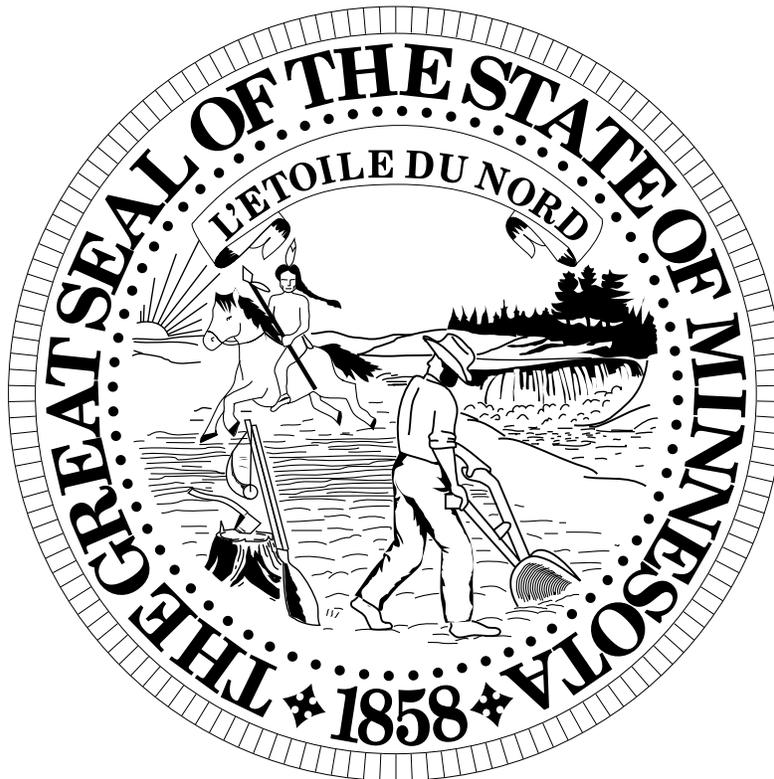


State of Minnesota

# State Register

Rules and Official Notices Edition



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Department of Administration – Communications Media Division

Monday 8 April 2002  
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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:

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- commissioners' orders
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- official notices
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#42	Monday 8 April	Noon Wednesday 27 March	Noon Tuesday 2 April
#43	Monday 15 April	Noon Wednesday 3 April	Noon Tuesday 9 April
#44	Monday 22 April	Noon Wednesday 10 April	Noon Tuesday 16 April
#45	Monday 29 April	Noon Wednesday 17 April	Noon Tuesday 23 April

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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*.

# Board of Electricity

## Proposed Permanent Rules Relating to Inspection Certificates

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

#### Proposed Amendment to Rules Governing the Expiration of Request for Inspection Certificates, *Minnesota Rules* 3800.3780

**Introduction.** The Board of Electricity 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. You may submit written comments on the proposed rules and may also submit a written request that a hearing be held on the rules until May 8, 2002.

**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: John A. Schultz at Board of Electricity, Griggs-Midway Building, Suite S-128, 1821 University Avenue, Saint Paul, MN 55104, **phone:** (651) 642-0800, **fax:** (651) 642-0441. **TTY** users may call 1-800-627-3529.

**Subject of Rules and Statutory Authority.** The proposed rules are about the expiration of request for inspection certificates and notification by the installer that the installation covered by the request for inspection certificate is complete. The statutory authority to adopt the rules is *Minnesota Statutes*, sections 326.241, subdivision 2 (6). A copy of the proposed rule is published in the *State Register* and attached to this notice as mailed.

**Comments.** You have until 4:30 p.m. on Wednesday, May 8, 2002, to submit written comment in support of or in opposition to the proposed rules and any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed and the reason for the comment. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules must also be made during this comment period.

**Request for a Hearing.** In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on Wednesday, May 8, 2002. 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 require-

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

**Alternative Format.** Upon request, this Notice can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

**Modifications.** The proposed rules may be modified as a result of public comment. The modifications must be supported by comments and information submitted to the agency, and the adopted rules may not be substantially different than these proposed rules. If the proposed rules affect you in any way, you are encouraged to participate in the rulemaking process.

**Statement of Need and Reasonableness.** A statement of need and reasonableness is now available from the agency contact person. This statement contains a summary of the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. Copies of the statement may be obtained at the cost of reproduction from the agency.

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

Dated: 8 April 2002

John A. Schultz  
Executive Secretary

### **3800.3780 REQUEST FOR INSPECTION CERTIFICATES, NOTIFICATION FOR FINAL INSPECTION AND EXPIRATION.**

Request for inspection certificates on installations with inspection fees of \$100 or less are void 18 months from the original filing date. A new request for inspection shall be filed on all unfinished work.

Subpart 1. Final inspection. Installers of electrical wiring shall schedule a final inspection or otherwise notify the electrical inspector that the work associated with a specific request for inspection certificate is completed prior to the wiring being utilized by the intended user and the associated space being occupied.

Subp. 2. Expiration. Request for inspection certificates on installations with inspection fees of \$250 or less are void 12 months from the original filing date regardless of whether the wiring is completed. A new request for inspection certificate shall be filed on all unfinished work when the work is not completed within 12 months from the filing date of the original request for inspection certificate. An inspection fee calculated according to *Minnesota Statutes*, section 326.2441, for all unfinished work shall be submitted with the new request for inspection certificate. Request for inspection certificate inspection fees of \$250 or less are not refundable after 12 months from the original filing date.

Subp. 3. Authority. The authority to install electrical wiring associated with a specific request for inspection certificate is void at the time of a final inspection or expiration, whichever occurs first. The board's authority to inspect wiring covered by a request for inspection certificate continues until the installation is approved at a final inspection.

# Adopted Rules

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

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

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

## Expedited and Emergency Expedited Rules

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

## Minnesota Higher Education Services Office

### Adopted Permanent Rules Relating to Student Educational Loan Fund Program

The rules proposed and published at *State Register*, Volume 26, Number 18, pages 546-550, October 22, 2001 (26 SR 546), are adopted with the following modifications:

#### 4850.0011 DEFINITIONS.

Subp. 28b. **SELF III loans.** "SELF III loans" means SELF loans where the interest rate on the loan is determined by the director at a margin in excess of a SELF III index rate. The SELF III initial index rate is the arithmetic average rounded to the nearest tenth of one percent of the three-month London Interbank Offered Rates (LIBOR) rate during the calendar quarter immediately preceding the interest rate adjustment date. The LIBOR rate is determined by the British Banker's Association. Where terms can be obtained for issuance of SELF loans at a rate favorable to borrowers, the director may establish other indexes or utilize a fixed rate as provided for in the promissory note.

#### 4850.0014 AMOUNT AND TERMS.

Subp. 3. **Interest rate.** For SELF II loans, the interest rate on the loan will be determined by the director at a margin in excess of the SELF II index rate. The SELF II index rate is the average rounded to the nearest quarter of one percent of the bond equivalent yield, for auctions of 13 week treasury bills, during the preceding calendar quarter. If the index rate increases or decreases, the interest rate on the loan automatically increases or decreases on the same day without notice to the borrower. The interest rate on the loan cannot increase or decrease more than two percentage points over any four consecutive calendar quarters. The director shall set the margin to reflect the costs of the SELF program. If the director determines that the margin does not reflect the costs of the SELF program, the director must increase or decrease the margin. The director shall advise borrowers of changes in the margin.

For SELF III loans, the interest rate on the loan will be determined by the director at a margin in excess of a SELF III index rate. The SELF III initial index rate to be used is the average rounded to the nearest tenth of one percent of the arithmetic average of the three-month London Interbank Offered Rates (LIBOR) rate during the calendar quarter immediately preceding the interest rate adjustment date. The LIBOR rate is determined by the British Banker's Association. Where terms can be obtained for issuance of SELF loans at a rate favorable to borrowers, the director may establish other indexes or utilize a fixed rate as provided for in the promissory note. The interest rate on the loan cannot increase or decrease more than three percentage points over any four consecutive calendar quarters. The director shall set the margin to reflect the costs of the SELF program. If the director determines that the margin does not reflect the costs of the SELF program, the director must increase or decrease the margin.

#### 4850.0017 REPAYMENT PROCEDURES.

Borrowers or cosigners shall make payments of principal and interest according to the following schedule.

A. During the in-school period, the office or its agent shall bill borrowers for accrued interest and applicable late ~~fees~~ charges once during each calendar quarter.

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## Adopted Rules

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B. During the transition period, the office or its agent shall bill borrowers for accrued interest and applicable late ~~fees~~ charges once during each calendar month.

C. During the repayment period, the office or its agent shall bill borrowers for accrued interest, applicable late ~~fees~~ charges, and principal once during each calendar month. The interest rate may vary throughout the period. The sum of the monthly payments must equal the sum of accrued interest plus principal, plus any applicable late ~~fees~~ charges. The monthly payments of principal must be in amounts calculated at the beginning of the repayment period as if two conditions existed. The two conditions are: (1) interest on the loan accrues at a fixed rate equal to the interest rate in effect at the time of the calculation and (2) the loan is payable over its term in equal monthly installments. The borrower must pay a total of at least \$600 each year on all of the borrower's SELF loans. If the borrower's spouse also has SELF loans, their combined annual payments on all SELF loans must be at least \$600.

## Department of Revenue

### Adopted Permanent Rules Governing Licensure, Education, and Conduct of Assessors

The rules proposed and published at *State Register*, Volume 26, Number 32, pages 993-999, January 28, 2002 (26 SR 993), are adopted as proposed.

## Commissioners' Orders

Various agency commissioners are authorized to issue "commissioner's orders" on specified activities governed by their agency's enabling laws. See the *Minnesota Statutes* governing each agency to determine the specific applicable statutes. Commissioners' orders are approved by assistant attorneys general as to form and execution and published in the *State Register*. These commissioners' orders are compiled in the year-end subject matter index for each volume of the *State Register*.

## Commissioner of Commerce

### NOTICE OF ORDER: In the Suspension of Operations of the Minnesota Health Coverage Reinsurance Association

**NOTICE OF HEREBY GIVEN** that the Commissioner of Commerce, pursuant to *Minnesota Statutes* section 62L.23 (Laws 2001, Ch. 215 § 23) hereby suspends the operation of the Minnesota Health Coverage Reinsurance Association ("MHCRA") and *Minnesota Statutes* sections 62L.13 to 62L.22.

Pursuant to *Minnesota Statutes* section 62L.23 (Laws 2001, Ch. 215 § 23) the Commissioner of Commerce is authorized to suspend the operation of *Minnesota Statutes* sections 62L.13 to 62L.22 upon receipt of a recommendation for suspension from the Board of Directors of MHCRA. The Commissioner of Commerce has received this recommendation and is hereby ordering the suspension of *Minnesota Statutes* sections 62L.13 to 62L.22. As a result, the affairs of the Association must be wound up. The winding up of MHCRA shall include the following:

1. The processing and reimbursement of all remaining reinsurance claims;
2. The calculation of final assessments, including, such additional amounts as reasonably determined by the board to cover any unforeseen suspension-related activities;
3. The collection and recording of assessments;
4. The completion of the Association's compliance audits;
5. The completion of the Association's financial statements;
6. The completion of the Association's tax returns;
7. The distribution to the Members of any remaining assets of the Association;
8. The retention of the Associations' records; and
9. Any other duties necessary to wind-up the affairs of the Association.

Pursuant to *Minnesota Statutes* Section 62L.23, this Order shall be effective 30 days after it is published in the *State Register*.

Dated: 20 February 2002

James C. Bernstein  
Commissioner  
Minnesota Department of Commerce

## 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 Administration

### Office of Technology

#### Notice of the Technology Enterprise Board Meeting

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Administration and the Office of Technology are holding a Technology Enterprise Board meeting. The primary topic of the meeting will be Connecting Minnesota.

The meeting date/time and location are:

April 10, 2002      2:00 p.m. to 4:00 p.m.  
Minnesota Office of Technology  
First National Bank Building  
332 Minnesota Street, Suite E1100  
St. Paul, MN

## Minnesota Comprehensive Health Association

### Notice of Meeting of the Enrollee Appeal Committee

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Enrollee Appeal Committee will be held via conference call at 10:00 a.m., on Wednesday, April 10, 2002. The call will be initiated at the MCHA executive office located at 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

The meeting may be closed to the public, if so requested by the appellant, pursuant to *Minnesota Statutes* 62E.10, subd. 4.

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

## Minnesota Comprehensive Health Association

### Notice of Meeting of the Board of Directors

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA) Board of Directors will be held at 9:00 a.m., on Friday, April 12, 2002, at the Radisson Hotel South, 7800 Normandale Blvd., Bloomington, MN.

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

## Official Notices

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### Board of Electricity

#### Notice of Request for Proposals for Providing Electrical Inspection Service for Fiscal Year 2003 (July 1, 2002 through June 30, 2003)

The Board of Electricity is requesting proposals to provide electrical inspection service in areas of the state that are not provided with local electrical inspection service. In accordance with *Minnesota Statutes* section 326.241, subdivision 2(2), all individuals providing inspection service must be licensed as journeyman or master electricians.

The Board is requesting proposals to provide electrical inspection service for all or part of the following counties: Aitkin, Beltrami, Benton, Big Stone, Carlton, Cass, Chippewa, Chisago, Clearwater, Cook, Crow Wing, Dakota, Fillmore, Grant, Houston, Hubbard, Isanti, Kanabec, Koochiching, Lac Qui Parle, Lake, Mille Lacs, Nobles, Olmstead, Otter Tail, Pennington, Pine, Pipestone, Red Lake, Redwood, Renville, Rock, Saint Louis, Sherburne, Stevens, Swift, Traverse, Wilkin, and Yellow Medicine.

In addition, the Board is requesting proposals to provide inspection service to supplement inspections in all counties of the state. These contracts allow inspection service to be provided on a seasonal or part-time basis.

A detailed Request for Proposals packet has been prepared by the Board that defines available geographical inspection areas, minimum service requirements, and other related information. The packet is available by mail, or for pick-up at the board office. The packet cannot be faxed or emailed.

Prospective responders interested in submitting a proposal for this service should request the detailed Request for Proposals. Requests for the detailed Request for Proposals and related questions should be directed to the following person:

John I. Williamson, Assistant Executive Secretary  
Minnesota Board of Electricity  
Griggs-Midway Building, Suite S-128  
1821 University Avenue  
St. Paul, MN 55104  
**Phone:** (651) 642-0800  
**Fax:** (651) 642-0441  
**Email:** [john.williamson@state.mn.us](mailto:john.williamson@state.mn.us)

Proposals must be received at the Board office by **4:30 p.m. Central Time, Tuesday, May 8, 2002. Late proposals will not be considered.**

## Department of Labor and Industry

### Labor Standards

#### Notice of Addition to Highway/Heavy Prevailing Wage Rates

An additional rate has been made to the Highway/Heavy Prevailing Wage Rates certified 10/01/01, for **Region 10, Labor Code 403, Bricklayers.**

A copy of the certification with the additional rate, may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, by calling (651) 284-5091, or accessing our **website** at: [www.doli.state.mn.us](http://www.doli.state.mn.us). Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Shirley I. Chase  
Commissioner

## **Public Employees Retirement Association**

### **Notice of Meeting of the Board of Trustees**

A meeting of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Thursday, April 11, 2002, at 9:30 a.m., in the PERA offices, 60 Empire Drive, Room 117, St. Paul, Minnesota.

## **Retirement Facilities Management Committee**

### **Notice of Meeting of the Boards of the Minnesota State Retirement System, Public Employees Retirement Association, and Teachers Retirement Association**

The Facilities Management Committee meeting of the Boards of the Minnesota State Retirement System (MSRS), Public Employees Retirement Association (PERA), and Teachers Retirement Association (TRA) will be held on Thursday, April 11, 2002, at 1:00 p.m., in the Retirement Systems of Minnesota Building, 60 Empire Drive, Suite 117 – Board Room, 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 Children, Families and Learning**

### **Office of Teaching and Learning**

### **Request for Proposal for a Grant Contract – Intensive English as a Second Language (ESL) Grant Program**

The Minnesota Department of Children, Families and Learning is seeking proposals from eligible applicants to provide English as a Second Language (ESL) Intensive services for Temporary Assistance to Needy Families (TANF) eligible adults who are participating in the Minnesota Family Investment Program (MFIP). Intensive ESL programming must be focused on participant literacy skills necessary to achieve self-sufficiency through employment. Eligible applicants include adult basic education programs, school districts, post-secondary institutions, and nonprofit or community based organizations. Applicants must have experience in providing English Instruction to non-English speaking immigrants and refugees.

Applicants must document experience in literacy programming, describe fiscal and accounting systems and reporting capacity, and ensure that administrative expenses do not exceed five percent of the grant funds. Grant funds will be paid to programs on a reimbursement basis. Preference will be given to Intensive ESL programs funded during FY 2002, but funding is available for new programs. Funding is expected to be available through June 30, 2003. **Application deadline is May 24, 2002.** For further information or to request a copy of the Request for Proposal, please contact:

Laurie Rheault, Grant Specialist  
Minnesota Department of Children, Families and Learning  
Adult Basic Education Unit  
1500 Highway 36 W.  
Roseville, MN 55113  
**Phone:** (651) 582-8432  
**Email:** [laurie.rheault@state.mn.us](mailto:laurie.rheault@state.mn.us)

## State Grants & Loans

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### Department of Human Services

#### Request for Proposals (RFP) for Alcohol, Tobacco, and other Drug (ATOD) Abuse Primary Prevention Services and Resource Centers

**To: All Interested Applicants**

**Date Due: July 8, 2002**

The Chemical Health Division (CHD) of the Department of Human Services is requesting proposals for the delivery of integrated primary prevention services throughout the state. It is the intent of the CHD to fund primary prevention programming designed to reduce risk factors and enhance protective factors related to alcohol, tobacco, and other drug (ATOD) use/abuse.

The purpose of primary ATOD prevention is to delay and/or reduce the use and prevalence of alcohol, tobacco, and other drugs among populations at risk. **Primary prevention is targeted toward people who have not received chemical dependency treatment, nor been assessed as being in need of treatment.** Research has shown comprehensive primary prevention efforts in numerous domains (individual, peer, school/work, family, community, environment) are most effective in deterring and/or delaying ATOD use/abuse.

Additionally, the Division requests proposals for "resource centers" to provide information and technical assistance to prevention organizations, communities, tribes and state agencies. Technical assistance may consist of training, media campaigns, coalition building, sustainability or other prevention activities within the state. Resource centers will also disseminate summaries of the latest research and news from federal agencies concerned with ATOD use/abuse prevention.

#### Goals in issuing this RFP are to:

- Implement evidence-based prevention models to reach populations at risk of ATOD use/abuse.
- Develop, implement and make accessible more effective and coordinated ATOD prevention services throughout Minnesota.
- Improve and maintain a state infrastructure to provide ATOD prevention, technical assistance and training for Minnesota counties, tribes, and communities.
- Deter and/or delay ATOD use/abuse among populations at risk.

A total of \$2,090,000 will available from the state and federal block grant to fund ATOD prevention efforts in Minnesota. Of this total, \$702,000 will be available to fund a statewide prevention resource center and prevention resource centers for the following communities

- African American
- Chicano Latino
- Southeast Asian

Contracts funded will begin on or around January 1, 2003, and continue for forty-two (42) months or 3-1/2 years. The funded entities may re-apply to continue beyond this initial award period based on satisfactory performance and the availability of funds.

Interested applicants are requested to submit a letter of intent by May 15, 2002, to assist the Department in planning for proposal reviews and to create a record of all applicants. Letters of intent should be mailed to the Division secretary, Vicky Taylor, at the address below.

If an applicant is interested in applying for both resource center and community-based prevention funding, a separate application/proposal must be submitted for each area.

Applicants must submit one (1) original and seven (7) copies of the complete proposal/s, including all required appendices. Applicants must use the CHD application forms and instructions. Electronic versions of the complete RFP and the grant application form (in fillable pdf format) may be found on the Chemical Health Division **website**: <http://www.dhs.state.mn.us/contcare/chhome.htm>

Proposals must be received by CHD no later than:

**4:30 p.m., July 8, 2002**

All applications should be submitted to:

Department of Human Services  
Chemical Health Division  
444 Lafayette Road North  
St. Paul, MN 55155-3823  
**Attention:** Vicky Taylor

If you have questions regarding this Request for Proposals or to obtain an application, please call Vicky Taylor at (651) 582-1832. Questions will be answered and posted on the Division web site.

Bidders' conferences will be conducted (8:30 to 11:30 a.m.) at the following times and locations. Training sessions on evidence-based prevention will be held following the bidders' conferences (from 1 to 4 p.m.).

Monday, May 6, 2002	Mankato	Holiday Inn Downtown
Wednesday May 8, 2002	Twin Cities	Ramada Inn Brooklyn Park
Friday May 10, 2002	Brainerd	Ramada Inn

If you need reasonable accommodation for a disability in order to attend a bidders' conference (e.g., wheelchair accessibility, interpreter, Braille, or larger print materials), the accommodation will be made available upon advance request. Please call TTY, (651) 297-1210.

Dated: 8 April 2002

## Department of Human Services

### Mental Health Division

### Compulsive Gambling Treatment Program

#### Request for Proposal (RFP) for a Grant to Operate the Statewide 24 Hour, Toll-free, Confidential Helpline for Problem / Compulsive Gambling

The Minnesota Department of Human Services is soliciting proposals for a grant to operate the established statewide 24-hour, toll-free confidential Helpline 1-800-437-3641 for problem / compulsive gambling issues.

The Department of Human Services has designated a maximum of \$300,000 for the total 2-year budget. The time period for this project is from July 1, 2002 through June 30, 2004.

The funding is provided through a legislative appropriation and is contingent upon the continuation of this appropriation at the current level through SFYs 2003 and 2004. The state reserves the right to extend the grant period for up to three additional years based on satisfactory performance and the availability of funds.

A copy of the complete RFP, which will be sent free of charge to interested vendors, is available by contacting:

Kathleen Porter  
Compulsive Gambling Treatment Program  
Minnesota Department of Human Services  
444 Lafayette Road North  
St. Paul, MN 55155-3828  
**Phone:** (651) 582-1819  
**Fax:** (651) 582-1831  
**Email:** [kathleen.porter@state.mn.us](mailto:kathleen.porter@state.mn.us)

Kathleen Porter is the only person designated to answer questions regarding this RFP.

Proposals submitted in response to this RFP must be received at the address above. All Applicants must provide one original proposal and six (6) copies of the proposal **no later than 4:00 p.m., Tuesday, May 7, 2002. Late proposals will not be considered.** Fax or emailed proposals will **NOT** be considered.

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

## State Contracts

**Informal Solicitations:** Effective March 1, 2002, informal solicitations for all contracting opportunities for professional/technical (consultant) contracts with values estimated to be over \$5,000 and under \$50,000 must be posted on the Department of Administration, Materials Management Division web page ([www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)) and access P/T Contracts.

**Formal Requests for Proposals:** Department of Administration procedures require that formal notice of any professional/technical (consultant service) contract which has an estimated value over \$50,000 must be printed in the *State Register*. Certain quasi-state agencies and Minnesota State Colleges and Universities institutions are by law exempt from these requirements.

## Colleges and Universities, Minnesota State (MnSCU)

### Request for Proposal (RFP) for Consulting and Advising Services Around Minnesota's Electronic Portfolio

Minnesota State Colleges and Universities (MnSCU), in partnership with Avenet, LLC, is issuing a Request for Proposal (RFP) for consulting and advising services around Minnesota's Electronic Portfolio project ([www.portfoliopilot.govoffice.com](http://www.portfoliopilot.govoffice.com)). The work will focus on maintaining and establishing partnerships and investment opportunities. Specific project goals to be addressed are:

#### 1.0 Communication:

- 1..1. Key federal agency sponsors/participants in the Career Management Account (CMA) project, including the Departments of Education, Labor, and Defense, will be made aware of, and become sponsors of, Minnesota's electronic portfolio project.
- 1..2. State and private organizations that were originally supportive of the federal CMA project will be made aware of, and become sponsors of, Minnesota's electronic portfolio project.

#### 2.0 Funding:

- 2.1 The consultant will identify and obtain additional funding commitments from potential partners and/or sponsors for Minnesota's electronic portfolio project.

Project work is expected to be completed six months from the date of contract execution. MnSCU has estimated that the cost of this project should not exceed \$95,000.

Copies of the proposals may be obtained by sending an **email** to Paul Wasko: [paul.wasko@iseek.org](mailto:paul.wasko@iseek.org) and Renee Guenther: [renee.guenther@so.mnscu.edu](mailto:renee.guenther@so.mnscu.edu). If this presents a difficulty you may contact Paul Wasko **phone** at: (651) 649-5956 or Renee Guenther at: (651) 649-5957. **Proposals are due April 22nd, 2002 at 3:00 p.m., (CST).**

## Colleges and Universities, Minnesota State (MnSCU)

### Normandale Community College

#### Request for Proposals for Childcare Services

**NOTICE IS HEREBY GIVEN** that Normandale Community College is seeking proposals for the appropriate and complete management of our childcare center on our campus. It is our intent to offer a four (4) year contract with the successful bidder for exclusive rights to all childcare services in our childcare center.

On Tuesday, April 30 at 2:00 p.m., we are hosting a campus visit program for all interested responders. We will provide you with an opportunity to tour the childcare center the college campus, and respond to questions and concerns. Safety and security purposes, as well as disruption in our educational program, preclude drop-in visits in the childcare center so **this will be your only opportunity to see the operation**. Staff and parents will be available at the meeting to discuss our childcare center program. Please call (952) 487-8283 by April 12th for a reservation and details for the Open House program.

Deadline for receipt of proposals is **4:00 p.m., on Friday, May 10, 2002. Late bids will not be considered.** Call, write or email for the full RFP. Complete RFP will be sent free of charge to interested vendors:

Gail Anderson Cywinski  
Associate Dean of Students  
Normandale Community College  
9700 France Avenue South  
Bloomington, MN 55431  
**Phone:** (952) 487-8283  
**Email:** [g.cywinski@nr.cc.mn.us](mailto:g.cywinski@nr.cc.mn.us)

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

## Department of Finance

### Notice of Request for Proposals for Major Revenue/Deposit Services and Custodial Services

The Minnesota State Board of Investment, Department of Finance, State Treasurer and the Department of Revenue are seeking proposals from financial institutions to establish a banking relationship for the purpose of:

1. expediting processing and collection of various items for fifty-seven Major Revenue/Deposit accounts and subaccounts; and
2. providing custody services for the securities clearing account.

To receive a complete Request for Proposal and background information, please call or write:

Susan E. Gurrola  
Cash and Debt Management  
658 Cedar Street – 4th Floor  
St. Paul, MN 55155  
**Phone:** (651) 296-8373  
**Email:** [sue.gurrola@state.mn.us](mailto:sue.gurrola@state.mn.us)

**NOTE:** Details concerning submission requirements, including due dates are included in the Request for Proposal. No other Minnesota Department of Finance personnel are authorized to discuss the project with responder before the submittal of the proposal.

Responses are due by **1:00 p.m., on May 2, 2002.**

## State Board of Investment

### Notice

The Minnesota State Board of Investment (MSBI) retains private money management firms to manage a portion of the pension assets and other accounts under its control. Firms interested in managing domestic stock, international stock, domestic bond or global bond portfolios for the MSBI are asked to write to the following address for additional information:

External Manager Program  
Minnesota State Board of Investment  
60 Empire Drive, Suite 355  
St. Paul, MN 55103-3555  
**Phone:** (651) 296-3328  
**Fax:** (651) 296-9572  
**Email:** [minn.sbi@state.mn.us](mailto:minn.sbi@state.mn.us)

Please refer to this notice in your written notice.

## Minnesota Department of Public Safety Office of Traffic Safety

### Notice of Request for Proposals for an Evaluation of a Impaired Driving Awareness and Education Program for 21-34 Year Old Blue-Collar Workers

The Department of Public Safety is seeking proposals from evaluation firms to establish an effective method to evaluate an educational and media program. This program is designed to increase the awareness level of 21-34 year old blue-collar workers on the risks of driving a motor vehicle alcohol or drug impaired and modify their behavior to not take these risks. In addition, the evaluation firm will conduct the methodology proposed, compile data received, and create a document that reports the results of the educational and media program.

Details are contained in a complete Request for Proposals which may be obtained by calling or writing:

Contact: Jean K. Ryan  
Department of Public Safety  
Office of Traffic Safety  
444 Cedar Street, Suite 150  
St Paul, Minnesota 55101-5150  
**Phone:** (651) 296-6794  
**TTY:** (651) 215-9091  
**Fax:** (651) 297-4844  
**Email:** [jean.m.ryan@state.mn.us](mailto:jean.m.ryan@state.mn.us)

All questions concerning this RFPs should be in writing and should be submitted to the above address no later than 2:30 p.m., Central Daylight Time on April 15, 2002. All answers to questions will be in writing and sent to all entities requesting a complete RFP. Estimated total cost of the contract is \$30,000. Final date for submitting proposals is **April 29, 2002 by 2:30 p.m., Central Daylight Time. Late proposals will not be considered.** This Request for Proposals does not obligate the State to complete the proposed project and the State reserves the right to cancel the solicitation if it is considered to be in the State's best interest. All expenses incurred in responding to this RFPs shall be borne by the responder.

## Department of Transportation Program Support Group

### Notice Concerning Professional/Technical Contract Opportunities

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

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

## Non-State Contracts & Grants

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

## Metropolitan Council

### Notice of Invitation for Bids (IFB) for the Procurement of Compressed Air Systems for the Metro Wastewater Treatment Plant

#### Reference Number 01P086

The Metropolitan Council is requesting bids for the Procurement (6) Two-Stage, Oil Free, Rotary Screw Type Compressed Air Systems.

<i>Issue Invitation for Bids</i>	<b>April 5, 2002</b>
<i>Pre-Bid Conference</i>	<b>April 16, 2002</b>
<i>Bids Due</i>	<b>April 23, 2002</b>
<i>Award Contract</i>	<b>May 2002</b>

All firms interested in submitting bids for this contract and desiring to receive an IFB package are invited to make a written request either by email, fax or mail or phone request to:

Sunny Jo Emerson  
Administrative Assistant, Contracts and Procurement Unit  
Metropolitan Council  
230 East Fifth Street  
St. Paul, MN 55101  
**Phone:** (651) 602-1499  
**Fax:** (651) 602-1083  
**Email:** [sunnyjo.emerson@metc.state.mn.us](mailto:sunnyjo.emerson@metc.state.mn.us)

*Minnesota Statutes*, Sections 473.144 and 363.073 and *Minnesota Rules*, Parts 5000.3400 to 5000.3600 will be incorporated into any contract based upon the Proposal or any modifications to it. If a contract for the project is awarded in excess of \$100,000, the requirements of *Minnesota Rules*, 5000.3530 will be applicable.

## Metropolitan Council

### Notice of Master Contract RFP for Construction Support Services

#### RFP No. 02P033

**NOTICE IS HEREBY GIVEN** that the Metropolitan Council is soliciting proposals from consultants to provide construction support and construction contract administration services on an on-call basis through a master contract task order system. This consultant will do the following:

- Clarify plans, specs and other bidding documents.
- Prepare change order SOWs.
- Evaluate contractor proposals for change orders for conformance to contract documents.
- Verify pre-existing construction field conditions and compare that to the contractor's scope, ostensibly for purposes of ascertaining differing site condition claims during the construction performance period.
- Identify and reiterate construction conditions and requirements.
- Assist in the review/approval/documentation of contractor's technical submittals for compliance with contract documents.
- Review/evaluate/comment on and presumably advise regarding contractor's schedule and work plan.

## Non-State Contracts & Grants

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- Analyze contractor schedules for compliance with contract documents.
- Review contractor performance and progress. Assess percentage complete based on compliance with contract documents.
- Respond to RFIs.
- Prepare sketches/drawings as required for change orders.
- Prepare cost estimate for change orders.
- Investigate differing site condition claims and prepare documentation in response thereto.
- Conduct construction observation for purposes of compliance with contract documents and implement corrective action.
- Determine if work and materials are in conformance with contract documents.
- Review, evaluate and make technical recommendations regarding deviations from contract documents, claims and disputes.

All proposals must be submitted in accordance with the Solicitation Package. The tentative schedule for this procurement process is:

<i>RFP Release Date</i>	<b>End of March 2002</b>
<i>Teleconference Pre-Proposal Meeting Date</i>	<b>TBD – Call for Details</b>
<i>RSVP for Teleconference</i>	<b>One-week prior to Teleconference</b>
<i>Proposal Due Date</i>	<b>End of April 2002</b>

All firms interested in this project should request a copy of the solicitation through:

Amanda Houston, Administrative Assistant, Contracts and Procurement Unit  
Metropolitan Council  
Mears Park Centre  
230 East Fifth Street  
St. Paul, MN 55101  
**Phone:** (651) 602-1585  
**Fax:** (651) 602-1138  
**Email:** [amanda.houston@metc.state.mn.us](mailto:amanda.houston@metc.state.mn.us)

Please provide **one** contact point; complete company name; address/city/state/zip along with phone/fax/mobile/cell phone and pager numbers as well as email information if you wish to be placed on the solicitation List. **All inquiries** regarding this procurement shall be directed by **email** to Mary DeMers at: [mary.demers@metc.state.mn.us](mailto:mary.demers@metc.state.mn.us)

The Metropolitan Council is the regional level governmental unit for the seven-county Twin Cities area. It is responsible for guiding and coordinating development in the region through smart planning, operation of regional services, such as wastewater collection and treatment and mass transit bus services metro and outlying areas.

This project may be funded in part by FTA grant funds, to which federal rules apply. *Minnesota Statutes*, Sections 473.144 and 363.073 and *Minnesota Rules*, Part 5000.3400 to 5000.3600 will be incorporated into any contract based upon the Proposal or any modifications to it. The Minnesota Data Practices Act governs data submitted in response to this RFP. It provides that all information submitted by a Proposer in response to an RFP, with the exception of trade secret data as defined in *Minnesota Statutes*, section 13.37, becomes public at the times specified in the Act and is then available to any person upon request. Any information in its response for which Proposer claims trade secret protection must be limited and set apart in the proposal on separate pages, with a heading that identifies the information as trade secret information. Blanket-type identification on whole pages or sections containing trade secret information will not assure protection. A statement that submitted information is copyrighted or otherwise protected does not prevent public access.

## Metropolitan Council – Metro Transit

### Sealed Bids for Light Fixtures

The Metropolitan Council is soliciting sealed bids for Light Fixtures (material only) for Metro Transit's Heywood Facility in Minneapolis, Minnesota. **Bids are due at 2:00 p.m., on April 30, 2002.** 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

## Metropolitan Council – Metro Transit

### Sealed Bids for Sump and Drain Cleaning and Disposal Services

The Metropolitan Council is soliciting sealed bids for Sump and Drain Cleaning and Disposal Services at various Metro Transit facilities. **Bids are due at 2:00 p.m., on April 29, 2002.**

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

## 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

#### The Pheasant in Minnesota

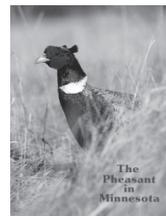
A fascinating "magazine" devoted to the ring-neck pheasant. Included is the history of the bird, its origin, development and introduction to this region. Color photos, softcover, 48pp.  
**Stock No. 9-13 \$5.95 + shpg. & sales tax**

#### Dressing & Cooking Wild Game

Now that you've "bagged your catch", what do you do with it? This book offers clear instructions along with color photos to walk you step-by-step from field dressing and transport to hanging, skinning, butchering, dressing, "clean-up" and freezing. With the hard work out of the way, then cook up one of the mouth-watering recipes for cooking big and small game, upland game birds, and waterfowl. Hardcover, 160pp.  
**Stock No. 19-38 \$19.95 + shpg. & sales tax**

651.297.3000 \* 800.657.3757  
Mon-Fri 8am-5pm

[www.minnesotasbookstore.com](http://www.minnesotasbookstore.com)



*It's Hunting Season!*

