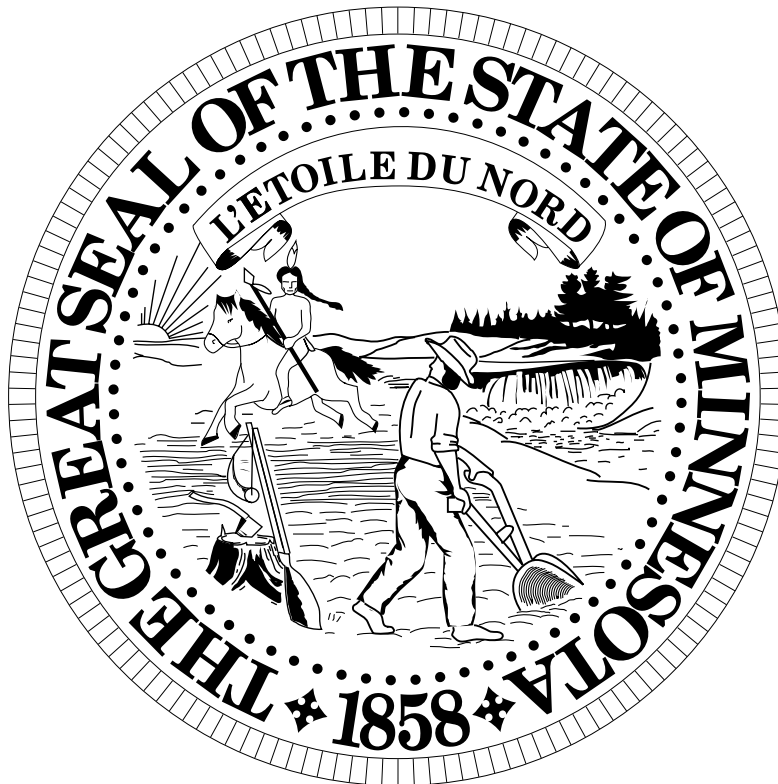


State of Minnesota

# 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- proposed, adopted, exempt, expedited emergency and withdrawn rules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
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#47	Monday 21 May	Noon Wednesday 9 May	Noon Tuesday 15 May
#48	Tuesday 29 May	Noon Wednesday 16 May	Noon Tuesday 22 May
#49	Monday 4 June	Noon Wednesday 23 May	Noon Tuesday 29 May
#50	Monday 11 June	Noon Wednesday 30 May	Noon Tuesday 5 June

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House Information Office (651) 296-2146

State Office Building, Room 175, 100 Constitution Ave., St. Paul, MN 55155

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Minnesota Judicial Center, Room 135, 25 Constitution Ave., 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 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

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

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 Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*.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

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive; issue #26 cumulative for issues #1-26; issues #27-38 inclusive; issue #39, cumulative for issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

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# Proposed Rules

## Comments on Planned Rules or Rule Amendments

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

## Rules to be Adopted After a Hearing

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

## Rules to be Adopted Without a Hearing

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

## Department of Health

### Division of Health Policy and Systems Compliance

#### Proposed Permanent Rules Relating to Hospitals and Surgical Centers

**DUAL NOTICE: NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING UNLESS 25 OR MORE PERSONS REQUEST A HEARING, AND NOTICE OF HEARING IF 25 OR MORE REQUESTS FOR HEARING ARE RECEIVED**

#### Proposed Amendment to Rules Governing Financial, Utilization, and Services Data from Hospitals and Surgical Centers, *Minnesota Rules*, Chapter 4650

**Introduction.** The Department of Health 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*, parts 1400.2300 to 1400.2310. If, however, 25 or more persons submit a written request for a hearing on the rules within 30 days or by 4:30 p.m. on Wednesday, June 20, 2001, a public hearing will be held in the Red River Room, Snelling Office Park, 1645 Energy Park Drive, St. Paul, Minnesota 55108, starting at 9:00 a.m. on Friday, July 13, 2001. To find out whether the rules will be adopted without a hearing or if the hearing will be held, you should contact the agency contact person after June 20, 2001 and before July 13, 2001.

**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: Amy Camp at the Minnesota Department of Health, 121 East Seventh Place, Suite 400, P.O. Box 64975, St. Paul, Minnesota 55164-0975, **phone:** (651) 282-3818, **fax:** (651) 282-5628, and **email:** [amy.camp@health.state.mn.us](mailto:amy.camp@health.state.mn.us). **TTY:** users may call the Department of Health at (651) 215-8980.

**Subject of Rules and Statutory Authority.** The proposed rule amendments are about changes to the way hospitals report data through the Health Care Cost Information System (HCCIS). The statutory authority to adopt the rules is *Minnesota Statutes*, sections 144.56, 144.703, and 62J.321. The proposed amendments impact the reporting by hospitals to the Department of Health of hospital revenue, charity care, bad debt, set-up beds, utilization, and services. Definitions and reporting requirements are modified to increase clarity and facilitate consistent reporting by all hospitals in the state. A copy of the proposed rule amendments is published in the *State Register* and a free copy of the proposed rule amendments is available upon request from Tammy Goggleye at the Minnesota Department of Health, 121 East Seventh Place, Suite 400, P.O. Box 64975, St. Paul, Minnesota 55164-0975, **email:** [tammy.goggleye@health.state.mn.us](mailto:tammy.goggleye@health.state.mn.us) or **phone:** (651) 282-5650.

**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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**Comments.** You have 30 days or until 4:30 p.m. on Wednesday, June 20, 2001, to submit written comment in support of or in opposition to the proposed rules or 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 comments should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed. 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 Wednesday, June 20, 2001. 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 when 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/Accommodation.** Upon request, this Notice can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request or if you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

**Modifications.** The proposed rules may be modified, either as a result of public comment or as a result of the rule hearing process. Modifications must be supported by data and views submitted to the agency or presented at the hearing 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.

**Cancellation of Hearing.** The hearing scheduled for July 13, 2001, will be canceled if the agency does not receive requests from 25 or more persons that a hearing be held on the rules. If you requested a public hearing, the agency will notify you before the scheduled hearing whether or not the hearing will be held. You may also call the agency contact person at **phone:** (651) 282-3818, **fax:** (651) 282-5628 after June 20, 2001 to find out whether the hearing will be held.

**Notice of Hearing.** If 25 or more persons submit written requests for a public hearing on the rules, a hearing will be held following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The hearing will be held on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge Richard C. Luis is assigned to conduct the hearing. Judge Richard C. Luis can be reached at the Office of Administrative Hearings, 100 Washington Square, Suite 1700, Minneapolis, Minnesota 55401-2138, **phone:** (612) 349-2542, and **fax:** (612) 349-2665.

**Hearing Procedure.** If a hearing is held, you and all interested or affected persons, including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the close of the hearing record. All evidence presented should relate to the proposed rules. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. This five-day comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the Administrative Law Judge at the hearing. Following the comment period, there is a five-working-day response period during which the agency and any interested person may respond in writing to any new information submitted. No additional evidence may be submitted during the five-day response period. All comments and responses submitted to the Administrative Law Judge must be received at the Office of Administrative Hearings no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240, and *Minnesota Statutes*, sections 14.131 to 14.20. Questions about procedure may be directed to the Administrative Law Judge.

The agency requests that any person submitting written views or data to the Administrative Law Judge prior to the hearing or during the comment or response period also submit a copy of the written views or data to the agency contact person at the address stated above.

**Statement of Need and Reasonableness.** A statement of need and reasonableness is now available from Tammy Goggleye at the Minnesota Department of Health, 121 East Seventh Place, Suite 400, P.O. Box 64975, St. Paul, Minnesota 55164-0975, **phone:** (651) 282-5650 or **email:** [tammy.goggleye@health.state.mn.us](mailto:tammy.goggleye@health.state.mn.us). This statement contains a summary of the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. The statement may also be reviewed and copies obtained at the cost of reproduction from either the agency or the Office of Administrative Hearings. The statement of need and reasonableness and other information about the development of the proposed rule amendments can be found on the web at <http://www.health.state.mn.us/divs/hpsc/dap/hccis/index.html> or through the

Minnesota Department of Health home page (click on programs by name, Data Analysis Program, Health Care Cost Information Systems, Proposed Amendments to Rules).

**Lobbyist Registration.** *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Questions regarding this requirement may be directed to the Campaign Finance and Public Disclosure Board at: Suite 190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, **phone:** (651) 296-5148 or (800) 657-3889.

**Adoption Procedure if No Hearing.** 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.

**Adoption Procedure After a Hearing.** If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rules. You may ask to be notified of the date when the Administrative Law Judge's report will become available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date on which the agency adopts the rules and files them with the Secretary of State, and can make this request at the hearing or in writing to the agency contact person stated above.

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

Dated: 30 April 2001

Jan Malcolm, Commissioner  
Minnesota Department of Health

#### **4650.0102 DEFINITIONS.**

[For text of subs 1 to 2, see M.R.]

Subp. 2a. **Adjustments and uncollectibles.** “Adjustments and uncollectibles” means the total of charity care and adjustments to charges under reimbursement agreements with payers.

Subp. 2b. Administrative expenses. “Administrative expenses” means the sum of the following:

- A. admitting, patient billing, and collection expenses;
- B. accounting and financial reporting expenses;
- C. quality assurance and utilization management program or activity expenses;
- D. community and wellness education expenses;
- E. promotion and marketing expenses;
- F. taxes, fees, and assessments;
- G. malpractice expenses; and
- H. other administrative expenses.

[For text of subp 3a, see M.R.]

Subp. 7a. Bad debt expense. “Bad debt expense” means the dollar amount charged for care for which there was an expectation of payment but for which the patient is unwilling to pay.

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

Subp. 9. **Charity care adjustments.** “Charity care adjustments” means the dollar amount that would have been charged ~~for health care services that were provided with no expectation of cash inflows. Charity care results from a provider's policy to provide health care services free of charge or at a charge below the reasonable cost of the service to individuals who meet the provider's~~

<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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~~established criteria of inability to pay by a facility for rendering free or discounted care to persons who cannot afford to pay and for which the facility did not expect payment.~~ For purposes of reporting under part 4650.0112, charity care ~~is~~ adjustments are included in gross revenue from patient care and in adjustments and uncollectibles.

[For text of subps 9a to 12b, see M.R.]

Subp. 12c. [See repealer.]

[For text of subps 19a and 19c, see M.R.]

Subp. 20b. **Gross surgical center revenue from patient care.** “Gross surgical center revenue from patient care” means the total charges billed by the facility surgical center for patient care regardless of whether the facility surgical center expects to collect the amount billed.

[For text of subps 20d and 20e, see M.R.]

**Subp. 20f. Hospital patient care services charges.** “Hospital patient care services charges” means the total charges billed by a hospital for care provided to admitted inpatients and registered outpatients by the hospital operating under its Minnesota hospital license. Charges are counted in hospital patient care services charges regardless of whether the hospital expects to collect the amount billed. Hospital patient care services charges include charges for hospital routine inpatient, routine outpatient, and ancillary services.

[For text of subps 24a and 24b, see M.R.]

Subp. 24c. **Medical care surcharge.** “Medical care surcharge” means the expenses under *Minnesota Statutes, sections 147.01, subdivision 6, and section 256.9657.* For purposes of reporting under part 4650.0112, medical care surcharge is an operating expense.

[For text of subps 24e to 26e, see M.R.]

Subp. 26f. **Operating revenue.** “Operating revenue” means the sum of ~~net patient revenue~~ hospital patient care services charges, other patient care services charges, total adjustments and uncollectibles, and other ~~income~~ operating revenue received as part of the normal day-to-day operation of the facility.

[For text of subp 28a, see M.R.]

Subp. 28b. **Other operating revenue.** “Other operating revenue” means total income received as part of the normal day-to-day operation of a facility that is from services other than patient care and when no hospital medical record is generated. Other operating revenue includes:

- A. donations and grants for charity care;
- B. private donations and grants for operations;
- C. public funding for operations;
- D. space rental;
- E. medical record transcription fees;
- F. operation of a hospital cafeteria;
- G. parking lot and ramp fees;
- H. gift shop revenues;
- I. public phone proceeds;
- J. recovery of radiology silver;
- K. billing services for other health care entities;
- L. weight loss clinics;
- M. auxiliary functions; and
- N. other income received as part of the normal day-to-day operation of the facility not related to patient care.

Subp. 28c. **Other patient care services charges.** “Other patient care services charges” means the total charges billed by the hospital for patient care services that are provided by the hospital, as described in items A to D.

A. Other patient care services charges include charges billed by the hospital for patient care services provided by hospital components to persons who are not admitted as inpatients or registered as outpatients of the hospital. Charges for the sale of reference laboratory services, radiology services, and medical and pharmacy supplies are included under this item.



B. Other patient care services charges include charges billed by the hospital for the professional component of patient care services provided by physicians and by billable midlevel practitioners whose scope of practice allows them to practice independent of direct physician supervision. This applies to physicians and billable midlevel practitioners, whether they are employed by the hospital or under contract with the hospital, when the charges are billed and received by the hospital, unless the hospital acts merely as a billing agent.

C. Charges for patient care services that are hospital patient care services charges as defined in subpart 20f are not included as other patient care services charges.

D. Charges are included as other patient care services charges regardless of whether the hospital expects to collect the amount billed.

[For text of subps 30 to 31a, see M.R.]

Subp. 31b. Private donations and grants for operations. “Private donations and grants for operations” means revenues from an individual, group, foundation, or corporate donor that are designated for supporting the continued operation of the facility. Private donations and grants for operations do not include donations and grants for charity care. For purposes of reporting under part 4650.0112, private donations and grants for operations are operating revenue.

[For text of subps 32a and 32b, see M.R.]

Subp. 32c. Public funding for operations. “Public funding for operations” means revenue from taxes or other municipal, county, state, or federal government sources, including grants and subsidies, that are designated for supporting the continued operation of a facility. Public funding for operations does not include ~~funding donations and grants~~ for charity care. For purposes of reporting under part 4650.0112, public funding for operations is operating revenue.

[For text of subps 32d to 35b, see M.R.]

Subp. 35c. Set-up beds. “Set-up beds” means the number of beds that can be made available for use within 24 hours, as of the end of a reporting period. Set-up beds include pediatric bassinets, isolation units, quiet rooms, and all other bed facilities that are set up for use by inpatients who have no other bed facilities assigned to or reserved for them. Set-up beds do not include newborn bassinets, labor rooms, postanesthesia or postoperative recovery room beds, psychiatric holding beds, beds that are used only as holding facilities for patients prior to their transfer to another hospital, or any other bed facilities for patients receiving special procedures for a portion of their stay and who have other bed facilities assigned to or reserved for them.

Subp. 35d. Sole community hospital financial assistance grant. “Sole community hospital financial assistance grant” means a grant awarded under *Minnesota Statutes*, section 144.1484, subdivision 1. For purposes of reporting under part 4650.0112, a sole community hospital financial assistance grant is public funding for operations.

Subp. ~~35d.~~ 35e. Specialized hospital. “Specialized hospital” means a state-operated facility licensed as a specialized hospital under *Minnesota Statutes*, sections 144.50 to 144.58, to provide services to inpatients for the diagnosis and treatment of mental illness.

[For text of subp 39a, see M.R.]

#### **4650.0111 MEDICARE COST REPORT.**

A hospital or outpatient surgical center shall submit to the commissioner or the voluntary, nonprofit reporting organization approved by the commissioner a copy of the facility’s cost report as filed under United States Social Security Act, title XVIII, stated in *Code of Federal Regulations*, title 42, section 413.20, and the uniform cost report required under *United States Code*, title 42, section 1320a. The hospital or outpatient surgical center shall also submit a copy of any supplemental reconciliation schedules tying the financial statement to the cost report.

#### **4650.0112 FINANCIAL, UTILIZATION, AND SERVICES REPORT; HOSPITALS.**

[For text of subps 1 to 1c, see M.R.]

Subp. 2. **Utilization information.** Utilization information must include:

[For text of items A to E, see M.R.]

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## Proposed Rules

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F. the number of licensed beds, the number of licensed bassinets, the number of set-up beds, the maximum daily census and the minimum daily census for the reporting period, and the average number of beds used by the facility for swing beds and subacute or transitional care;

G. the total number of births;

H. ~~the total number of discharges, excluding swing bed and subacute or transitional care discharges;~~

~~I.~~ the number of swing bed and subacute or transitional care discharges categorized by destination;

~~J.~~ I. any changes in the number of licensed beds during the reporting year and the effective dates of the changes;

~~K.~~ J. the number of physicians with admitting privileges; and

~~L.~~ K. the average length of stay ~~if the average length of stay for the facility is greater than or equal to 25 days.~~

Subp. 2a. **Services information.** Services information must:

A. specify whether the following services are provided on or off site, and whether the services are provided by facility staff or by contractual arrangement:

[For text of subitems (1) to (16), see M.R.]

(17) reproductive health services, ~~including diagnostic ultrasound, family planning services, and~~ genetic counseling;

[For text of subitems (18) to (21), see M.R.]

(22) diagnostic X-ray therapy services; and

(23) emergency department or emergency room services, including radio, paging, and telemedicine capabilities; level of trauma care; and the number of hours per week that the emergency department or emergency room is staffed with contracted physicians rather than hospital-employed physicians;

(24) diagnostic ultrasound services; and

(25) laboratory services;

B. provide the following measures of utilization:

(1) the total number of catheterizations ~~and the number of intracardiac or coronary artery catheterizations;~~

[For text of subitems (2) to (11), see M.R.]

(12) ~~the number of registrations for family planning services;~~

~~(13)~~ the number of outpatient surgical registrations;

~~(14)~~ (13) the number of inpatient surgical admissions;

~~(15)~~ (14) the number of open-heart surgical procedures;

~~(16)~~ (15) the number of kidney, bone marrow, heart, and other transplants, and the total number of organic transplants; and

~~(17)~~ (16) the number of ~~scheduled, nonscheduled, and total~~ emergency department or emergency room registrations, and the number of admissions through the emergency department or emergency room; and

[For text of item C, see M.R.]

Subp. 2b. **Additions in required services information.** When medical or technological advances introduce a new health care service or when information about an existing health care service is important for policy analysis purposes, the commissioner shall determine if information about the ~~new~~ health care service will be requested under this chapter. To make this determination, the commissioner shall consider:

[For text of items A and B, see M.R.]

C. whether information about the service is important consumer ~~or~~ industry, or policy analysis information;

[For text of items D and E, see M.R.]

[For text of subp 2c, see M.R.]

Subp. 3. **Financial information.** Financial information must include:

[For text of items A to C, see M.R.]

D. ~~the cost of~~ regulatory and compliance reporting expenses;

E. ~~patient charges by type of payer, by inpatient and outpatient category, by outpatient services categories, for services provided in swing beds, and for subacute or transitional care services~~ hospital patient care services charges and other patient care services charges;

F. ~~all gross revenue from patient care, including gross revenue from patient care by the top ten diagnosis related groups, as those groups are maintained under Code of Federal Regulations, title 42, part 412, and gross revenue from patient care by designated care unit or revenue center~~ the sum of hospital patient care services charges and other patient care services charges:

(1) by type of payer;

(2) by inpatient, outpatient, and other patient category;

(3) by outpatient services categories;

(4) for services provided in swing beds;

(5) for subacute or transitional care services;

(6) by the top ten diagnosis related groups, as those groups are maintained under Code of Federal Regulations, title 42, part 412; and

(7) by designated care unit or revenue center;

G. a statement of adjustments and uncollectibles by type of payer, for charity care, and by inpatient or outpatient category;

(1) for hospital patient care services; and

(2) for other patient care services;

[For text of items H to J, see M.R.]

K. ~~a description copy of charity care policies, and including a description of, if applicable, income guidelines, asset guidelines, medical assistance status impact on charity care eligibility, and sliding fee schedules; charity care services provided, and a description of, other benefits provided to the community, including unpaid, costs in excess of public programs, nonbilled services, program payments; and other community services costs;~~

L. a description of the care provided in swing beds;

M. ~~operating expenses by a natural classification of expense;~~

~~N.~~ the medical care surcharge and MinnesotaCare tax paid;

N. provision for bad debts:

(1) for hospital patient care services; and

(2) for other patient care services;

O. all other operating expenses by a natural classification of expense;

P. nonoperating revenue and nonoperating expenses;

~~P.~~ Q. nonoperating donations and grants and nonoperating public funding;

~~Q.~~ R. salaries and wages by employee classification; and

~~R.~~ S. the number of full-time equivalent residents, resident salaries and benefits, and research expenses.

Subp. 6. **Budget year reporting.** A hospital shall report budgeted information or reasonable estimates of total operating expenses, ~~total gross revenue from the sum of hospital patient care services charges and other patient care services charges,~~ total adjustments and uncollectibles, total salaries and wages, total patient days, total admissions, and total outpatient registrations for the hospital's full accounting period during which it submits the report. This period is called the budget year.

[For text of subp 7, see M.R.]

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## Proposed Rules

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### 4650.0113 FINANCIAL, UTILIZATION, AND SERVICES REPORT; OUTPATIENT SURGICAL CENTERS.

[For text of subps 1 to 3, see M.R.]

Subp. 4. **Financial, utilization, and services information.** Financial, utilization, and services information must include:

[For text of items A to G, see M.R.]

- H. gross surgical center revenue from patient care;
- I. charges by type of payer;
- J. adjustments and uncollectibles by type of payer, and for charity care;
- K. bad debt and total operating expenses;
- L. total administrative expenses;
- M. an estimate of ~~the cost of~~ regulatory and compliance reporting expenses;

[For text of items N to T, see M.R.]

U. a general estimate of the change in the amount of charity care the surgical center expects to provide in the budget year.

### 4650.0115 CHARITY CARE REPORTING.

Subpart 1. Facility requirements. For a facility to report amounts as charity care adjustments, the facility must:

- A. generate and record a charge;
- B. have a policy on the provision of charity care that contains specific eligibility criteria and is communicated to the public;
- C. have made a reasonable effort to identify a third-party payer, encourage the patient to enroll in public programs, and, to the extent possible, aid the patient in the enrollment process; and
- D. ensure that the patient meets the charity care criteria of this part.

Subp. 2. Classification as charity care adjustments. In determining whether to classify care as charity care, the facility must consider the following:

- A. charity care may include services that the provider is obligated to render independently of the ability to collect;
- B. charity care may include care provided to patients who meet the facility's charity care guidelines and have partial coverage, but who are unable to pay the remainder of their medical bills. This does not apply to that portion of the bill that has been determined to be the patient's responsibility after a partial charity care classification by the facility;
- C. charity care may include care provided to low-income patients who may qualify for a public health insurance program and meet the facility's eligibility criteria for charity care, but who do not complete the application process for public insurance despite the facility's reasonable efforts;
- D. charity care may include care to individuals whose eligibility for charity care was determined through third-party services employed by the facility for information-gathering purposes only;
- E. charity care may not include contractual allowances, which is the difference between gross charges and payments received under contractual arrangements with insurance companies and payers;
- F. charity care may not include bad debt;
- G. charity care may not include what may be perceived as underpayments for operating public programs;
- H. charity care may not include unreimbursed costs of basic or clinical research or professional education and training;
- I. charity care may not include professional courtesy discounts;
- J. charity care may not include community service or outreach activities; and
- K. charity care may not include services for patients against whom collection actions were taken that resulted in a credit report.

Subp. 3. Reporting categories. When reporting charity care adjustments, the facility must report total dollar amounts and the number of contacts between a patient and a health care provider during which a service is provided for the following categories:

- A. care to patients with family incomes at or below 275 percent of the federal poverty guideline;
- B. care to patients with family incomes above 275 percent of the federal poverty guideline; and
- C. care to patients when the facility, with reasonable effort, is unable to determine family incomes.

**4650.0117 BAD DEBT REPORTING.**

In determining whether to classify care as a bad debt expense, a facility must:

A. presume that a patient is able and willing to pay until and unless the facility has reason to consider the care as a charity care case under its charity care policy and the facility classifies the care as a charity care case; and

B. include as a bad debt expense any unpaid deductibles, coinsurance, copayments, noncovered services, and other unpaid patient responsibilities.

**4650.0138 REPORTING; ~~ORGANIZATIONS OPERATING MORE THAN ONE FACILITY~~ OTHER SITUATIONS.**

**Subpart 1. Organizations operating more than one facility.** Except as allowed under part 4650.0139, subpart 2, reports required by this chapter are required for each individually licensed hospital, psychiatric hospital, specialized hospital, and outpatient surgical center. If an organization operating more than one facility submits reports for more than one facility, the organization shall provide all information separately for each individually licensed hospital, psychiatric hospital, specialized hospital, or outpatient surgical center covered by the reports.

**Subp. 2. Institutional information.** This subpart applies when a hospital is affiliated with an institution that includes a nursing home, clinic, home health agency, hospice agency, or other facility or agency and the audited financial statement does not specifically break out the hospital's individual revenue and expense from that of the other facilities or agencies of the institution. The hospital must include the following institutional information in its report to tie the hospital-specific information to the institution's audited financial statement:

A. gross nursing home charges from patient care;

B. gross clinic charges from patient care;

C. gross home health charges from patient care;

D. gross hospice charges from patient care;

E. gross ambulance services charges from patient care;

F. other institution charges from patient care;

G. total adjustments and uncollectibles;

H. total other operating revenue;

I. total operating revenue;

J. total operating expenses;

K. total nonoperating revenue;

L. total nonoperating expenses;

M. extraordinary items resulting in a gain or loss; and

N. other changes to unrestricted net assets.

**REPEALER.** Minnesota Rules, part 4650.0102, subpart 12c, is repealed.

**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.

# Executive Orders

The governor has the authority to issue written statements of orders, called Executive Orders, as well as Emergency Executive Orders. The governor's authority is specified in the *Constitution of the State of Minnesota*, Article V, and in *Minnesota Statutes* 4.035. Emergency Executive Orders, for protection from an imminent threat to health and safety, become effective immediately, are filed with the secretary of state, and published in the *State Register* as soon as possible after they are issued. Other Executive Orders become effective 15 days after publication in the *State Register* and filing with the secretary of state. Unless otherwise specified, an executive order expires 90 days after the date the governor who issued the order vacates office.

## Office of the Governor

### Emergency Executive Order 01-07 Declaring a State of Emergency in the State of Minnesota

**I, JESSE VENTURA, GOVERNOR OF THE STATE OF MINNESOTA**, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Emergency Executive Order:

**WHEREAS**, during the period from March 23, 2001, and continuing, severe flooding and severe thunderstorms accompanied by torrential rain, flash flooding, straight-line winds, hail, lightning and tornadoes devastated Minnesota;

**WHEREAS**, these events have inflicted widespread and considerable damage to the public infrastructure as well as to homes, farms and businesses; and

**WHEREAS**, as a result, there is a threat to public safety for citizens in the counties of Aitkin, Anoka, Becker, Benton, Big Stone, Brown, Carlton, Carver, Chippewa, Chisago, Clay, Dakota, Douglas, Freeborn, Goodhue, Grant, Houston, Kanabec, Kittson, Lac qui Parle, Lake, Le Sueur, Marshall, McLeod, Meeker, Mille Lacs, Morrison, Nicollet, Norman, Otter Tail, Pine, Polk, Pope, Ramsey, Red Lake, Redwood, Renville, St. Louis, Scott, Sibley, Stearns, Stevens, Swift, Todd, Traverse, Wabasha, Washington, Wilkin, Winona, Wright and Yellow Medicine; and

**WHEREAS**, the resources of local, county, state and tribal government and private relief agencies have been exhausted in responding to the crisis.

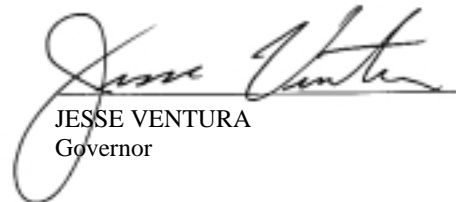
**NOW, THEREFORE**, I hereby order that:

A State of Emergency exists in the State of Minnesota and do:

- Direct the Division of Emergency Management to continue the activation of the State Emergency Operations Plan, and, in conjunction with the Federal Emergency Management Agency and other state and federal agencies, determine the need for supplementary disaster aid and coordinate the provision of any such assistance as necessary under existing state and federal authority;
- Direct all state agencies to provide assistance that is necessary to help local units of government respond to and recover from this emergency.


Pursuant to *Minnesota Statutes* 2000, section 4.035, subd. 2, this Order is effective immediately and shall remain in effect until rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 2000, section 4.035, subd. 3.

**IN TESTIMONY WHEREOF**, I have set my hand this ninth day of May, 2001.



JESSE VENTURA  
Governor

Filed According to Law:



MARY KIFFMEYER  
Secretary of State

## Official Notices

*Pursuant to Minnesota Statutes §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the State Register at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking. The State Register also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.*

### Department of Agriculture

#### Agronomy and Plant Protection Division

#### Notice of Meeting of the Common Detection Advisory Committee

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Agriculture is convening the Common Detection Advisory Committee on Pesticides in Minnesota's Water Resources on Thursday, June 7, from 9:30 a.m. to 4:00 p.m., in Conference Room 1, Department of Agriculture Building, 90 West Plato Boulevard, St. Paul, Minnesota.

For additional information, call Joe Zachmann at (651) 205-4788.

### Department of Children, Families and Learning

#### Office of Community Services

#### Child Care and Development Fund Plan

#### Public Hearing Notice for Community Input to Minnesota's Federal Child Care and Development Fund Plan

The Minnesota Department of Children, Families and Learning will sponsor information sessions and an opportunity for community input to Minnesota's federal Child Care and Development Fund plan. Four meeting times have been scheduled.

DATE: Wednesday, June 6, 2001 from 3:30 to 4:45 p.m.

PLACE: St. Cloud Holiday Inn, 75 S. 37th Ave., St. Cloud, MN

DATE: Wednesday, June 6, 2001 from 6:45 to 8:00 p.m.

PLACE: St. Cloud Holiday Inn, 75 S. 37th Ave., St. Cloud, MN

DATE: Wednesday, June 13, 2001 from 1:30 to 2:45 p.m.

PLACE: Department of Children, Families and Learning, 1500 Highway 36 West, Roseville, MN 55113

DATE: Wednesday, June 13, 2001 from 6:45 to 8:00 p.m.

PLACE: Department of Children, Families and Learning, 1500 Highway 36 West, Roseville, MN 55113

**Public Comment.** The Minnesota Department of Children, Families and Learning will continue to solicit input on the federal plan from June 4 to June 22, 2001.

**Agency Contact Person.** The draft plan will be disseminated to community organizations and available over the Internet at <http://cfl.state.mn.us>, by June 4, 2001. After June 4, 2001, you can request a copy of the draft plan by calling the child care reception desk at (651) 582-8462, **email:** [childcare@state.mn.us](mailto:childcare@state.mn.us) or **fax:** (651) 582-8496. Questions: Please call Barbara O'Sullivan **phone:** (651) 582-8422.

## Department of Economic Security

### Public Hearing Notice Regarding State Plan for Independent Living

**WHAT:** The Minnesota Department of Economic Security's IL Section, and the Statewide Independent Living Council (SILC) invite public comments on the proposed State Plan for Independent Living (SPIL). The SPIL guides the direction and expansion of IL programs and services statewide.

**WHY:** To remain eligible for Federal IL funds, the State of Minnesota must develop and submit to the U.S. Department of Education, Rehabilitation Services Administration, a new SPIL every three years. The deadline for submitting this SPIL is July 1, 2001. With final approval from the Rehabilitation Services Administration, this SPIL will be effective from October 1, 2001 through September 30, 2004.

**WHEN:** June 18, 2001 from 1:00 to 3:00 p.m.

**WHERE:** Minnesota Department of Economic Security annex, 390 N. Robert Street, St. Paul.

**FOR MORE INFORMATION,** or to obtain a print, formatted or electronic copy of the SPIL prior to the public hearing, **phone:** (800) 328-9095, or (651) 296-5085, or **TTY:** (651) 296-3900, **email:** *William.bauer@state.mn.us*

**PRINT AND FORMATTED COPIES OF THE PROPOSED SPIL WILL ALSO BE AVAILABLE AT THE PUBLIC HEARING. ASL INTERPRETERS WILL BE PRESENT AT THE PUBLIC HEARING. THE PUBLIC HEARING SITE IS FULLY ACCESSIBLE TO PEOPLE WITH PHYSICAL DISABILITIES.**

## Department of Health

### MCSHN COST-SHARING SCHEDULE

The applicant's share is one percent of cost for each \$1000 or fraction of income above 60 percent of the State's gross median income for a household of the same size as the applicant's. The applicant's percent share is found on the schedule by looking under the number which corresponds with the number of members in the applicant's household shown on the far left of that income level. For each additional household member greater than 10, add 3 percent to 144 percent for each additional household member and multiply the new percentage by the State's dollar amount for four - person households.

#### INCOME LEVELS BY NUMBER OF MEMBERS IN HOUSEHOLD 7/1/01 TO 6/30/02

%	1	2	3	4	5
0	0 - 20803	0 - 27204	0 - 33605	0 - 40006	0 - 46407
1	20804 - 21803	27205 - 28204	33606 - 34605	40007 - 41006	46408 - 47407
2	21804 - 22803	28205 - 29204	34606 - 35605	41007 - 42006	47408 - 48407
3	22804 - 23803	29205 - 30204	35606 - 36605	42007 - 43006	48408 - 49407
4	23804 - 24803	30205 - 31204	36606 - 37605	43007 - 44006	49408 - 50407
5	24804 - 25803	31205 - 32204	37606 - 38605	44007 - 45006	50408 - 51407
6	25804 - 26803	32205 - 33204	38606 - 39605	45007 - 46006	51408 - 52407
7	26804 - 27803	33205 - 34204	39606 - 40605	46007 - 47006	52408 - 53407
8	27804 - 28803	34205 - 35204	40606 - 41605	47007 - 48006	53408 - 54407
9	28804 - 29803	35205 - 36204	41606 - 42605	48007 - 49006	54408 - 55407
10	29804 - 30803	36205 - 37204	42606 - 43605	49007 - 50006	55408 - 56407
11	30804 - 31803	37205 - 38204	43606 - 44605	50007 - 51006	56408 - 57407
12	31804 - 32803	38205 - 39204	44606 - 45605	51007 - 52006	57408 - 58407
13	32804 - 33803	39205 - 40204	45606 - 46605	52007 - 53006	58408 - 59407
14	33804 - 34803	40205 - 41204	46606 - 47605	53007 - 54006	59408 - 60407



15	34804 - 35803	41205 - 42204	47606 - 48605	54007 - 55006	60408 - 61407
16	35804 - 36803	42205 - 43204	48606 - 49605	55007 - 56006	61408 - 62407
17	36804 - 37803	43205 - 44204	49606 - 50605	56007 - 57006	62408 - 63407
18	37804 - 38803	44205 - 45204	50606 - 51605	57007 - 58006	63408 - 64407
%	6	7	8	9	10
0	0 - 52808	0 - 54008	0 - 55208	0 - 56408	0 - 57609
1	52809 - 53808	54009 - 55008	55209 - 56208	56409 - 57408	57610 - 58609
2	53809 - 54808	55009 - 56008	56209 - 57208	57409 - 58408	58610 - 59609
3	54809 - 55808	56009 - 57008	57209 - 58208	58409 - 59408	59610 - 60609
4	55809 - 56808	57009 - 58008	58209 - 59208	59409 - 60408	60610 - 61609
5	56809 - 57808	58009 - 59008	59209 - 60208	60409 - 61408	61610 - 62609
6	57809 - 58808	59009 - 60008	60209 - 61208	61409 - 62408	62610 - 63609
7	58809 - 59808	60009 - 61008	61209 - 62208	62409 - 63408	63610 - 64609
8	59809 - 60808	61009 - 62008	62209 - 63208	63409 - 64408	64610 - 65609
9	60809 - 61808	62009 - 63008	63209 - 64208	64409 - 65408	65610 - 66609
10	61809 - 62808	63009 - 64008	64209 - 65208	65409 - 66408	66610 - 67609
11	62809 - 63808	64009 - 65008	65209 - 66208	66409 - 67408	67610 - 68609
12	63809 - 64808	65009 - 66008	66209 - 67208	67409 - 68408	68610 - 69609
13	64809 - 65808	66009 - 67008	67209 - 68208	68409 - 69408	69610 - 70609
14	65809 - 66808	67009 - 68008	68209 - 69208	69409 - 70408	70610 - 71609
15	66809 - 67808	68009 - 69008	69209 - 70208	70409 - 71408	71610 - 72609
16	67809 - 68808	69009 - 70008	70209 - 71208	71409 - 72408	72610 - 73609
17	68809 - 69808	70009 - 71008	71209 - 72208	72409 - 73408	73610 - 74609
18	69809 - 70808	71009 - 72008	72209 - 73208	73409 - 74408	74610 - 75609

## Department of Labor and Industry

### Labor Standards Unit

#### Notice of Addition to Commercial Prevailing Wage Rates

An **additional rate** has been made to the Commercial Wage Rates certified 12/18/00, for **Labor Code 424, Tile Setters, in Lyon County.**

A Copy of the corrected certification may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306 or **phone:** (612) 296-6452. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Gretchen Maglich  
Commissioner

## State Grants & Loans

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### Metropolitan Council

#### Notice of Public Meeting for Proposed Rate Changes for Treatment of Wastewater and Biosolids from Outside Metro Area\*

A briefing on proposed changes to load charge rates and calculation methods for treating wastewater generated from outside the seven-county metro area. (\*Hanover, New Prague and Northfield rates will be affected.) A presentation will be made by Metropolitan Council Environmental Services staff. Public input is invited.

Tuesday, June 12, 2001, 3:00 p.m., Mears Park Centre, Room 2A, 230 East Fifth Street, St. Paul, MN 55101.

These proposed changes will provide full recovery of costs associated with treating high strength wastewater. Comments received at the informational meeting will be summarized and considered prior to final action by the Metropolitan Council, anticipated by early fall, 2001.

Comments or questions can be directed to Mr. Leo Hermes, **phone:** (651) 602-4701.

### Minnesota Comprehensive Health Association

#### Notice of Meeting of the Finance Committee

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Finance Committee will be held at 9:00 a.m., on Wednesday, May 23, 2001. The meeting will be held at the MCHA Executive Office, 5775 Wayzata Blvd., Suite 910, St. Louis Park.

For additional information, please call Lynn Gruber at (952) 593-9609.

### Public Employees Retirement Association

#### Notice of Meeting of Finance Committee of the Board of Trustees

A finance Committee meeting of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Thursday, May 24, 2001, at 9:30 a.m., in the offices of the association, 514 St. Peter Street, Suite 200, St. Paul, Minnesota.

## 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 Health

#### Environmental Health Division

#### Request for Proposals for Indoor Radon Grant

The Minnesota Department of Health (MDH) has obtained a grant from the U.S. Environmental Protection Agency (EPA) to work on radon related activities. MDH has the option to distribute some of these monies to local partners through grant contracts. MDH intends to award grants up to a total of \$230,000 for radon-related projects. Grants will be awarded in the amounts of \$5,000, \$15,000 and \$25,000. Grants for projects serving more than one county will be awarded in the amounts of \$5,000, \$15,000, \$25,000 and \$30,000.

Applicants must request application packets by contacting Earnest E. Tate at the address below. The application packet includes a description of application requirements, forms, and checklists. Previous applicants are reminded that each new application must be complete and stand on its own merits.

### Key Dates

- Proposals must be postmarked by July 9, 2001, or hand delivered no later than **4:30 p.m. on July 9, 2001.**
- Contracts will be executed by October 1, 2001. Work may begin sooner if all required signatures are obtained.
- All grant expenditures must be made by September 15, 2002.
- All grant related activities must be completed by September 30, 2002.

### State Indoor Radon Grants

Proposals will be accepted for the following:

- Promoting radon-resistant new construction;
- Encouraging testing and mitigation in conjunction with real estate transactions;
- Planning and/or promotion of school testing and mitigation, where necessary;
- Promoting and/or developing local indoor air coalitions; or
- Working in underserved areas of the state.\*

*\*For the purposes of this grant contract process, an "under-served area of the state" is defined as a county with a population of less than 100,000 according to Census 2000, **OR** a municipality or county which has been served not more than twice within the last 5 years by grantees funded by SIRG monies. Census data is available at [www.mnplan.state.mn/demography/cen00ctypopr.html](http://www.mnplan.state.mn/demography/cen00ctypopr.html).*

In order to fund projects, MDH is required to provide a 50/50 match. One dollar of non-federal money is required for each dollar the EPA gives Minnesota organizations. MDH will contribute a minimum of \$2,500 toward each successful applicants' matching funds. Applicants must demonstrate that they can provide the remainder of the required match. For example, an applicant for a \$15,000 grant would be required to provide \$12,500 in matching funds.

### Eligible Applicants

Applicants eligible for this funding include county and city governments, boards of health, universities and colleges, and non-profit organizations.

#### Eligible Costs

- Personnel
- Fringe Benefits
- In-State Travel
- Out-of-State Travel
- Equipment
- Supplies
- Contracts

### Contact Person:

Earnest E. Tate  
Indoor Air Program  
Environmental Health  
121 East Seventh Place, Suite 220  
PO Box 64975  
St. Paul, Minnesota 55164-0975  
**Phone:** (651) 215-0912  
**Fax:** (651) 215-0975  
**Email:** [earnest.tate@health.state.mn.us](mailto:earnest.tate@health.state.mn.us)

## State 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 \$25,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: agency name and address, name of agency contact person, description of project and tasks, cost estimate and final submission date and time of completed proposal. Certain quasi-state agencies and MnSCU institutions are exempted from these provisions. In accordance with *Minnesota Rules* 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. Certified Economically Disadvantaged Businesses and individuals shall receive the equivalent of a 4% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 282-5799.]

## Department of Administration

### Building Construction

#### Proposals Sought for Owner's Representative for Construction of a new Bureau of Criminal Apprehension (BCA) Office and Forensic Laboratories Building at Maryland Ave., and Barclay in St. Paul, MN, (DSBC project Number 07002UNL)

To: Minnesota Licensed Architects

The Minnesota Department of Administration, Division of State Building Construction (State) is requesting proposals for a state of Minnesota licensed architect (Responder) for an Owner's Representative to coordinate the contract administration for construction of the new BCA building at Maryland Ave and Barclay in St. Paul, MN. The building will consist of approximately 175,000 gross square feet and the construction cost is approximately \$46,000,000.00. Plans will be available for review at the information meeting identified in section E.4. of this RFP.

#### A. Project Overview

The Owner's Representative will support the State's project manager in overseeing the construction project and administering the contracts of the State's consultants and contractors on this new building.

The Owner's Representative will represent the State and the State's project manager in matters regarding the State's consultants and contractors, and shall provide timely advice and consultation to the State regarding construction of BCA building and BCA move-in. The Owner's Representative will have use of an office on or near the construction site that will include a 10' x 32' trailer shared by the BCA representative, the architect's representative, and the State's project manager. The office will be furnished with two desks, chairs, telephones, computer hook ups, one two-drawer file, and one plan table per construction specifications. The State has estimated that it will need a licensed architect on site, unless directed otherwise, for 120 weeks of services through occupancy for an average of 48 hours in any two-week period for a total of 2,880 hours.

#### B. Goal

It is the goal of this project that the BCA building will meet the requirements of all applicable laws, rules, regulations, codes, the plans and specifications as bid or amended and meet schedule, budget, and intent. Work will begin immediately upon execution of the contract.

#### C. Sample Tasks

The State will employ an Owner's Representative to perform services which include but are not limited to the following typical tasks:

1. Observe the work for conformance to contract documents and weekly report status to State's Project Manager.
2. Observe the work for quality of work and report all observed defects.
3. Create and maintain digital photo history of project.
4. Observe construction schedule and assist in reducing schedule and costs.
5. Witness tests required by construction contract or directed by owner or consultants as necessary.
6. Review test certificates submitted by the contractor for compliance .
7. Attend weekly construction meetings and other meetings as necessary. Include concerns in weekly status report.
8. Review shop drawings, product data, and samples for compliance.
9. Recommend construction scope changes, which include but are not limited to stopping work, additional construction, and awarding separate contracts.

10. Participate in punch list and review requests for substantial completion.
11. Review requests for project final completion.
12. Review pay requests for all contracts.
13. Review requests for information and changes from consultants and contractors.
14. Maintain tracking logs for construction changes and provide electronic copy to State's Project Manager.
15. Assist in additional bid packages outside of general contractor's scope, which includes but is not limited to security, technology, signage, furniture, FF&E, web equipment, commissioning, and testing and balancing. Work for bid packages includes specifications, bidding, and selection of contractor.
16. Assist State in interpretation of contract documents and resolution of disputes.
17. Assist with coordination of occupancy.
18. Review project record documents, operating and maintenance data, warranties, and other closeout submittals.
19. Keep computer files up to date per State's standard in EXCEL and ACCESS and provide an electronic copy to State's project manager.
20. Other items as required to facilitate the work and to meet State's duties to the contracts with consultants and construction contractors.

The Owner's Representative will be directly responsible to the State's project manager and work closely on the construction site with the BCA's representatives, the architect's representatives, Minnesota Department of Administration Plant Management Division representatives, the building's general contractor representatives, and other state of Minnesota personnel and State's consultants.

Responders are encouraged to propose additional tasks or activities if it will substantially improve the results of the building construction. These items should be separated from the required items on the Owner's Representative's proposal.

#### **D. Contract and General Requirements**

1. The Responder is required to be a state of Minnesota licensed architect. Responder shall not provide any other services or materials not specified in the contract.
2. The Responder may not hold a contract to provide any other services or commodities for this project.
3. Owner's Representative's contract includes participation through occupancy.
4. Owner's Representative's contract shall be on an hourly rate basis which shall include all reimbursable expenses. Hourly rate(s) shall be in effect for the duration of the contract.
5. The work will begin immediately after all required signatures are obtained on a contract and will be completed by approximately June 30, 2003. This request for proposal 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.
6. Insurance Requirements:
  - a. The State will require that a certificate of insurance for each type of insurance required will be filed with the State's authorized agent within 30 days of execution of a Contract and prior to commencement of any work under a contract. Each policy must contain a 10-day notice of cancellation, nonrenewal, or material change to all named and additional insured.
  - b. The Responder will be required to maintain and furnish satisfactory evidence of the following insurance policies:
    - b.1. Loss by any means, of all data furnished to the Responder by the State, and for partially completed data for which State has made payment.
    - b.2. Workers' Compensation Insurance: The Responder must provide Workers' Compensation insurance for all its employees and, in case any work is subcontracted, the Responder will require the subcontractor to provide Workers' Compensation insurance in accordance with the statutory requirements of the state of Minnesota, including Coverage B, Employer's Liability, at limits not less than \$100,000.00 bodily injury by disease per employee; \$500,000.00 bodily injury by disease aggregate; and \$100,000.00 bodily injury by accident.
    - b.3. Commercial General Liability: The Responder will be required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage including loss of use which may arise from operations under a

## State Contracts

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contract whether the operations are by the Responder or by a subcontractor or by anyone directly or indirectly employed under the contract. Insurance minimum amounts will be as follows:

\$1,000,000.00 - per occurrence

\$2,000,000.00 - annual aggregate

In addition, the following coverages should be included:

Bodily Injury and Property Damage

Products and Completed Operations Liability

Blanket Contractual Liability

Name the state as an Additional Insured

- b.4. Commercial Automobile Liability: The Responder will be required to maintain insurance protecting the Responder from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services, as well as from claims for property damage including loss of use which may arise from operations under the Contract whether such operations were by the Responder or by subcontractor or by anyone directly or indirectly employed under the contract. Insurance minimum amounts will be as follows:

\$1,000,000.00 - per occurrence Combined Single limit for Bodily Injury and Property Damage

In addition, the following coverages should be included:

Owned, Hired, and Non-owned

Name the State as an Additional Insured

The Responder may be required to submit a certified financial statement, which provides evidence that the contractor has adequate assets to cover any deductible, which applies to this policy.

This policy will provide coverage for all claims the Responder may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to the Responder's professional services required under the contract.

Responder will be required to:

- Include legal defense fees in addition to its liability policy limits; and
- Obtain insurance policies from an insurance company having an "AM BEST" rating of A-VIII or better.

- c. The State will reserve the right to immediately terminate the contract if the Responder is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the Responder. All insurance policies must be open to inspection by the State, and copies of policies must be submitted to State's authorized agent upon written request.

The successful responder will be required to submit acceptable evidence of insurance coverage requirements prior to starting work.

7. All costs incurred in responding to this notice shall be the responsibility of the responder.
8. Responder will be required to execute State's Professional and Technical Services Contract. A copy is available on **web site:** <http://www.dsbc.admin.state.mn.us>
9. Contingency Fees Prohibited: Pursuant to *Minnesota Statutes* Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.
10. State Employees: In compliance with *Minnesota Statutes* § 16C.07, the availability of this work is being offered to state employees. The State will evaluate the responses of any state employee, along with other responses to this Request for Proposals.
11. Preference to Targeted Group and Economically Disadvantaged Business and Individuals: In accordance with *Minnesota Rules* 1230.1810, subpart B and *Minnesota Rules* 1230.1830, certified Targeted Group Businesses or individuals and certified Economically Disadvantaged Businesses or individuals submitting proposals as prime contractors will receive up to six percent preference in the evaluation of their proposals. For information regarding certification, contact the Department of Administration, Materials Management Helpline at **phone:** (651) 296-2600, **TTY:** (651) 282-5799.

**E. Notice of Intent, Proposal Content, Proposal Mailing/Delivery Requirements, and Disposition of Responses**

1. **Notice of Intent:** Responders wishing to be considered for this project are asked to **fax:** (651) 296-7650 or **email:** [sharon.schmidt@state.mn.us](mailto:sharon.schmidt@state.mn.us) on or before June 1, 2001 a notice of intent to submit a proposal so that interested Responders may be notified of changes to proposal information or requirements prior to submission date. Notice of intent shall include following:
  - a. Addressed to Contracts Officer, Department of Administration, Division of State Building Construction, G-10 Administration Building, 50 Sherburne Ave, St. Paul, MN 55155-1402.
  - b. A subject line of "Construction of a New Bureau of Criminal Apprehension (BCA) Office and Forensic Laboratories Building (DSBC Project Number 07002UNL)".
  - c. A statement that Responder intends to submit a proposal.
  - d. Responder's fax number.
  - e. If available, Responder's email address.
2. **Proposal Content:** The following will be considered minimum content for the proposal. Responder shall provide the following information in the same order as listed below.
  - a. Legal name of Responder, its legal status, and its federal and state identification numbers.
  - b. If Responder is registered with the Minnesota Department of Administration, Materials Management Division, as a targeted group or economically disadvantaged area vendor pursuant to *Minnesota Statutes* § 16C.16, provide your state-assigned vendor number.
  - c. Name of person(s) in leadership roles for Owner's Representative and Minnesota license title and number.
  - d. Identify team members detailing their work experience. No change in personnel assigned to the project will be permitted without the written approval of the State.
  - e. A statement of the objectives, goals and tasks to show or demonstrate the responder's view of the nature of the contract.
  - f. A description of the deliverables to be provided by the Responder.
  - g. Responder's hourly rate schedule and estimated total fee with breakdown by position, # of hours, and hourly rate.
  - h. A summary of Responder's background and experience, with particular emphasis on local, state and federal government work, and examples of similar work on projects(s) of similar size during the past 5 years.
  - i. A statement of commitment to enter into the work promptly.
  - j. A statement that the proposal as stated is valid for the length of any resulting contract.
  - k. A statement that Responder accepts the terms and conditions of the State's Professional and Technical Services Contract. A sample State of Minnesota Professional and Technical Services Contract is available on **web site:** <http://www.dsbcc.admin.state.mn.us>. Much of the language reflected in the contract is required by statute. If Responder takes exception to any of the terms, conditions or language in the contract, Responder must indicate those exceptions in the response to the RFP; certain exceptions may result in Responder's proposal being disqualified from further review and evaluation. Only those exceptions indicated in Responder's response to the RFP will be available for discussion or negotiation.
  - l. A statement that Responder will provide the insurance requirements identified in Section D, item 6.
  - m. **Affidavit of Noncollusion:** Complete an Affidavit of Noncollusion and include it with response. See Paragraph F below for a copy of the format.
  - n. **Conflicts of Interest:** Provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this RFP. The list should indicate the name of the entity, the relationship, and a discussion of the conflict. If you have no conflicts of interest, include a statement to that effect.
  - o. **Human Rights Requirements-**If Responder's estimated total fee is in excess of \$100,000, Responder must submit a completed Affirmative Action Data Page and return it with the response. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 is available on **web site:** <http://www.dsbcc.admin.state.mn.us>.

## State Contracts

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### 3. Proposal Mailing/Delivery Requirements

- a. Submit five (5) copies of the proposal. At least one of the copies must be signed in ink by an authorized officer of the responder.
- b. Proposals are to be **sealed in mailing envelopes or packages with the following information provided on the outside of the envelope or package:**
  - 1) The responder's name and address, and
  - 2) The project title of "Construction of a new Bureau of Criminal Apprehension (BCA) Office and Forensic Laboratories Building (DSBC Project Number 07002UNL).
- c. **Mail or deliver** proposals to be received on or before **2:00 p.m., CDT, Friday, June 8, 2001** to:

Contracts Officer  
Department of Administration  
Division of State Building Construction  
G-10 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155-1402

All proposals must be received no later than 2:00 p.m., CDT on June 8, 2001. Receipt date and time will be indicated by a time and date stamp made by the receptionist. **Late proposals will not be considered.**

If responder wishes confirmation of receipt of proposal, responder must fax a request for confirmation; include responder's fax number, to the attention of Contracts Officer, **phone:** (651) 296-7650. Confirmation will be faxed to responder.

### 4. Project Information Meeting

An informational meeting and walking tour of site is scheduled on Tuesday, May 29, 2001, at 10:00 a.m. at Minnesota Department of Administration, Division of State Building Construction, G-10 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155. All firms or individuals interested in attending this meeting shall email Glenn Metz at **email:** [glenn.metz@state.mn.us](mailto:glenn.metz@state.mn.us) to sign-up for the meeting. This meeting is mandatory.

Questions concerning the project are to be **faxed or emailed** to:

Glenn Metz, State Project Manager  
Department of Administration  
Division of State Building Construction  
50 Sherburne Avenue, Room G-10  
St. Paul, MN 55155  
**Fax:** (651) 296-4646  
**Email:** [glenn.metz@state.mn.us](mailto:glenn.metz@state.mn.us)

All questions must be received by Friday, June 1, 2001. A response will be faxed or emailed by Tuesday, June 5, 2001 to all potential responders who have faxed or emailed a notice of intent. Other personnel are NOT allowed to discuss the RFP with anyone, including responders, before the proposal submission deadline. Contact regarding this RFP with any personnel not listed above could result in disqualification.

### 5. Proposal Evaluation

Representatives of the State will evaluate all qualifying responses received by the deadline. An interview may be part of the evaluation process. A 100-point scale will be used to create the final evaluation recommendation. The factors and weighing on which proposals will be judged are:

- |  |     |
|--|-----|
| a. Qualifications/experience of personnel working on the project | 40% |
| b. Fee Proposal  | 25% |
| c. Expressed understanding of project objectives                 | 30% |
| d. Qualifications/experience of Responder                        | 5%  |

It is anticipated that the evaluation and selection will be completed by June 15, 2001.

### 6. Disposition of Responses

All materials submitted in response to this RFP will become property of the State and will become public record after the evaluation process is completed and an award decision made. If the Responder submits information in response



to this RFP that it believes to be trade secret materials as defined by the Minnesota Government Data Practices Act, *Minnesota Statute* § 13.37, the Responder must:

- Clearly mark all trade secret materials in its response at the time the response is submitted.
- Include a statement with its response justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the fee(s) submitted by the Responder to be proprietary or trade secret materials.

Responses to this RFP will not be open for public review until the State decides to pursue a contract and that contract is awarded.

**F. State of Minnesota Affidavit of Noncollusion**

Re: Request for Proposals (RFP) for "Construction of a new Bureau of Criminal Apprehension (BCA) Office and Forensic Laboratories Building (DSBC Project Number 07002UNL)

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the above referenced RFP has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the RFP, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responders Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name for Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 2001.

Notary Public: \_\_\_\_\_; My commission expires \_\_\_\_\_

### Department of Children, Families and Learning

#### Notice of Request for Proposal to Develop an Evaluation Tool to Assess the Performance of Minnesota Charter Schools and to Apply That Tool to a Sample of Charter Schools

The Department of Children, Families and Learning is soliciting proposals from qualified vendors to develop an evaluation tool to assess the performance of Minnesota charter schools and to apply that tool to a sample of charter schools. The contractor will meet with an advisory committee to receive feedback on tool and study design and implement their suggested changes and submit monthly progress reports to the charter school staff of the Department of Children, Families and Learning. The contractor will also present an interim report to the advisory committee and accept their feedback before submitting the final report.

The Department has estimated the cost of this project should not exceed \$90,000. The anticipated project period is October 1, 2001 to June 8, 2002.

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

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

Justin Testerman  
Learner Options  
Department of Children, Families and Learning  
1500 Highway 36 West  
Roseville, Minnesota 55113-4567  
**Phone:** (651) 582-8505  
**Fax:** (651) 582-8727

Proposals must be received by **3:00 p.m. July 9, 2001**. Fax, email, or late proposals will not be considered.

### Department of Economic Security

#### State Services for the Blind

#### Proposals Sought for Engineer Services for SCA Receiver and SCA Frequency Evaluation

##### Introduction

The Minnesota Department of Economic Security, State Services for the Blind, Communication Center is seeking proposals from a RF-qualified engineer or firm

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

##### Objective

Our primary objective is to find out which FM sub-carrier radio has the best specifications for use by blind or visually impaired persons. Our secondary objective is to compare the features of available receivers and our final goal is to determine which sub-carrier frequency, 67 or 92 KHZ offers the best performance for our purposes.

##### Services Required

The selected responder or responders will conduct a variety of comparisons and technical tests on closed-circuit FM sub-carrier radio receivers as well as multiple sub-carrier frequencies. The comparisons and tests will be broken into two parts and could either be performed by the same person/firm or could be performed by different persons/firms. Respondents may submit a proposal for one or the other or both parts. All tests should be completed, and final reports should be submitted within 90 days of the signing of a contract. If the respondent anticipates taking longer, he/she should indicate this in his/her proposal.

The first group of comparisons/tests (Part 1A and 1B) will be performed on all existing tabletop and portable FM sub-carrier receivers currently being manufactured and sold in quantity and intended for use by blind persons listening to radio reading services (12 to 15 units). At a minimum, audio and RF spectrum analyzers, RF signal generators, tunable modulation monitor, audio distortion analyzer and audio generators will be required to adequately measure the technical specifications required in Part 1B below.

The second group of comparisons/tests (Part 2) will be performed on 67KHZ and 92KHZ FM sub-carrier frequencies. The intent of these comparisons/tests is to determine the optimal frequency of sub-carriers to be used by the Minnesota Radio Talking Book

(RTB). Both comparisons/tests will result in reports that shall be provided to Communication Center management on paper and in an electronic format agreeable to both parties.

This Request for Proposal 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 interest.

Persons who wish to obtain a complete copy of the Request for Proposal must contact:

David Andrews, Chief Technology Officer,  
Communication Center  
Minnesota State Services for the Blind  
2200 University Avenue West, #240  
St. Paul, Minnesota 55114-1840  
**Phone:** (800) 652-9000 or (651) 642-0513

All proposals must be received by **3:30 p.m., on June 8, 2001** at the above address. Late proposals will not be considered.

## Minnesota Historical Society

### Request for Bids for Split Rock Lighthouse Historic Site Visitor Center Re-Roofing Project

The Minnesota Historical Society is seeking bids from qualified professionals for re-roofing of an approximately 1,700 square foot flat roof over a wood deck including tear-off and replacement of the existing roof membrane, insulation, and perimeter metal flashing and scuppers.

Attendance is strongly recommended at a pre-bid meeting held at the Split Rock Lighthouse Historic Site, at 1:00 p.m., local time, Wednesday, May 23, 2001.

The Request for Bids, including attachments, is available by calling or writing Chris M. Bonnell, Contracting Officer, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102. **Phone:** (651) 297-5863, **email:** [chris.bonnell@mnhs.org](mailto:chris.bonnell@mnhs.org)

Proposals must be received no later than **2:00 p.m., local time, June 4, 2001**, and be submitted in the format provided for in the Request for Bids. **Late proposals will not be accepted.**

## Department of Human Services

### Proposals Sought for Technical Assistance and Data Analysis to Complete a Research Study

The State of Minnesota, through its Department of Human Services, hereby requests proposals to provide technical assistance and data analysis services to complete a study titled "Intervention Strategies for Working with Low-Income Noncustodial Parents in Minnesota." The study is being conducted cooperatively by the DHS Child Support Enforcement Division and the Hennepin County Collections Services Division, who will provide direct services to study participants. The contractor selected to provide the services described in this Request for Proposals will be expected to work cooperatively with representatives from the DHS Child Support Enforcement Division and the Hennepin County Collections Services Division.

The purpose of the study is to conduct research activities targeted to three segments of the low-income noncustodial parent case-load. Specifically, we propose to work with:

- Incarcerated noncustodial parents and noncustodial parents who have recently been released from prisons or jails.
- Noncustodial parents who have recently established paternity but appear to have no resources (or employment) to pay child support.
- Low-income noncustodial parents who have accumulated substantial public assistance child support debt and have continuing child support obligations.

The deadline for submitting proposals is **June 15, 2001**. To receive a full copy of the Request for Proposals, contact the Minnesota Department of Human Services at the following address:

Minnesota Department of Human Services  
Attention: Mary L. Golike  
444 Lafayette Road  
St. Paul, MN 55155-3846  
**Phone:** (651) 215-0421

## Office of the Revisor of Statutes

### Notice of Request for Indexing Services

**NOTICE IS HEREBY GIVEN** that the Office of the Revisor of Statutes is seeking the following indexing services for the periods July 1, 2001 to June 30, 2002:

1. Indexing for the *Minnesota Statutes* publication.
2. Indexing for the *Minnesota Rules* publication.
3. Indexing for the *Laws of Minnesota* publication.

Statutory indexing experience, computer keyboarding facility, and familiarity with standalone indexing programs such as CINDEXTM are prerequisites to performing the services. Where current contractors have at least equal qualifications, they will be given preference in order to maintain program consistency and stability. Contractors are expected to provide their own computer equipment and stand-alone indexing software, which must be compatible with the Revisor's indexing system.

Responses must be received by the Office of the Revisor of Statutes by **Friday, June 15, 2001**.

Direct inquiries and responses to:

Maryann Corbett  
Office of the Revisor of Statutes  
700 State Office Building  
100 Constitution Avenue  
St. Paul, MN 55155  
**Phone:** (651) 296-2868  
**TTY:** (800) 627-3529

## Department of Transportation

### Proposals Sought for Development of a Consultant Services Database

This document is available in alternative formats for person with disabilities by calling Linda Moline, Senior Agreement Administrator, at (651) 296-9741 or for persons who are hearing or speech impaired by calling the Minnesota Relay Service at (800) 627-3529.

Responses to this request become public information under the Minnesota Government Practices Act.

The Minnesota Department of Transportation (Mn/DOT) is soliciting proposals for the development of a contract and budget tracking database, transfer of current records, and user training.

For a complete Request for Proposal (RFP), please submit a written request with you name, address phone and fax number to:

Linda Moline, Senior Agreement Administrator  
Transportation Building, Consultant Services, Mail Stop 680  
395 John Ireland Boulevard  
St. Paul, MN 55155  
**Fax:** (651) 282-5127

Requests for RFP must be received by **June 1, 2001**. RFP requested after this date must be picked up.

Proposals are due at **2:00 p.m., CDT on Monday, June 11, 2001**. Late Proposals will not be considered.

All costs incurred in responding to this request for proposals shall be borne by the responder.

This request for proposals 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.

## Non-State Contracts & Grants

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

### City of Forest Lake

#### Office of Administration

#### Request for Proposal for Truck Highway 97 and Surrounding Area Study

The City of Forest Lake in cooperation with Anoka County, Washington County, Columbus Township, New Scandia Township and the Minnesota Department of Transportation (Mn/DOT) is soliciting proposals for a corridor and surrounding area study including the development of a generalized land use and transportation plan for the TH 97 corridor and sub-area roadways. The roadways include TH 97 from I-35 to TH 95, CSAH 23 from I-35 to 0.7 miles west of I-35, CSAH 21 at it relates to the CSAH 23 intersection, County Road 83 from I-35 to TH 61, and Broadway Avenue from I-35 to TH 61. The study is scheduled to begin in August 2001 and be completed in June 2002. To receive a copy of the complete Request for Proposal, prospective responders will be required to submit a written request, either by direct mail or fax, to the address indicated below through May 25, 2001. After May 25, 2001, prospective responder will be required to pickup the Request for Proposal in person from our offices. Complete Requests for Proposals can be obtained from:

Charles Robinson  
City Administrator  
City of Forest Lake  
220 North Lake Street  
Forest Lake, MN 55025  
**Fax:** (651) 464-4968

The responses to the Request for Proposal must be received by **2:00 p.m., CST June 8, 2001**, at the City Offices receptionist desk. Late Submittals will not be considered. No time extensions will be granted. The successful responders will be required to submit acceptable evidence of compliance with worker's compensation insurance coverage requirements prior to execution of the contract. This request does not obligate the City of Forest Lake to complete the work contemplated in this notice, and the City reserves the right to cancel this solicitation at any time. All expenses incurred by submitting consultants responding to this notice will be borne by the responder. All proposals will become public information after the contract is awarded, under the Minnesota Data Practices Act, and will remain the property of the City of Forest Lake.

### Metropolitan Council

#### Bids Sought for Purchase of Data Radios

The Metropolitan Council is soliciting sealed bids for the purchase of data radios for Metro Transit's fleet of transit buses. Bids are due at **2:00 p.m., on June 18, 2001**.

Bids must be submitted in accordance with the Invitation for Bids document available from:

Metropolitan Council  
Metro Transit Purchasing Department  
515 N. Cleveland Avenue  
St. Paul, MN 55114  
**Phone:** (612) 349-5070

## Non-State Contracts & Grants

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### Mississippi River Parkway Commission of Minnesota

#### Proposals Sought for Management and Marketing Services

**NOTICE IS HEREBY GIVEN** that the Mississippi River Parkway Commission of Minnesota is seeking proposals from individuals or organizations interested in managing its organizational affairs, scenic byway grant work and travel marketing.

The estimated annual budget is \$39,000, of which, \$11,000 is budgeted for management fees. The contract will begin July 1, 2001. Renewal options on an annual basis subject to performance, client satisfaction and available funding.

This management/marketing contract includes all administrative services, database management, stakeholder communications, fiscal services, meetings and event coordination, scenic byways grant applications and management, byway travel marketing, Web site development and maintenance.

Written proposals will be evaluated and scored by a review committee. The final selection will be made on or before June 30, 2001.

**Deadline: June 8, 2001.**

To receive a request for proposal and/or MN-MRPC background information, please contact:

Mr. Andy Golfis, MN-MRPC Chair  
570 Mount Curve Boulevard  
St. Paul, MN 55116  
**Phone:** (651) 699-6629  
**Fax:** (651) 698-8613  
**Email:** [golfis570@aol.com](mailto:golfis570@aol.com)

## 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.

## Available at Minnesota Bookstore

Order form on back page

### Minnesota Cold Relief:

Books and novelties to help you get beyond the cold of winter with a smile on your face!

*LAUGH YOUR HEAD OFF!*

#### You Know You're a Minnesotan If...

You're sure to "crack up" when you read this collection of cartoons, sayings and situations that are purely Minnesotan. Softcover, 85pp. **Stock No. 19-99 \$6.95**

#### Hotdish To Die For

Award-winning humorist and writer, Pat Dennis' wit and humor sparkle in this collection of culinary mystery short stories that prove it's a crime to serve hotdish. Story titles include: "The Maltese Tater" and "The Elder Hostile." Includes 18 recipes. Softcover, 112pp. **Stock No. 19-36 \$9.95**

#### Jailhouse Stories: *Memories of a Small Town Sheriff*

Neil Haugerud provides the inside story of life as a country sheriff in this often humorous collection of tales. A sheriff in Fillmore County Minnesota during the 50's and 60's, the author introduces you to colorful characters on both sides of the law. Hardcover, 223pp. **Stock No. 19-41 \$18.95**



### PLAY CARDS OR SEND A CARD



#### Playing Cards

**Lady Slipper** Stock No. 15-28 \$1.99

**Sunset** Stock No. 15-66 \$1.99 **NEW**

#### Moments in Minnesota Stationery Gift Set

Friendly snowman graces flat stationery sheets and gift cards. **Stock No. 15-98 \$11.95**

### LAST CHANCE TO PLAY IN THE SNOW!

#### White Woods, Quiet Trails:

##### *Exploring MN's North Shore in Winter*

Explore the Sawtooth Mountains near Lake Superior. This book details cross-country ski and snowshoe trails including access, length, pass requirements, facilities and special features. Softcover, 178pp. **Stock No. 9-71 \$15.95**

#### Twin Cities Winter Recreation

Enjoy winter outings with this guide to 95 parks and trails within 50 miles of the metro area. Includes cross-country skiing, snow-shoeing, and 10 downhill ski areas. Softcover, 128pp. **Stock No. 19-68 \$14.95**

#### Ski Minnesota: *A Cross Country*

##### *Skier's Guide to Trails Within Sixty Miles of the Twin Cities*

This comprehensive guide provides descriptions of 90 trail systems a short distance from the metro area. Trail maps, ratings, directions to each trailhead and more make this book a great guide to winter adventure. Softcover, 178pp. **Stock No. 19-30 \$10.95**



#### Painting the Dakota:

##### *Seth Eastman at Fort Snelling*

Discover the beauty and heritage of the Dakota Indians as depicted by Seth Eastman's watercolors. Living among the Dakota, Eastman captured the everyday life of Dakota. This collection of his art is accompanied by the story of the people and Eastman's interactions with them. Beautifully formatted. Softcover, 104pp. **Stock Number 19-109 \$14.95**

#### A Sand County Almanac

##### *With Essays on Conservation from Round River*

First published in 1949, Aldo Leopold's Almanac is now an established environmental classic, up in the ranks with John Muir and Thoreau. Beginning with a beautifully written description of the seasonal changes in nature and their effect on the delicate ecological balance, the book proceeds to examples of man's destructive interference and concludes with a plea for a Wilderness esthetic that is even more urgent and timely today than ever before. Softcover, 295pp. **Stock Number 19-110 \$6.99**



