any other factors deemed appropriate by the commissioner for resource or recreation management or public safety purposes.~~

<p><b>KEY: PROPOSED RULES SECTION</b> — <u>Underlining</u> indicates additions to existing rule language. <del>Strike outs</del> indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." <b>ADOPTED RULES SECTION</b> — <u>Underlining</u> indicates additions to proposed rule language. <del>Strike outs</del> indicate deletions from proposed rule language.</p>
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## Adopted Rules

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Subp. 3. **Notice and public meeting.** Before changing the classification of forest lands for motor vehicle use, the commissioner shall provide notice and a public meeting according to items A to C.

A. A public meeting shall be held in the county where the largest portion of the forest lands are located to provide information to and receive comment from the public regarding the proposed classification change.

B. Sixty days before the public meeting, notice of the proposed classification change shall be published in legal newspapers that serve the counties in which the lands are located and in a statewide Department of Natural Resources news release and in the State Register. The notice shall include a summary of the proposed action, a request for public comment, and notice of the public meeting.

Subp. 6. **Lakes, rivers, and streams.** No person shall operate a motor vehicle ~~or snowmobile~~ on forest lands on or over the beds of lakes, rivers, or streams when ice is not covering the water body, except on a bridge, culvert, or similar structure or designated low water crossing.

Subp. 7. **Other prohibitions and exceptions.**

~~A. No person shall operate a motor vehicle on forest lands off a forest road or trail, except:~~

~~(1) on forest lands classified as managed or limited during the seasons open for taking big game, licensed hunters may use ATVs off forest trails to retrieve big game animals by taking the most direct route between the carcass and the trail; and~~

~~(2) inside the boundaries of a posted and designated seramble area.~~

~~B. A.~~ No person shall operate a motor vehicle or snowmobile on forest lands in a manner that causes erosion or rutting or injures, damages, or destroys trees or growing crops. The rutting prohibition does not apply on trails that are designated and maintained for motorized use.

~~C. No person shall create an unauthorized trail on forest lands.~~

~~D. B.~~ No person shall operate motor vehicles or snowmobiles on forest lands within the boundaries of an area that is posted and designated as closed to the operation of motor vehicles or snowmobiles.

~~E. C.~~ No person shall operate a motor vehicle or snowmobile in the Richard J. Dorer memorial hardwood forest, except on forest roads that are not posted and designated as closed, and on forest trails or areas that are posted and designated to allow the use of motor vehicles or snowmobiles. The exception for big game retrieval under item A, subitem (1), does not apply.

~~Subp. 9. **Operating under the influence.** A person may not operate or be in control of a motor vehicle or snowmobile on forest lands while under the influence of alcohol or a controlled or hazardous substance. Arrest and testing procedures are according to Minnesota Statutes, sections 84.91 to 84.911.~~

# Revenue Notices

The Department of Revenue began issuing revenue notices in July of 1991. Revenue notices are statements of policy made by the department that provide interpretation, detail, or supplementary information concerning a particular statute, rule, or departmental practice. The authority to issue revenue notices is found in *Minnesota Statutes* §270.0604.

## Department of Revenue

### Revenue Notice # 99-07: Corporate Franchise Tax - Application of IRC § 382 in Computing Minnesota Net Operating Loss Deductions

This revenue notice explains how to apply the *Internal Revenue Code* (IRC) § 382 limitation on net operating loss deductions after certain corporate ownership changes have occurred. *Minnesota Statutes*, § 290.095, subd. 3(d), limits the amount of net operating loss deduction using losses from a corporation that has had an ownership change.

In 1997, the legislature amended *Minnesota Statutes* § 290.095, subd. 3(d), to require that the federal limitation on amounts of net operating loss that can be carried over after certain corporate acquisitions must be applied to net income before apportionment. Previously, the statute merely stated that the federal provisions applied. The amendment was effective for tax years beginning after December 31, 1996. This revenue notice further explains how to apply the federal limitation, for Minnesota purposes.

An "ownership change" for Minnesota corporate franchise tax purposes is defined by IRC § 382(g). Whenever an ownership change occurs, an IRC § 382 limitation will apply to all Minnesota pre-change losses that are carried over to a post-change year. "Pre-change years" end on or before the date of an ownership change, while "post-change years" end after the date of an ownership change. In a post-change year, the amount of Minnesota net income used to determine the net operating loss deduction, with regard to pre-change losses, is limited to the IRC § 382 limitation determined for that year. This limited net income is then multiplied by that post-change year's apportionment percentage to determine the limited amount of (apportioned) taxable net income that is eligible for a net operating loss deduction for those losses being carried forward from pre-change years.

The IRC § 382 limitation does not reduce the total amount of pre-change Minnesota net operating losses available for carryforward but, similar to federal treatment, restricts the amount of net operating losses from pre-change years that can be applied to the income in a post-change year.

If there is unused IRC § 382 limitation for Minnesota purposes in a post-change year, the following year's limitation shall be increased by the excess amounts determined for Minnesota tax purposes in a manner similar to IRC § 382(b)(2).

The IRC § 382 limitation also applies in determining the alternative minimum tax net operating loss deduction under *Minnesota Statutes*, § 290.0921, subd. 4.

Dated: 9 August 1999

Jennifer L. Engh  
Assistant Commissioner for Tax Policy

## Department of Revenue

### Revenue Notice # 99-08: Tax Refund or Return Preparer Penalty

#### Introduction

Under *Minnesota law*, penalties may be assessed not only against a person who willfully attempts to understate his or her own tax liability, but also against a person who prepares returns for another and willfully attempts to understate that person's tax liability.

#### Definition of Preparer

The definition of a "tax refund or return preparer" (preparer) is found in *Minnesota Statutes*, § 289A.60, subdivision 13(g). A preparer is "an individual who prepares for compensation, or who employs one or more individuals to prepare for compensation, a return of tax, or a claim for refund of tax." A "return of tax, or a claim for refund of tax" is any return or claim filed with the Minnesota Department of Revenue. In addition to returns or claims for refunds for the other tax types administered under Chapter 289A, this includes sales tax returns or claims for refunds of sales tax.

#### Civil Monetary Penalties

Under *Minnesota Statutes*, § 289A.60, subdivision 13(a), a preparer is subject to a penalty of \$500 if the preparer willfully attempts in any manner to understate a tax liability. The penalty will be assessed and treated as an individual income tax liability of the preparer.

## Official Notices

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### Civil Injunctions

In addition to imposing civil monetary penalties, under *Minnesota Statutes*, § 289A.60, subdivision 13(b), the State of Minnesota may commence legal action to enjoin a preparer from engaging in any of the following conduct:

- conduct which is subject to a civil penalty under *Minnesota Statutes*, § 289A.60 or a criminal penalty under *Minnesota Statutes*, § 289A.63;
- misrepresenting the preparer's eligibility to practice before the Department of Revenue, or otherwise misrepresenting the preparer's experience or education as a tax return preparer;
- guaranteeing the payment of any tax refund or the allowance of any tax credit; or other fraudulent or deceptive conduct that substantially interferes with the proper administration of state tax law when injunctive relief is appropriate to prevent the recurrence of that conduct.

Finally, if the court determines that a tax return preparer has continually engaged in the above conduct and that an injunction prohibiting the specific conduct would be insufficient to prevent the preparer's interference with state tax laws, the court may enjoin that person from acting as a tax preparer in Minnesota altogether.

Dated: 9 August 1999

Jennifer L. Engh  
Assistant Commissioner for Tax Policy

## Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rule-making 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.

## Department of Agriculture

### Agronomy and Plant Protection Division

#### Notice of Special Local Need Registration for Warrior T Insecticide

Pursuant to *Minnesota Statutes* 18B.27 and Parts 1505.0880-1505.0930, the Minnesota Department of Agriculture issued on July 28, 1999, a Special Local Need (SLN) registration for Warrior T insecticide, manufactured by Zeneca Inc., Wilmington, DE 19850. This registration allows Warrior T to be used for the control of grasshoppers in certain non-cropland areas that are adjacent to cropland. A federal or state agency, a local unit of government, or any person or groups of persons filing with the commissioner a petition that contains the signatures and addresses of 500 or more individuals of legal voting age, shall have 30 days from publication of notice in the *State Register* to file written objections with the commissioner regarding the issuance of the special local need registration.

Objections may be submitted to: John C. Sierk, Minnesota Department of Agriculture, Agronomy and Plant Protection Division, 90 West Plato Boulevard, St. Paul, MN 55107. Comment deadline is September 8, 1999.

## Auto Theft Prevention Board

### Meetings of the Board in August 1999

The Auto Theft Prevention Board announces the Board meeting date of: Thursday, August 19, 1999 at 9:00 a.m. The Board meetings are located at the Auto Theft Prevention Office, 1110 Centre Point Curve, Suite 405, Mendota Heights, Minnesota.

The Board also announces a vacancy on the Auto Theft Prevention Board beginning approximately August 1, 1999. This Board appointment is designated as filling the Board position that represents the Department of Public Safety. To qualify for this vacancy, a person must be an employee of the Department of Public Safety. Interested persons may contact Denny Roske at the Auto Theft Prevention Board office at 651-405-6153 for additional information and a copy of the open appointments application for Service on State Agency form.

## Minnesota Comprehensive Health Association

### Notice of Task Force Meeting on Premium Rate-Setting Process

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Task Force on the Premium Rate-Setting Process will be held at 2:30 p.m. on Monday, August 16, 1999. The meeting will take place at Blue Cross Blue Shield of MN, Main Building, 6th floor dining room, 3535 Blue Cross Road, Eagan, MN.

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

## Minnesota Historical Society

### State Review Board Regular Meeting

A meeting of the State Review Board of the Minnesota Historical Society to consider nominations to the National Register of Historic Places will be held on Tuesday, August 24, 1999, in the Cargill Commons, MacMillan Education Wing, Minnesota Historical Society History Center, St. Paul, Minnesota. The State Review Board will meet at 7:00 p.m. for an informational presentation on program activities made by the Preservation Office staff. The meeting will be called to order and consideration of the meeting's agenda will begin at 7:30 p.m. A sign language interpreter is available with one weeks notice, and auxiliary aids are available with two weeks notice. Call 651-296-5434, or TTY 800-627-3529. For further information contact the State Historic Preservation Office, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102, 651-296-5434.

## Department of Human Services

### Finance & Management Operations - Reimbursement Division

#### Public Notices of the Disproportionate Population Adjustment for State Regional Treatment Centers and the Payment Rates for the State Regional Treatment Centers

**NOTICE IS HEREBY GIVEN** to recipients, providers of services under the Medical Assistance (MA) Program, and to the public, of changes concerning the disproportionate population adjustment (DPA) and the payment rates for Regional Treatment Centers under the MA Program. This notice is published pursuant to the *Code of Federal Regulations*, Title 42, section 447.205, which requires public notice of any significant proposed change in the methods and standards for setting payment rates for services. This notice is also published pursuant to 42 *United States Code* section 1396a(a)(13), which requires the Department to publish payment rates for institutional providers, the methodologies underlying the establishment of such rates and the justification of such rates.

In conjunction with the current state fiscal year's budget for Regional Treatment Centers, as appropriated by the legislature, payment rates are determined in accordance with *Minnesota Statutes*, section 246.50, subdivision 5.

The following DPA factors are effective for admissions occurring from July 1, 1999 through June 30, 2000. The inpatient payment rate of each Regional Treatment Center is increased by the indicated percentage.

#### DPA Adjustment

Facility	Percentage
Anoka-Metro	25.3300%
Brainerd	11.6340%
Eveleth	7.6700%
Fergus Falls	18.3720%
St. Peter	28.0120%
Willmar	17.1660%

## Official Notices

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The following payment rates are effective from July 1, 1999 through June 30, 2000.

Facility	Payment Rates				
	Mental Illness	Mental Retardation	Traumatic Brain Injury	Psychopathic Personality	Nursing Facility
Anoka	\$379				
Brainerd	\$447	\$1077	\$829		\$272
Fergus Falls	\$528	\$683			
Eveleth	\$339				
St. Peter	\$357				
Willmar	\$501				
Cambridge		\$731			
Moose Lake				\$332	
Ah Gwah Ching				\$276	

Questions and comments may be directed to:

Larry Houff  
Department of Human Services  
Reimbursement Division  
444 Lafayette Road North  
St. Paul, MN 55155-3824  
651-296-4889

## Minnesota State Law Library

### Notice of County Law Library Filing Fees

Pursuant to *Minnesota Statutes* 143A.09 and 143A.10, the following law library fees are in effect as of August 1, 1999. Civil fees include probate matters except as noted. Criminal conviction includes felonies, gross misdemeanors, and misdemeanors except as noted.

<u>COUNTY</u>	<u>CIVIL</u>	<u>CONCILIATION</u>	<u>CRIMINAL CONVICTION</u>	<u>PETTY MISDEMEANOR</u>
Wabasha	10	10	5	5

## Department of Natural Resources

### Division of Forestry

### Notice of Opportunity for Public Comment on MN Forest Legacy Statewide Plan

**NOTICE IS HEREBY GIVEN** that the Department of Natural Resources through its Division of Forestry is requesting public comment through September 10, 1999 on the Forest Legacy Program Statewide Plan.

Forest Legacy is a state administered federal program. It provides funding for conservation easements to protect unique and/or working forests owned by private landowners. Only landowners who voluntarily wish to participate may do so. Conservation easements are legal deed restrictions determined by the landowner and the organization which will hold the easement to protect the land base.

The draft plan suggests 14 areas of the state where such funding would be a priority. It also lays out a process to assure local involvement before any easements could be taken.

To obtain a copy of the draft plan, please contact:

Sharon Schmitz  
DNR-Forestry  
500 Lafayette Road  
St. Paul, MN 55155-4044  
651-297-7298



## Northern States Power Company

### Notice of Acid Rain Program Alternate Designated Representative

**NOTICE IS HEREBY GIVEN** that, pursuant to *Code of Federal Regulations* Title 40, Part 72, the following are the Alternate Designated Representatives for the indicated Acid Rain Program affected sources at Northern States Power Company, as of August 16, 1999: Mark J. Fritsch for Allen S. King Plant boiler 1 and Kenneth M. Beadell for Riverside Plant boilers 6, 7 and 8. If there are questions, call Nancy Stafki at 612-330-5520.

Pamela K. Graika  
Designated Representative;  
Director, Environmental and  
Regulatory Affairs Department  
Northern States Power Company

## UAW-Ford-MnSCU Training Center

### Board of Directors Meeting

**NOTICE IS HEREBY GIVEN** that the quarterly meeting of the UAW-Ford-MnSCU Training Center Board of Directors will be held on Thursday, August 26, 1999 at 9:00 a.m. The meeting will be in the Training Center Conference Room. The Training Center is located adjacent to the Twin City Ford Assembly Plant, 966 S. Mississippi River Blvd., St. Paul, MN. For more information call Rob McKenzie at 651-696-0510.

## 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 Administration

### STAR Program (A System of Technology to Achieve Results)

### Notice of Availability of Grants to Organizations Providing Assistive Technology Services and Devices for People With Disabilities

STAR is offering Regional Assistive Technology Resources (RATR) grants on a competitive basis. STAR is accepting proposals from Minnesota based non-profit or for-profit organizations who wish to establish or expand projects that provide technology related assistance to unserved, underserved, or under-represented people with disabilities. This includes minorities, persons with low incomes, and persons with limited English proficiency. Project examples include, but are not limited to, assistive technology (AT) equipment loan or AT recycling programs. A pool of \$100,000 is expected to be available, preference will go to projects serving greater Minnesota (a percentage may be set aside specifically for rural regions). Grants may be up to \$25,000 depending on the scope of the project.

Proposals must be received by Thursday, September 30, 1999, 4:30 p.m. in the format specified in the application package. Previous winners of RATR or other STAR grants are not eligible. These funds may not be used to supplant activities or services mandated by other federal or state legislation. Public organizations (for example public schools and school districts) are not eligible. Materials detailing the process can be obtained by contacting STAR at 651-296-2771, 651-296-9478 (TTY), 800-657-3862, 800-657-3895 (TTY). Questions should be directed to the Program and Development Specialist at 651-296-9718.

## State Grants & Loans

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### Department of Administration

#### STAR Program (A System of Technology to Achieve Results)

#### Notice of Availability - Community Action Network (CAN) Grants for Rural Delivery of Assistive Technology (AT) Services and Devices

STAR is offering competitive grants to Minnesota based groups of volunteers who wish to establish or expand projects that guarantee rural delivery of AT services and devices to unserved, underserved, or under-represented people with disabilities. This includes minorities, persons with low incomes, and persons with limited English proficiency. Each CAN should be comprised of a majority of individuals with disabilities and their family members from your region. Each CAN should utilize the services of a fiscal host. Projects CANs should engage in include, but are not limited to, assessment, evaluation and consultation for mobility, seating, positioning, augmentative and alternative communication, aids for daily living and environmental controls. Additionally, funds should be utilized for increasing regional capacity for providing AT services and devices through training for individuals with disabilities, their family members and the professionals who serve them. A pool of \$180,000 is expected to be available, up to \$30,000 for each of the six rural regions of the state (STAR uses McKnight Foundation regions).

Proposals must be received by Thursday, September 30, 1999, 4:30 p.m. in the format specified in the application package. The grants will be for a two year period. Previous winners of RATR, CAN or other STAR grants are eligible. These funds may not be used to supplant activities or services mandated by other federal or state legislation. Materials detailing the process can be obtained by contacting STAR at 651-296-2771, 651-296-9478 (TTY), 800-657-3862, 800-657-3895 (TTY). Questions should be directed to the Program and Development Specialist at 651-296-9718.

### Department of Corrections

#### Community Services Divisions

#### Restorative Justice Initiative

#### Notice of Availability of Funds for Restorative Justice Programs for FY 2000-2001

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Corrections, Restorative Justice Initiative, announces the availability of \$230,000 for Restorative Justice grant. The grant period will be for the 21-month period from October 15, 1999 to June 30, 2001. Successful applicants may be eligible to apply for continued funding after the initial grant period.

It is anticipated that the maximum award per grant will be approximately \$75,000 for the term of the grant. This funding is authorized under *1999 Minnesota Laws*, Article 1, section 13, and subdivision 4.

Private, for-profit, non-profit 501(c)(3) organizations, public human service agencies, community corrections agencies, other governmental agencies, American Indian tribal governments, are eligible to apply for these funds. Since the Department of Corrections is the appointing authority, Department of Corrections entities may not apply for these grant funds. They are; however, encouraged to develop partnerships with other local entities to apply for these grant funds.

A request for proposals is available that contains detailed requirements and instructions for applying for this funding. The deadline for the submission of the completed proposals is 4:00 p.m., September 13, 1999. To receive a copy of the request for proposals, contact:

Kathryn Bique, Grants Specialist, Senior  
Minnesota Department of Corrections  
Grants and Subsidy Unit  
1450 Energy Park Drive, Suite 200  
St. Paul, MN 55108-5219  
Phone: 651-642-0264  
TTY: 651-643-3589

## Department of Human Services

### Health Care Purchasing and Service Delivery Division

#### Notice of Request for Proposals to Increase Access to Dental Care

The Minnesota Department of Human Services (DHS) is seeking proposals to increase access to dental services for recipients of Medical Assistance (MA), General Assistance Medical Care (GAMC) and MinnesotaCare programs, and for uninsured persons. Proposals may:

1. Request grant funding for projects that will increase dental access; or
2. Develop a demonstration project that utilizes dental hygienists to provide their services outside a traditional dental office to persons unable to receive regular dental services in a dental office due to age, disability or geographic location.

Entities qualified to submit a proposal include community clinics or other non-profit community organizations, political subdivisions, professional associations, or other organizations that demonstrate the ability to provide dental services effectively to public programs recipients.

The Legislature has appropriated \$600,000.00 in state fiscal year 2000 to be awarded as grants. Grantees will be required to match grant funds with other non-state funds on a dollar-per-dollar basis. The Commissioner of Human Services will determine the number of and dollar amount of grants to be awarded, and the number of dental hygienist demonstration projects to be authorized, based on a review of the qualified proposals received by the deadline. The Commissioner reserves the right to reject any proposal.

Interested parties may receive a copy of the RFP by contacting:

Thomas Fields, Development Manager  
Purchasing and Service Delivery Division  
Minnesota Department of Human Services  
444 Lafayette Road  
St. Paul, Minnesota 55155-3854  
Telephone: 651-297-7303 FAX: 651-297-3230  
E-mail: [tom.fields@state.mn.us](mailto:tom.fields@state.mn.us)

Prospective respondents with questions regarding this RFP may call, write or e-mail Thomas Fields at the above address. Mr. Fields is the only person at the Department of Human Services who is authorized to answer questions regarding this document.

All responses to this RFP are due at the Department of Human Services, Purchasing and Service Delivery Division, ATTN: Thomas Fields, 444 Lafayette Road, St. Paul, MN 55155, by 12:00 noon, September 7, 1999.

## Department of Trade and Economic Development

### Business and Community Development Division

#### Office of Professional & Technical Resources

#### Notice of Availability of Funds for Microenterprise Assistance Grants

The Department of Trade and Economic Development requests proposals from non-profit organizations in Minnesota in order to make Microenterprise Assistance Grant awards. These grants are intended to support those organizations which provide technical assistance and access to financial assistance to microenterprises.

All proposals must be sent to:

Department of Trade and Economic Development  
Attn: Bart Bevins  
121 7th Place East  
St. Paul, MN 55101

Please call Bart Bevins at 651-297-1170 for a copy of the Request for Proposal.

All proposals must be received no later than 4:30 p.m., August 30, 1999.

## Professional, Technical & Consulting Contracts

### Department of Veterans Affairs

#### Notice of Grant Funds Available and Application Requests Accepted for Placement on the Funding List for the Minnesota County Veterans Service Officer Operational Improvement Grant Program

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Veterans Affairs is accepting application requests for placement on the funding list for the Minnesota County Veterans Service Officer Operational Improvement Grant Program. This program was created to improve the efficiency of the County Veterans Service Officer system.

Applications will be reviewed and processed and grants will be awarded as required in *Minnesota Statutes* 197.608 and *Minnesota Rules*, parts 9055.0500 to 9055.0610.

Applications will be accepted at the address noted below until 4:30 p.m., September 10, 1999.

Only original applications, as provided to the applicants by the Minnesota Department of Veterans Affairs, will be accepted. Applications received on alternative formats will not be accepted.

Applications must be submitted by certified United States Mail to:

County Veterans Service Officer Operational Improvement Grant Program  
Minnesota Department of Veterans Affairs  
20 West 12th Street  
St. Paul, Minnesota 55155-2079

To request an application or further information, contact:

Terrence A. Logan or Dennis Forsberg at:  
Minnesota Department of Veterans Affairs  
20 West 12th Street  
St. Paul, Minnesota 55155-2079  
651-296-2562

## 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 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 as 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

#### Notice of Request for Proposals for an Image-Based Automated Data Capture System

Request for Proposal (RFP) for a contract for an image-based automated data capture system for the Minnesota Department of Economic Security (MN DES) Wage Detail Unit. The system will replace the currently installed AEG system and will interface with the Unisys InfoImage document management system.

There will not be a pre-proposal vendor conference. Questions concerning the RFP terms and conditions or technical requirements must be sent to the Acquisition Management Specialist listed in the RFP by August 16, 1999.

Proposals will be due on August 31, 1999, at 3:00 p.m.

Contact the Materials Management Division

50 Sherburne Ave.  
St. Paul, MN 55155  
Phone: 651-296-2600  
FAX: 651-297-3996

to request a copy of the complete Request for Proposal.

Department of Administration  
State Designer Selection Board

Request for Proposals for North Hennepin Community College, Renovation and Expansion  
of the Science Building into a General Education Building (Project 6-99)

To Minnesota Registered Design Professionals:

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, August 23, 1999, to:

Lisa Blue, Executive Secretary  
State Designer Selection Board  
Department of Administration  
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 Which 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;

## Professional, Technical & Consulting Contracts

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- 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.

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 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.

**NOTE:** Please call the Executive Secretary at 651-297-5526 and leave your name and address or fax number to receive a copy of the acceptable format for providing fee information.

#### 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. Nine 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.

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 6-99**

North Hennepin Community College (NHCC)  
7411 85th Avenue North  
Brooklyn Park, MN 55445

Minnesota State College and Universities (MnSCU)  
700 World Trade Center  
30 East Seventh Street  
St. Paul, MN 55101

**a. PROJECT DESCRIPTION:**

Minnesota State Colleges and Universities (MnSCU) intends to retain architectural and engineering consulting services to conduct schematic design for the comprehensive renovation, adaptive use, and expansion of the existing Science building at North Hennepin Community College. Currently serving the classroom and faculty office needs of the College's Science education program, the use of the structure will be redirected to the College's General Education program (English, Math, Social Science).

The scope of the project includes preparing schematic design for (a) renovating and adapting the existing building; (b) designing a building addition of approximately 14,000 gross square feet; (c) extending and upgrading the existing covered walkway, of approximately 10,000 gross square feet, to integrate the building with the adjacent Library and Continuing Education buildings; and (d) correcting all mechanical and electrical system deficiencies to provide a modern instructional facility which supports the College's General Education program.

The existing building is a 27,000 gross square foot, single-story, masonry, flat California style, constructed in 1969. Low ceiling heights and inadequate plenum space are major design constraints. The building is connected with other campus buildings by a covered walkway.

Deficiencies to be addressed in the remodeling portion of the project include:

- Bringing the building up to current building codes and ADA standards.
- Updating the existing fire protection system.
- Correcting existing mechanical (HVAC and plumbing) system deficiencies.
- Correcting existing electrical (service and distribution) system deficiencies.
- Updating energy management and lighting systems.
- Providing modern information technology capabilities.
- Providing modern classroom space, including multimedia.
- Improving the indoor air quality systems.

**b. REQUIRED CONSULTANT SERVICES:**

The consultant shall:

- Provide schematic design as noted in the scope of the project.
- Demonstrate experience in adaptive reuse, ADA compliance, and the design of college-level instructional facilities of comparable size and complexity.
- Prepare all SD documents using CADD technology in an electronic data exchange file format acceptable to MnSCU.

**c. SERVICES PROVIDED BY OTHERS:**

Site, geotechnical, and asbestos surveys.

**d. SPECIAL CONSIDERATIONS:**

The project will proceed from the predesign submitted by Kodet Architectural Group on April 28, 1999, and accepted by MnSCU, as amended, with approval to the Department of Administration on June 22, 1999.

A capital bonding request for \$11,161,000.00 is being prepared by MnSCU for submission to the Minnesota State Legislature for the 2000 bonding session, to complete the design and construct the proposed renovation and expansion of the building.

## Professional, Technical & Consulting Contracts

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**e. PROJECT BUDGET/FEEES:**

The schematic design for this project has been funded by MnSCU allocation from State of Minnesota appropriation (*Laws of 1998*, Chapter 404, Section 3, Subdivision 15) at a total cost of \$171,000.00, which includes all design fees, reimbursables, site investigations, and surveys.

**f. PROJECT SCHEDULE:**

Commence schematic design: October 1999.

The following preliminary schedule duration is suggested:

Schematic design	3 months
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Total Project Duration:	3 months
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**g. PROJECT INFORMATIONAL MEETING(S)/SITE VISIT(S):**

An informational meeting is tentatively scheduled for August 16, 1999, at 9:00 a.m. in room PS104 at North Hennepin Community College, 7411 85th. Avenue North, Brooklyn Park, Minnesota. All firms interested in this meeting should contact Bob Alexander at 612-424-0816 to sign up for the meeting.

**h. STATE DESIGNER SELECTION BOARD SCHEDULE:**

Project Information Meeting and/or Site Visit:	August 16, 1999, 9:00 a.m.
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Project Proposals Due:	August 23, 1999, by 12 p.m. (Noon)
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Project Shortlist:	September 7, 1999
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Project Interviews and Award:	September 21, 1999
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**I. PROJECT CONTACT(S):**

Questions concerning this project should be referred to:

Jim Morgan: Minnesota State Colleges and Universities; phone 651-649-5934; FAX 651-649-5779; e-mail <james.morgan@so.mnscu.edu>; mail address MnSCU, 1450 ETC Building, Suite 300, 1450 Energy Park Drive, St. Paul, MN 55108-5227; or

Bob Alexander: North Hennepin Community College; phone 612-424-0816; FAX 612-493-0561; e-mail <balexand@nh.cc.mn.us>; mail address NHCC, 7411 85th. Avenue North, Brooklyn Park, MN 55445.

**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.



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## Professional, Technical & Consulting Contracts

- 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.

Douglas Wolfangle, P.E., Chair  
State Designer Selection Board

## Department of Corrections

### Juvenile Services and Legislative Relations Division

#### Notice of Availability of Contracting for an Adolescent Female Residential Center

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Corrections, Juvenile Services and Legislative Relations Division, announces the availability of \$1,050,000.00 for the establishment and operation of an Adolescent Female Residential Center. The contract period is for the 21-month period October 1, 1999 through June 30, 2001. This contract will be awarded to a single vendor. Authority for this contract is found in *Minnesota Laws 1999*, Chapter 216, Article 4, Section 15.

Private, for-profit, non-profit 501(C)(3) organizations, public human service agencies, community corrections agencies, and other governmental agencies, American Indian tribal governments, are eligible to apply for this contract. Department of Corrections employees are eligible to apply for this contract as established in *Minnesota Statute 16B.167*.

A request for proposal is available that contains detailed requirements and instructions for applying for this contract. The deadline for the submission of the completed proposal is 4:00pm, August 30, 1999. To receive a copy of the request for proposal, contact:

Bill Klundt  
Juvenile Services Division  
Minnesota Department of Corrections  
1450 Energy Park Drive, Suite 200  
St. Paul, Minnesota 55108-5219  
Phone: 651-642-0269  
TTY: 651-643-3589

## Department of Corrections

### Minnesota Correctional Facility - Lino Lakes

#### Notice of Request for Proposals for Providing Psychoeducational and Therapy Services for Incarcerated Sex Offenders

**NOTICE IS HEREBY GIVEN** that the Sex Offender Treatment Program at the Minnesota Correctional Facility-Lino Lakes is requesting proposals for providing assessment, psychoeducation and therapy services to incarcerated sex offenders in the SOTP program and case consultation to therapy staff. The contract period will run from October 1, 1999, through June 30, 2001.

Compensation will be provided by the Department of Corrections at a negotiated rate for an approximate eight to twelve hours per week. Specific details on the purpose and scope of these services can be obtained by calling Robin A. Goldman, SOTP Director, at 651-717-6194. The proposals must be submitted by 4:00 p.m. on August 30, 1999, to: Robin Goldman, SOTP, MCF-Lino Lakes, 7525 4th Avenue, Lino Lakes, MN 55014.

# Professional, Technical & Consulting Contracts

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## Department of Health

### Division of Disease Prevention and Control

### AIDS/STD Prevention Services Section

#### Request for Proposals for HIV Prevention Needs Assessment Activities

**NOTICE IS HEREBY GIVEN** that the AIDS/STD Prevention Services Section, Division of Disease Prevention and Control, Minnesota Department of Health (MDH), is seeking proposals from qualified agencies for Human Immunodeficiency Virus (HIV) needs assessment activities within three project categories. All proposals submitted should assess risk for HIV infection within the proposed target population.

The three project categories (target populations) are:

1. Prostituted Individuals
2. Chemically Dependent Adults
3. Chemically Dependent Youth

Communities of color have higher rates of HIV and other sexually transmitted diseases. Prevention interventions and strategies developed to target these communities need to address the different cultural and psycho-social issues within each population. Agencies are encouraged to develop HIV prevention needs assessment activities for Prostituted Individuals, Chemically Dependent Adults, and Chemically Dependent Youth within communities of color. Communities of color include, but are not limited to, African-American, Hispanic/Latino, Native American, Asian Pacific Islander, and African.

#### Amount

Up to \$63,400 to fund three or four HIV prevention needs assessment projects.

#### Duration

The contract period is established for seven (7) months from January 1, 2000 through July 31, 2000.

#### PROCEDURE FOR APPLICATION

##### Letters of Intent

Agencies intending to submit a proposal for HIV prevention needs assessment activities are required to submit a Letter of Intent by 4:00 p.m. on Monday, August 30, 1999. A Letter of Intent outline which describes the required format is available upon request by calling Christine L. Jones, of MDH at 612-676-5925.

##### Full Proposals

All contractors which meet the eligibility criteria outlined above and which submit a Letter of Intent by the deadline are eligible to submit a full proposal. The compete request for proposals packet is available upon request, including instructions, format, and necessary forms. Agencies seeking MDH funding for HIV prevention needs assessment activities are required to submit ten (10) copies of the completed proposal by 4:00 p.m. on Wednesday, September 22, 1999.

All submissions are final. Full and complete proposals not received by the deadlines outlined about will not be considered.

Letters of Intent and full Proposals are to be submitted by the specified date and time to:

Christine L. Jones  
AIDS/STD Prevention Services  
Minnesota Department of Health  
717 Southeast Delaware Street  
P.O. Box 9441  
Minneapolis, Minnesota 55440-9441  
612-676-5925

## Department of Human Services

### Request for Proposals for Child Welfare/Child Protection Trainers

The Family & Children's Services Division of the Minnesota Department of Human Services is soliciting proposals from child welfare trainers for delivering competency-based training to county and tribal child protection and child welfare social workers and supervisors under a master contract. Services must include:

- 1) Development of curriculum(s) to meet training needs.
- 2) Delivery of training.
- 3) Modification of curriculum(s) based on feed back from training sessions.

The master contract will run from October 1, 1999 through June 30, 2001, with the option of extending the contract through June 30, 2004.

This request for proposals does not obligate the STATE to complete the contract, and the STATE reserves the right to cancel the solicitation if it is considered to be in its best interests.

Proposals in response to this RFP must be completed according to the RFP instructions. A copy of the complete RFP material is available by contacting:

Richard Dean, Program Consultant  
Family & Children's Services Division  
Minnesota Department of Human Services  
444 Lafayette Road, St. Paul, Minnesota 55155-3830  
Phone: 651-297-1648 FAX: 651-297-1949  
E-Mail: [richard.f.dean@state.mn.us](mailto:richard.f.dean@state.mn.us)

Upon request, this information will be made available in an alternate format, such as Braille, large print, or audiotape.

All applicants must provide three (3) copies of their completed proposal to Richard Dean at the above address beginning September 1, 1999. It is anticipated that proposals will be accepted and evaluated by DHS for up to four years from the date of publication of this RFP. DHS anticipates publishing written addendums periodically to ensure it is able to meet training needs throughout the duration of this RFP. All proposals will become the property of the Department and will not be returned to the proposers. The Department will not be responsible for any costs incurred by proposers in submitting their proposals.

## Legislative Coordinating Commission

### Contract Available for Providing Legislative Sign Language Interpreter Services

The Minnesota Legislative Coordinating Commission is requesting proposals from qualified individuals and organizations interested in providing sign language interpreting services to individuals who are hard of hearing, deaf, or deafblind during the 2000 legislative session. The LCC is also requesting proposals from qualified individuals and organizations to provide sign language interpreting services throughout the State of Minnesota for meetings with members of the legislature during 2000. A single proposal may be submitted to fulfill both requirements. The contract may be extended to include fiscal year 2001.

All proposals must satisfy the criteria as outlined in the full text of the Request For Proposals. The proposals must not exceed \$10,000 for services provided during the legislative session and \$8,000 for services provided throughout the State of Minnesota. For a copy of the full text of the RFP, please contact:

Chad Thuet, Assistant Director  
Minnesota Legislative Coordinating Commission  
Room 85 State Office Building  
100 Constitution Avenue  
St. Paul, MN 55155-1298  
651-296-1121 (voice)

**Proposals must be received by August 27, 1999, at 4:00 p.m. No late applications will be accepted.** All expenses incurred in responding to this notice shall be borne by the responder.

## Professional, Technical & Consulting Contracts

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### Minnesota House of Representatives

#### Public Notice of Request for Bid for Binding of Permanent Journals and Indexes 1999-2000

**NOTICE IS HEREBY GIVEN** that the Minnesota House of Representatives is seeking bids from qualified bookbinders to bind the permanent journals and indexes for 1999 and 2000.

The material for binding consists of a minimum of 200 sets of journals each year with an average thickness of 2-1/2 inches to 3 inches for each book. They will be supplied by the House to the bookbinding contractor in boxes of four. Each box shall contain copies of the same volume.

All bids must be submitted on the forms accompanying the specifications in a sealed envelope and delivered to House Administrative Services, 198 State Office Building, St. Paul MN 55155 no later than **2 p.m. Wednesday, August 25, 1999**. Bid submittals will be opened publicly on that date and time.

A copy of the Request for Bid packet can be obtained by calling: Albin A. Mathiowetz, 211 State Capitol, St. Paul MN 55155, 612-296-2314.

Other House personnel are NOT allowed to discuss the Request for Bid with anyone, including responders, before the proposal submission deadline.

### Minnesota State Lottery

#### Request for Bids for Promotional Merchandise

The Minnesota State Lottery will purchase a variety of promotional items for the purpose of marketing lottery games. Those items will be purchased under provisions of *Minnesota Statutes* 349A.07 which states in part:

“The director shall utilize an open bid process and shall take into account the particularly sensitive nature of the state lottery and shall consider the competence, quality of product, experience, and timely performance of each potential vendor in order to promote and ensure security, honesty, fairness, and integrity and the operation and administration of the lottery.”

Since time frames of these purchases will often be extremely constrained, the Lottery will establish a list of vendors willing to deliver specific items or groups of items. Invitations to bid on specific items will then be mailed to these vendors and responses mailed directly to the Lottery offices in Roseville.

Companies interested in being included on the Minnesota State Lottery vendor list for promotional merchandise should submit: business name, address, contact person, phone number, fax number, and brief description of your product line.

All responses should be sent to: Susie Kivi, Minnesota State Lottery, 2645 Long Lake Road, Roseville, Minnesota 55113. Vendors may request their names and product lines be added to the list at anytime.

**Department of Trade and Economic Development**

**Business and Community Development Division**

**Office of Business Assistance**

**Small Business Development Centers**

**Notice of Request for Proposals to Conduct Small Business Needs Assessment**

The Small Business Development Center (SBDC) program of the Department of Trade and Economic Development is soliciting proposals from qualified consultants and consulting firms to conduct a small business needs assessment study. The study is intended to assist program managers to understand the business development needs of the small business community and selected segments thereof.

The work is expected to be done between October, 1999, and March, 2000. Deliverables include completion of the study, preparation of a written report and recommendations, and an oral presentation to SBDC personnel. The estimated cost of the contract is between \$8,000 and \$10,000. Proposals are due September 10, 1999.

A copy of the full Request for Proposals may be obtained at no charge by contacting Mary Kruger, SBDC State Director, at the Department of Trade and Economic Development, 500 Metro Square, 121 7th Place East, St. Paul, MN 55101, telephone 651-297-5773, e-mail: *mary.kruger@state.mn.us*.

Questions regarding the Request for Proposals will be accepted until August 23, 1999. Questions received, and answers provided, through August 23 will be summarized and provided to individuals who have requested a copy of the Request for Proposals.

**Veterans Homes Board**

**Silver Bay Veterans Home**

**Notice of Request for Proposals for Physical Therapy, Occupational Therapy and Speech Therapy Services**

The Minnesota Veterans Homes - Silver Bay is soliciting proposals for contracts for the provision of physical, occupational and speech therapy consultations, therapeutic and related services for residents of this 85-bed nursing care facility.

The Minnesota Veterans Home - Silver Bay reserves the right to award this contract to multiple vendors.

These contracts may be let for a period of up to two years, beginning October 1, 1999. For details and a copy of the Request for Proposals, contact Kevin Maxim, Director of Nursing, at 218-226-6300, or write to Minnesota Veterans Home - Silver Bay, Attn: Kevin Maxim, Director of Nursing, 45 Banks Boulevard, Silver Bay, Minnesota 55614. All proposals must be received no later than 4:00 p.m. on August 27, 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 *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.

### Capitol Region Watershed District, Ramsey County, MN

#### Request for Proposals for Public Outreach Services

The Capitol Region Watershed District is soliciting Request for Proposals for providing public outreach services to the District. Proposals are to include three main activities:

1. Determination of public knowledge, attitudes, and behavior in regards to water resource management.
2. Developing an educational strategy for achieving the water quality objectives of the district management plan.
3. Involving the public in watershed district management plan development and review.

Activities outlined in submitted Request for Proposals are to be performed between 9/15/99 and 4/28/00. Proposals are due 8/23/99.

The Capitol Region Watershed District is a special unit of local government responsible for water resource management in portions of the cities of St. Paul, Roseville, Falcon Heights, and Maplewood, MN.

For more information and copies of the full Request for Proposal, contact Ron Struss at 651-215-1950.

### Hennepin County Transportation Department

#### Notice of Potential Availability of Contracts for a Variety of Highway Related Technical Activities

The Hennepin County Transportation Department may require the services of qualified consultants to assist with the implementation of its highway program. Work for consultants may include:

- A. Preliminary design (project development reporting and geometric layouts);
- B. Final design including preparation of plans and specifications (roadway, storm sewer, water, lighting, signing, traffic control, signing and striping, traffic signals, and hydraulics);
- C. Bridge design including preliminary and detail design;
- D. Bridge inspection and reporting;
- E. Specialty designs and environmental studies (landscaping, water quality, wetland mitigation, agency permit applications and cultural resource reports).

Consultants who wish to be considered for any potential projects should furnish the following information:

1. Federal Form 254 and firm brochure, if any;
2. An indication of which fields key personnel are registered (Engineer, Architect, etc.);
3. A statement of whether or not your firm has an approved affirmative action plan;
4. A statement that your firm follows all applicable federal, state, and local laws and regulations regarding employment; and
5. A cover letter indicating your firm's interest in being considered for consulting services to the County.

From the list of firms submitting a packet addressing items 1 through 5 above, a county committee will establish a list of qualified consultants for each of the areas of expertise it may need (A. through E. above).

When the county needs a consultant for a specific project it will convene its Designer Selection Committee. This Committee will develop a short-list of consultants (from the list of qualified consultants) who they believe are the most qualified for the upcoming project. The consultants on the short-list will be invited to an interview with the Committee. After interviews, the Committee will recommend a consultant to county administration. This process will be repeated for each project where consultant services are desired.

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## Non-State Public Bids, Contracts & Grants

Therefore, if you wish to have your firm considered for inclusion in the county's list of prequalified consultants, submit a packet addressing items 1 through 5 above by 4:00 p.m., September 3, 1999, and addressed to:

Bruce M. Polaczyk, P.E.  
Design Administrative Engineer  
Hennepin County Transportation Department  
1600 Prairie Drive  
Medina, MN 55340-5421

Dated: 22 July 1999

## Metropolitan Council

### Notice of Availability of Funds from the Metropolitan Livable Communities Act Tax Base Revitalization Account

**Purpose:** The Metropolitan Livable Communities Act (*Minnesota Statutes* Chapter 473.25) created a **Tax Base Revitalization Account** to make grants to clean up contaminated land for subsequent commercial/industrial re-development, job retention and job growth. Applications will be prioritized to the extent that they address the following: increase local tax base; create net gain in regional jobs; demonstrate market demand for proposed site; supplement a previously approved project; preserve and/or increase living wage jobs; improve the environment by reducing human health risk; promote compact development; provide living wage jobs; demonstrate public/private partnerships; and make more efficient use of current infrastructure capacity. This program is being coordinated with complementary programs at the MN Pollution Control Agency (MPCA) and MN Department of Trade and Economic Development (DTED).

**Eligible Applicants:** Statutory or home rule charter cities participating in the Metropolitan Livable Communities Housing Incentives Program are eligible to apply. Metropolitan counties (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington) and development authorities (e.g., Housing and Redevelopment Authority, Economic Development Authority or Port Authority) may apply for projects in eligible communities.

**Submission Date:** An original and two (2) copies of each application are due to the Metropolitan Council, Attn: Wayne Nelson, 230 E. Fifth St., St. Paul, MN 55101, by 5 p.m., **November 1, 1999**.

**Amount Available:** Approximately \$3 million will be available for grants awarded this cycle. Grants will be awarded on a competitive basis. If applications for grants exceed the available funds for this cycle, no more than one-half of the funds may be granted to projects in a single city, and no more than three-quarters of the funds may be granted to projects located in cities of the first class.

**For More Information:** For a copy of the grant application guide and format, contact Wayne Nelson, Metropolitan Council at 651-602-1406 or 291-0904 (TTY) or via e-mail [wayne.nelson@metc.state.mn.us](mailto:wayne.nelson@metc.state.mn.us). The application form may be copied from the Metropolitan Council web site at [www.metrocouncil.org](http://www.metrocouncil.org) under the topic "Planning".

## Metropolitan Council

### Notice of Intent to Procure Polymer

The Metropolitan Council Environmental Services Division hereby serves Notice of Intent to Procure Polymer for the Seneca Wastewater Treatment Plant. The Council will request proposals from qualified companies for two (2) different Polymers used in the Dewatering process at Seneca.

Prequalification bench testing will begin in early September and based on those results, Full Scale testing will be in late September or early October. If you believe your Company can supply the required polymer and would like more information, please write or fax by August 18, 1999:

Mr. Stephan Greenwood, Principal Engineer  
Metropolitan Council Environmental Services  
230 East 5th Street  
St. Paul, MN 55101-1626  
FAX: 651-602-1183

## Non-State Public Bids, Contracts & Grants

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### Metropolitan Council

#### Request for Bids for Hoist and Monorail System for Chaska Lift Station

Sealed bids will be received in the office of the Metropolitan Council, Environmental Services Division, (MCES), Mears Park Centre, 230 East 5th Street, St. Paul, Minnesota 55101, for Hoist and Monorail System for Chaska Lift Station. Bids will be received until TUESDAY, August 24, 1999 at 1:00 p.m., at which time and place the bids will be publicly opened and read aloud.

Copies of the specifications and bid instructions may be obtained from the offices of the Metropolitan Council or by calling 651-602-1499 or via FAX request at 651-602-1083. All bids to be considered must be submitted on **Council approved bid forms**.

All proposals to be considered must have the Affirmative Action Plan Certificate of Compliance attached and be submitted with MCES' proposal form accompanied by a certified check, cashiers check or bid bond in an amount not less than five percent (5%) of the total bid amount.

The award will be based upon, but not necessarily limited to, factors of price, lead time, agreement to the terms and conditions and past experience with the Metropolitan Council. The Metropolitan Council reserves the right to accept or reject any and all bids, or any part of any bid and to waive any minor irregularities and deviations from requirements outlined in the technical specifications.

By Order of the Metropolitan Council,  
Environmental Services Division,  
Helen Boyer  
Division Director

### Metropolitan Council

#### Request for Bids for HVAC Equipment for Chaska Lift Station

Sealed bids will be received in the office of the Metropolitan Council, Environmental Services Division, (MCES), Mears Park Centre, 230 East 5th Street, St. Paul, Minnesota 55101, for HVAC Equipment for Chaska Lift Station. Bids will be received until TUESDAY, August 24, 1999 at 3:00 p.m., at which time and place the bids will be publicly opened and read aloud.

Copies of the specifications and bid instructions may be obtained from the offices of the Metropolitan Council or by calling 651-602-1499 or via FAX request at 651-602-1083. All bids to be considered must be submitted on **Council approved bid forms**.

All proposals to be considered must have the Affirmative Action Plan Certificate of Compliance attached and be submitted with MCES' proposal form accompanied by a certified check, cashiers check or bid bond in an amount not less than five percent (5%) of the total bid amount.

The award will be based upon, but not necessarily limited to, factors of price, lead time, agreement to the terms and conditions and past experience with the Metropolitan Council. The Metropolitan Council reserves the right to accept or reject any and all bids, or any part of any bid and to waive any minor irregularities and deviations from requirements outlined in the technical specifications.

By Order of the Metropolitan Council,  
Environmental Services Division,  
Helen Boyer  
Division Director

### Metropolitan Council

#### Request for Bids for Process Piping, Valves and Fittings for Chaska Lift Station

Sealed bids will be received in the office of the Metropolitan Council, Environmental Services Division, (MCES), Mears Park Centre, 230 East 5th Street, St. Paul, Minnesota 55101, for Process Piping, Valves and Fittings for Chaska Lift Station. Bids will be received until TUESDAY, August 24, 1999 at 2:00 p.m., at which time and place the bids will be publicly opened and read aloud.

Copies of the specifications and bid instructions may be obtained from the offices of the Metropolitan Council or by calling 651-602-1499 or via FAX request at 651-602-1083. All bids to be considered must be submitted on **Council approved bid forms**.



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## Non-State Public Bids, Contracts & Grants

All proposals to be considered must have the Affirmative Action Plan Certificate of Compliance attached and be submitted with MCES' proposal form accompanied by a certified check, cashiers check or bid bond in an amount not less than five percent (5%) of the total bid amount.

The award will be based upon, but not necessarily limited to, factors of price, lead time, agreement to the terms and conditions and past experience with the Metropolitan Council. The Metropolitan Council reserves the right to accept or reject any and all bids, or any part of any bid and to waive any minor irregularities and deviations from requirements outlined in the technical specifications.

By Order of the Metropolitan Council,  
Environmental Services Division,  
Helen Boyer  
Division Director

### Ramsey County

#### Office for Integrated Care Management

#### Notice of Request for Proposals for Health Care Services for Persons in Public Programs

**NOTICE IS HEREBY GIVEN** that Ramsey County is developing a program whereby it will be responsible for providing health care goods and services to its Medical Assistance (MA) and General Assistance Medical Care (GAMC) populations on a capitated basis. The term for this new county responsibility is "County-Based Purchasing" (CBP).

Ramsey County is soliciting proposals from Health Maintenance Organizations to provide on a capitated risk sharing basis, health services for eligible Medical Assistance and General Assistance Medical Care recipients who are required or who volunteer to enroll in the Prepaid Medical Assistance Program (PMAP). Organizations that respond to this RFP must be able to provide all MA/GAMC covered services, and must be able to accept financial risk. This request represents the first phase in the development of a new model for the delivery and management of health services for residents of Ramsey County whose care is publicly funded. While the RFP is similar to current State contracts for prepaid health care services for MA and GAMC, additional changes are anticipated in each of the next five years. Bidders are not committing their organizations beyond the term of the contract. The County is however, seeking bidders who are willing to work with it over the long term to improve consumer outcomes, develop integrated models of care for high risk and high cost consumers, and to serve the disabled population currently covered through the fee-for-service system.

The program's enrollee base will be approximately 42,000 to 45,000 persons. Care delivery is scheduled to begin July 1, 2000 with enrollment to start three months prior.

Responses are due by October 6, 1999. Full copies of the RFP can be obtained by calling the St. Paul/Ramsey County Contract & Analysis Services Office at 651-266-8909.

### 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](http://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.

