

State of Minnesota

# State Register



**Rules, Executive Orders, Appointments,  
Commissioners' Orders, Revenue Notices, Official Notices, Grants,  
State Contracts & Loans, Non-State Bids, Contracts & Grants**  
Published every Monday (Tuesday when Monday is a holiday)

**Monday 21 April 2008  
Volume 32, Number 43  
Pages 1903 - 1928**

# State Register

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

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

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

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# 44	Monday 28 April	Noon Tuesday 22 April	Noon Wednesday 16 April
# 45	Monday 5 May	Noon Tuesday 29 April	Noon Wednesday 23 April
# 46	Monday 12 May	Noon Tuesday 6 April	Noon Wednesday 30 April

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Website: [www.senate.mn](http://www.senate.mn)

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

### Minnesota State Court System

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

### Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498  
U.S. Government Printing Office – Fax: (202) 512-1262  
Website: <http://www.gpoaccess.gov/fr/index.html>

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Contracts information is available from the Materials  
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# Minnesota Rules: Amendments and Additions

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

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

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

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

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

## Minnesota Rules Index:

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# Official Notices

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

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

## Help with Official Notices

As part of our Subscriber's Service the *State Register* indexes all Official Notices, including the current volume as it grows. As a subscriber, you can open the *State Register* and click on Bookmarks in the upper left corner. You will see a list of the growing index, and have fast access to all the indices to the *State Register*. You also receive a summarized "Contracts & Grants" section of Bids still open. Subscribe today. Subscriptions cost \$180 a year (an \$80 savings). Here's what you'll get:

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## Department of Commerce

### Minnesota Consumer Credit Code and Regulated Loan Act - Adjustment of Dollar Amounts

Dollar amounts indexed in the Regulated Loan Act, *Minnesota Statutes*, Chapter 56, and the Minnesota Consumer Credit Code, *Minnesota Statutes*, Section 47.59, will increase 10% effective July 1, 2008. *Minnesota Statutes*, Sections 47.59, subdivision 3(i), and 56.131, subdivision 4, provide for periodic adjustment in dollar amounts, effective on July 1 of even-numbered years, based on a percentage change in the Implicit Price Deflator for the Gross Domestic Product.

Statute establishes that the percentage change in the reference base index be 10% or more in order to adjust the dollar amounts. The portion of the percentage change in the index in excess of a multiple of ten percent is to be disregarded, and the dollar amounts shall change only in multiples of ten percent. Information provided by the U.S. Department of Commerce, Bureau of Economic Analysis indicates a percentage change from the revised reference base to be 41% calculated to the nearest whole percentage point as required. The index for December 1991 is the reference base index for adjustments, with 1987 = 100. The index was revised nationally to 2000 = 100. The rebased index for December 1991 is 85.206, increasing to 120.542 in December 2007, for a change of 41.47%. Indexed dollar amounts have increased by 30% in prior years, and will increase 10% effective July 1, 2008, with the new amounts listed on the following chart.

The history of dollar amounts at various dates is available by reviewing prior official notices, or within the Commerce Department's web site [www.commerce.state.mn.us](http://www.commerce.state.mn.us). The original and current dollar amounts are as follows:

	<u>Original</u>	<u>7-1-08 10% increase</u>
<b><u>Chapter 47</u></b>		
Principal subject to 33% interest <i>Minnesota Statutes</i> , § 47.59, subd. 3(a)(2)	\$750	\$1,050
Minimum refund <i>Minnesota Statutes</i> , § 47.59, subd. 3(e) and (f)	\$5.00	\$7.00
Default charges <i>Minnesota Statutes</i> , § 47.59, subd. 6(a)(4)	\$5.20	\$7.28

# Official Notices

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## Chapter 56

Assumption fee

*Minnesota Statutes*, § 56.12

\$240

\$336

Minimum real estate secured  
loan *Minnesota Statutes*, §§ 56.12  
and 56.125

\$4,320

\$6,048

Maximum closing costs on real  
estate secured loans

*Minnesota Statutes*, § 56.131, subd. 2(b)

\$400

\$560

Minimum new funds advance  
for discount points and appraisal  
fees *Minnesota Statutes*, § 56.131, subd. 2(d)

\$1,000

\$1,400

Minimum real estate secured  
loan for discount points

*Minnesota Statutes*, § 56.131, subd. 6

\$12,000

\$16,800

The next published adjustment is scheduled on or before April 30, 2010, for July 1, 2010 based on the December 2009 index.

## Department of Commerce Restrictions On Deficiency Judgments and Minnesota Property Exemption - Adjustment of Dollar Amounts

The amount of a deficiency judgment found in *Minnesota Statutes*, Section 325G.22, and property exempt from creditor collection action in *Minnesota Statutes*, Section 550.37 will increase 10% effective July 1, 2008. These statutes require that the dollar amounts be adjusted in even numbered years based on a percentage change in the Implicit Price Deflator for the Gross National Product.

The statute requires that the percentage of change in the reference base index be 10% or more in order to adjust the dollar amounts. The portion of the percentage change in the index in excess of a multiple of ten percent is to be disregarded, and dollar amounts shall change only in multiples of ten percent. Information obtained from the U.S. Department of Commerce, Bureau of Economic Analysis, indicates the percentage change from the revised reference base to be 110% calculated to the nearest whole percentage point as required. The index for December 1980 is the reference base index for adjustments, with 1972=100. The index was revised nationally to 2000=100. The index for December 1980 is 56.043, increasing to 120.535 in December 2007, for a change of 115.08%, when rounded to the nearest whole percentage point is 115%. Indexed dollar amounts have increased by 100% in prior years, and will increase 10% effective July 1, 2008, with the new amounts listed on the following chart.

The history of dollar amounts at various dates is available by reviewing prior official notices, or within the Commerce Department's web site [www.commerce.state.mn.us](http://www.commerce.state.mn.us). The original and current dollar amounts are as follows:

	<u>Original</u>	<u>7-1-08 10% increase</u>
<b>Chapter 325G</b>		
Credit extended		
<i>Minnesota Statutes</i> , § 325G.22, subd. 1	\$3,000	\$6,300
<b>Chapter 550</b>		
Personal goods	\$4,500	\$9,450
<i>Minnesota Statutes</i> , § 550.37, subd. 4		

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## Official Notices

Wedding rings (effective 6-3-05) <i>Minnesota Statutes</i> , § 550.37, subd. 4	\$1,225	\$2,572.50
Business <i>Minnesota Statutes</i> , § 550.37, subd. 6	\$5,000	\$10,500
Insurance benefits Addt'l dependent ins. benefits <i>Minnesota Statutes</i> , § 550.37, subd. 10	\$20,000 \$5,000	\$42,000 \$10,500
Motor vehicle Modified for disability Minimum cost of modification <i>Minnesota Statutes</i> , § 550.37, subd. 12a	\$2,000 \$20,000 \$1,500	\$4,200 \$42,000 \$3,150
Accrued interest <i>Minnesota Statutes</i> , § 550.37, subd. 23	\$4,000	\$8,400
Employee benefits <i>Minnesota Statutes</i> , § 550.37, subd. 24	\$30,000	\$63,000

The next published adjustment is scheduled on or before April 30, 2010, for July 1, 2010 based on the December 2009 index.

# 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.

## Grant Applicants

Have you picked up all the grants open for bid? A “Contracts & Grants” section is available that lists all grants and contracts open for bid. Open the *State Register* and click on Bookmarks in the upper left corner. You will see a list of ALL the current rules, with an INDEX, and previous years’ indices, as well as a list of all contracts and grants open for bid. Subscribe and receive LINKS to the *State Register*. You also receive Subscriptions cost \$180 a year (an \$80 savings). Here’s what you receive via e-mail:

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## Minnesota Board on Aging Notice of Request for Proposals to Provide Data Management Services for MinnesotaHelp.info®

**NOTICE IS HEREBY GIVEN** that the Minnesota Board on Aging (MBA) is issuing a Request for Proposals from qualified respondents to provide Data Management Services for the MinnesotaHelp.info® resource database. The MBA is seeking one or more proven data management providers to work with MBA and its subcontractors to effectively collect, classify and manage the data contained in the resource database so that it will meet the information and assistance requirements of the MBA. The work requires a high degree of interaction with MBA to understand scope and requirements.

MBA may choose one or more Grantees to provide the functions described in this RFP. At a high level, the requested activities include:

- Gathering, codifying, and entering information about community resources that serve people of all ages based upon inclusion/exclusion criteria set forth by the MBA in the Data Management Policy Manual (DMPM, attached to the RFP as **APPENDIX M**, Section 2) that includes not for profit, government and select for profit services specific to the human and social service fields,
- Ensuring that all new and existing resource data within the database meets the standards set forth in the most current version of the DMPM,
- Communicating with service providers that are currently in the database to ensure that their information is accurate and up to date, and ensuring that new providers are added to the database accurately and in a timely fashion,
- Working at the direction of the MBA to accomplish cyclical data management processes, such as those included in the “Regularly Scheduled Data Updates” section of the DMPM (Appendix D within the Manual), and
- Working at the direction of the MBA to accomplish additional data migration and data integrity projects that become necessary during the course of the grant period.

Copies of the Request for Proposals may be downloaded from the following website: [www.mnaging.org](http://www.mnaging.org). Click on the Quick Link titled “MinnesotaHelp.info DMO RFP” and download the RFP from the resulting page.

Completed proposals must be received at the below address by 4:00 PM CDT, on Friday, May 30, 2008:

Attention: Tom Gossett  
MinnesotaHelp.info Project Manager  
Minnesota Board on Aging



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# State Grants & Loans

MN Department of Human Services  
444 Lafayette Road N  
St. Paul, MN 55155

Hand-delivered proposals must be time-stamped by staff at the front desk at this location by the designated time. Mailed proposals must be received and time-stamped by MBA staff by the designated time. Proposals not so stamped will not be accepted. Proposals must be sealed, and visibly show the Responder's name, address, and RFP title on the outer packaging. Responders must adhere to all terms of this RFP. Late proposals will not be considered. All costs incurred in responding to this RFP will be borne by the responder. **Faxed or email responses will not be considered.**

## Department of Health Office of Rural Health and Primary Care Request for Proposals for Clinical Dental Education Innovations Grants

The Office of Rural Health and Primary Care, the Minnesota Department of Health, is soliciting proposals for grants to sponsoring institutions and clinical dental training sites for projects that increase dental access for underserved populations and promote innovative clinical training of dental professionals. Approximately \$1,121,640 is available for grants with a maximum award of \$500,000 for a two-year grant period. In recent years, however, the average awards have been between \$115,000 and \$130,000. Eligible applicants include institutions that sponsor accredited clinical dental education programs, institutions that sponsor or are developing interdisciplinary clinical training programs that include accredited dental education, clinical training sites that host dental professionals and are currently enrolled as active Medicaid providers, or consortia consisting of members of one or both groups. Potential uses of grant funds include funding or expansion of existing programs with demonstrated success in providing dental services to underserved populations and development or implementation of new programs designed to improve access for underserved populations in Minnesota through the use of dental residents or students.

To be considered for funding, proposals must be received by **4:00 p.m., Monday, June 30, 2008** at the Minnesota Department of Health, 85 East Seventh Place, Suite 220, St. Paul, MN 55101, attention Doug Benson. **Late proposals will not be considered.** A copy of the full Request for Proposals may be obtained at: <http://www.health.state.mn.us/divs/cfh/orhpc/grant/home.htm>

For more information contact Doug Benson at (651) 201-3842, **E-mail:** [doug.benson@health.state.mn.us](mailto:doug.benson@health.state.mn.us)

## Minnesota Housing Finance Agency Announcement of Availability of Funds through a Consolidated Request for Proposals Using:

- **2008 Multifamily Request for Proposals**
- **2009 Housing Tax Credit Program Request for Proposals**

Minnesota Housing Finance Agency (Minnesota Housing) in partnership with Greater Minnesota Housing Fund, Family Housing Fund, Metropolitan Council, Metropolitan Housing and Redevelopment Authority, Saint Paul Public Housing Agency, Minnesota Department of Employment and Economic Development and Minnesota Department of Human Services announce the availability of funds through a Consolidated Request for Proposals (RFP) using the Minnesota Multifamily Rental Housing Common Application (Common Application). Funds are available to assist in the development, construction, acquisition, refinance, demolition, or rehabilitation of affordable rental housing for low and moderate-income residents of Minnesota. Limited amounts of funding are available for operating subsidies for new or existing Minnesota Housing financed housing developments as well as funding for rental assistance programs. The RFP represents an effort to coordinate the resources available within Minnesota Housing and throughout the state of Minnesota to address communities' comprehensive housing needs and to foster stronger communities.

# State Grants & Loans

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Eligible applicants are invited to submit proposal(s) to the 2008 RFP and the 2009 Housing Tax Credit Program (HTC) using the Common Application and its required forms and submittals. Comprehensive housing proposals that consist of both single family and multifamily units within the same geographical area are required to complete both a single family and multifamily application. A separate request for proposals for Single Family will be published in June 2008 with funding recommendations in October 2008.

While the Multifamily Division publishes an RFP annually for its deferred loan and grant funding, the HTC program continues to have two funding rounds per year. Information regarding the HTC annual schedule is outlined in the HTC section of this publication. A limited amount of funding is available on an open pipeline basis. FOR FURTHER INFORMATION, REFER TO THE MULTIFAMILY CONSOLIDATED REQUEST FOR PROPOSAL GUIDE AVAILABLE ON THE MINNESOTA HOUSING WEBSITE AT:

<http://www.mnhousing.gov/housing/developers/common-app/index.aspx>

## MULTIFAMILY STRATEGIC PRIORITIES

Minnesota Housing's vision, mission and values are related; mutually reinforcing and based on the principle that decent, safe, affordable housing is required for individuals to be healthy, for families to be strong, and for communities to be vibrant.

Minnesota Housing's strategic priorities are:

- Finance new affordable housing opportunities
- Preserve existing affordable housing
- End long-term homelessness
- Increase emerging market homeownership

A complete copy of the strategic plan can be found at:

[http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa\\_006586.pdf](http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa_006586.pdf)

## MULTIFAMILY RFP FUNDING AVAILABILITY

Minnesota Housing funds are generally available statewide; while respective RFP partners' funds are available only in the Twin Cities metropolitan area or Greater Minnesota depending upon the specific funding partner.

### Funding Availability

Estimated total funding through Minnesota Housing and funding partners not including Housing Tax Credits is approximately \$83,300,000, subject to budget and legislative approval.

Minnesota Housing Loan Programs and Estimated Funding Available:

- Low and Moderate Income Rental Program (LMIR) through tax-exempt and taxable bonds for first mortgage financing: up to \$20 million
- Economic Development and Housing Challenge Program (EDHC): approximately \$5 million
- Housing Trust Fund (HTF): \$5.5 million
- Preservation ARIF (PARIF): up to \$3 million
- 501(c)(3) Bonds: up to \$30 million for the capital costs of permanent supportive housing (pending legislative approval). Loans must be made to tax-exempt organizations as defined under Section 501(c)(3) of the Internal Revenue Code. Additionally, governmental entities (excluding the federal government) and Indian Tribes are eligible.
- Publicly Owned Housing Program (POHP), General Obligation (GO) Bonds: up to \$1 Million (pending legislative approval) for the capital costs of publically owned permanent supportive housing, temporary or transitional housing, or for emergency shelter under *Minnesota Statutes*, section 461A.202.
- Ending Long-term Homelessness Initiative Fund (ELHIF): \$8 million
- Flexible Financing for Capital Costs (FFCC): approximately \$3 million

### Funding Partner Programs and Estimated Funding Available:

- Family Housing Fund (FHF): approximately \$1 million
- Metropolitan Council – Local Housing Incentive Account (LHIA): approximately \$1.65 million
- Greater Minnesota Housing Fund (GMHF): approximately \$2.65 million
- Department of Human Services – Adult Mental Health Division (DHS-AMHD) - Housing with Supports for Adults with Serious Mental Illness (HSASMI) Program Operating Subsidy: \$1.5 million

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## State Grants & Loans

- Minnesota Department of Employment and Economic Development (MN DEED) - Small Cities Development Program (SCDP): \$1 million to be awarded April 2009
- Metropolitan Housing and Redevelopment Authority: 30 Project Based Rental Assistance Vouchers
- Saint Paul Public Housing Agency: 20 project Based Rental Assistance Vouchers

### **Types of Multifamily Funding Available**

*Deferred loan funds* are generally in the form of a zero percent (0%), 30 year deferred or subordinate loan or grant. Actual interest rate, term and type of loan or grant will vary depending upon recommended funding source(s) and will be discussed with sponsors/applicants upon selection for funding. For the POHP program, the terms are 0% interest rate, 20-year loans that are forgivable.

*Long term fixed rate mortgages* for acquisition, refinance, or new construction of multifamily housing for developments that generate adequate income to service debt are also available. These mortgages are offered through the LMIR program. First mortgages may be used in conjunction with housing tax credits for new construction or acquisition/rehabilitation.

*Operating subsidies* are available for new or existing Minnesota Housing financed developments and are available in two forms, revenue shortfall, and unique costs. Operating subsidies are awarded in the form of a grant and may be provided for up to ten years.

*Rental assistance* funding for tenant or sponsor-based programs is awarded in the form of a grant and can be provided to a tenant for the term of the grant generally no more than five consecutive years. The Metropolitan Housing and Redevelopment Authority and the Saint Paul Public Housing Agency are also offering project based rental assistance vouchers through the RFP this year.

### **Eligible Applicants, Projects, and Activities**

Eligible applicants for the majority of resources include Minnesota cities, limited dividend entities, for-profit organizations, nonprofit organizations, private developers, corporations, partnerships, natural persons, Indian tribes or tribal housing corporations, public housing agencies, joint powers board established by two or more cities, and cooperative housing corporations.

Funding sources available for capital funding can be used for a variety of activities and housing types. Eligible projects must contain a minimum of four units. Scattered site developments must be located in the same city or county and contain a minimum of four units. Eligible activities include new construction, acquisition of land or existing structures, rehabilitation of housing, refinancing of existing loans, preservation of federally assisted housing, conversion to housing from another use, demolition, construction financing, permanent financing. Rental assistance and operating subsidies are eligible activities, however funding is limited. Eligible housing types include emergency shelters, transitional housing, permanent supportive housing, service-enriched housing, and permanent affordable housing.

Minnesota Housing has funding priorities for certain developments (e.g. housing in which all or a portion of units will be targeted to households experiencing long-term homelessness, workforce housing in areas of job and population growth)

Developments with age restrictions of 55 and older are not a funding priority under most funding sources. In addition, nursing homes, board and care facilities, and supervised living facilities licensed by the Minnesota or a delegated local Department of Health are not eligible for funding, nor are properties where residents require a 24-hour plan for supervision and/or medical/health care.

All of the funding priorities are contained in the Multifamily Consolidated Request for Proposal guide on the Minnesota Housing website.

### **Income and Rent Limits**

The overall goal of the RFP process is to serve low to moderate income households. Priority will generally be given to those developments serving the lowest income households. The relationship between proposed rent levels and Fair Market Rents/Payment Standards is an important factor because it is crucial that Section 8 voucher holders are able to rent units in Minnesota Housing financed developments. For individual program rent and income limits, refer to the Multifamily Consolidated Request for Proposal Guide on the Minnesota Housing website.

### **2009 HOUSING TAX CREDIT PROGRAM (HTC)**

Minnesota Housing is accepting 2009 Round 1 competition applications for reservation and allocation of 2009 Housing Tax Credits, authorized by the Federal Tax Reform Act of 1986, as revised. This RFP also provides important notice information as to 2009 Round 2 of the Housing Tax Credit program. Please refer to the Important Dates section of this RFP for additional details.

# State Grants & Loans

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Housing Tax Credits offer a ten-year reduction in tax liability to owners and investors in eligible low-income rental housing developments involving new construction, rehabilitation, or acquisition with rehabilitation. General information on tax credit availability is posted on Minnesota Housing's website.

Total estimated 2009 tax credits available for the State of Minnesota is approximately \$10.4 million. Minnesota Housing has estimated the housing credit ceiling for Minnesota for calendar year 2009 based upon the amounts of the housing credit ceiling for calendar year 2008. The actual housing credit ceiling for the year 2009 will not be known by Minnesota Housing until some time in February or March of 2009.

As in past competition years, 2009 Round 1 will be the primary tax credit selection / allocation round. It is anticipated that most of the 2009 tax credits will be forward selected during this round for the 2009 tax credit year. Any credits remaining following the conclusion of the 2009 Round 1 will be made available for 2009 Round 2.

## **2009 PROGRAM, QAP, PROCEDURAL MANUAL AND SCORING CHANGES**

As part of its annual revisions process, Minnesota Housing's 2009 Housing Tax Credit Program, Qualified Allocation Plan, Procedural Manual, Self-Scoring Worksheet and various related programmatic documents have been revised in several key respects. Additional detail regarding these changes can be found on the Housing Tax Credit Allocation page of the Minnesota Housing website at:

*<http://www.mnhousing.gov/housing/tax-credits/allocation/index.aspx>*

## **Credit Formula**

The Minnesota Legislature designated Minnesota Housing as the primary allocating agency for housing tax credits for the state and authorized eligible cities and counties to administer the tax credits in their respective jurisdictions based on the *Minnesota Statutes* Section 462A.222 and 462A.223.

## **Minnesota Housing Administration of Tax Credits**

In all tax credit rounds, applicants with eligible buildings in the balance of the state, not within the jurisdiction of a suballocator, may apply to Minnesota Housing for an allocation of housing tax credits.

Each year, 10 percent of the state ceiling is set aside by Minnesota Housing for qualified 501(c)(3) and 501(c)(4) nonprofits as required by Section 42 of the Internal Revenue Code of 1986. Qualified nonprofits can apply to Minnesota Housing for these credits, regardless of the geographic location of the proposed low income housing development, as specified in the Qualified Allocation Plan.

## **Local Administration of Tax Credit**

The following eligible cities and counties have the authority to administer the tax credits locally:

<b>(S) Suballocator</b>		<b>(JPS) Joint Powers Suballocator</b>	
(S) St. Paul	(651) 266-6020	(JPS) Duluth	(218) 730-5303
(S) Dakota County	(651) 675-4478	(JPS) St. Cloud	(320) 252-0880
(S) Minneapolis	(612) 673-5263	(JPS) Rochester	(507) 328-2008
(S) Washington Cty.	(651) 458-6556		

In Round 1, applicants with eligible buildings located within the jurisdiction of the above Suballocators (S) must apply to the local administrators (suballocators) for allocation of the housing tax credit. Joint Powers suballocators enter into an agreement with Minnesota Housing to perform certain allocation and compliance functions. Applicants with eligible buildings located within the jurisdiction of the above Joint Powers Suballocators (JPS) must apply to both the local administrators (joint powers suballocators) and to Minnesota Housing. Nonprofit applicants may apply both to Minnesota Housing and the suballocator for an allocation. For further information, please contact the suballocator at the telephone numbers listed above.

In Round 2, all unallocated tax credits will be transferred to a unified pool for allocation by Minnesota Housing on a statewide basis as specified in the Qualified Allocation Plan.

## **APPLICATION PROCESS**

Access application materials as follows:

- Multifamily RFP and Housing Tax Credits. The Multifamily RFP and Housing Tax Credit application materials and instructions are available on Minnesota Housing's website. If you are unable to access the website or need assistance

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## State Grants & Loans

locating or identifying the appropriate materials, contact the Multifamily Division at (651) 297-3294 or Toll Free: 1-800-657-3701.

### RFP TRAINING AND TECHNICAL ASSISTANCE SESSIONS

- Multifamily and Housing Tax Credit: Multifamily Division staff are available for technical assistance on an on-going basis. Additionally, a Multifamily RFP and Housing Tax Credit webcast has been scheduled for May 8, 2008. Please refer to the Minnesota Housing website at: <http://www.mnhousing.gov/resources/training/mf-assistance/index.aspx> for registration and additional information.

### IMPORTANT DATES

#### *Proposal(s) Due*

- Multifamily and Housing Tax Credit (2009 Round 1): Must be received by Minnesota Housing by 5:00 p.m. on or before Tuesday, June 17, 2008.
- Housing Tax Credit (2009 Round 2): Must be received by Minnesota Housing by 5:00 p.m. on or before Thursday, January 29, 2009.

Multifamily RFP and 2009 Housing Tax Credit applications must include the following materials:

- 1). The Multifamily Application Form electronically submitted,
- 2). The Multifamily Application Form with original signature plus 3 copies, and
- 3). All required attachments (narratives, forms and submittals) plus three (3) copies.

**NOTE:** Except as provided above, applications which are faxed, e-mailed, submitted late or determined to be incomplete will not be accepted and will be returned to the applicant.

### Minnesota Housing Board Approval

- Multifamily RFP and Housing Tax Credit (2009 Round 1) funding recommendations will be made at the October 23, 2008 Minnesota Housing Board meeting.
- Housing Tax Credit (2009 Round 2) funding recommendations will be made at the April 23, 2009 Minnesota Housing Board Meeting.

### Fund Notification:

- Notification of Multifamily Programs and 2009 Housing Tax Credit funding awards will be posted on the Minnesota Housing website after the Board meeting noted above. Selection letters will be mailed within 10 business days of the approval.

It is the policy of Minnesota Housing to further fair housing opportunity in all Minnesota Housing programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to receipt of public assistance, disability, or family status.

This request for proposals is subject to all applicable federal, state, and municipal laws, rules, and regulations. Minnesota Housing reserves the right to modify or withdraw this RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of proposals.

# State Grants & Loans

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## Minnesota Department of Human Services

### Managed Care and Payment Policy Division

#### Notice of Request for Proposals to Provide Integrated Health Care and Long Term Care Services with Managed Care for Seniors

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Human Services is seeking Proposals from qualified managed care organizations (MCOs) to provide prepaid health care and home and community-based services under the Minnesota Senior Care Plus (MSC+) program to eligible Medical Assistance (MA) enrollees age 65 years and older in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties.

Services to be provided by successful Responders to this RFP will start on January 1, 2009. A Request for Proposals will be available by accessing the Department of Human Services public website after 12:00 noon (CDT) on April 21, 2008 at: [http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id\\_000102](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_000102).

To obtain a paper copy of the RFP, please print a copy from the website. If you have problems downloading the RFP, contact Cara Bailey at: [Cara.Bailey@state.mn.us](mailto:Cara.Bailey@state.mn.us) or call (651) 431-2515.

Proposals submitted in response to the Request for Proposals in this notice must be received by 4:00 p.m. (CDT) on June 4, 2008, addressed as follows:

Attention: Cara Bailey  
Managed Care and Payment Policy Division  
Department of Human Services  
444 Lafayette Road N.  
St. Paul, MN 55155  
Phone (651) 431-2515

Late Proposals will not be considered and will be returned unopened to the submitting party. **Faxed or e-mailed Proposals will not be accepted.**

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

## Minnesota State Colleges and Universities

### Educational Grants Unit

#### Notice of Availability of Funds to Correctional and/or Other Institutions Serving the Disabled for Career and Technical Education Services

Minnesota State Colleges & Universities is authorized to provide, under the auspices of the Carl D. Perkins Career and Technical Education Act of 2006, assistance to **correctional and/or other institutions serving the disabled with funds to support career and technical education services and activities**. Currently MnSCU is requesting proposals from institutions in developing career and technical education service and activities.

This initiative has two primary goals: (1) To provide assistance to institutions which will assist persons through career and technical education services and activities that will upgrade the skills and increase career opportunities in order to increase personal economic self-sufficiency and (2) To assist in the development of career and technical education services and activities, which could be **replicated** elsewhere in the State.

Funds in the amount of **\$60,000** have been set-aside to further this programmatic objective. MnSCU anticipates making two grant awards to interested parties. This request for proposals does not obligate MnSCU to award a contract, and MnSCU reserves the right to

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## State Grants & Loans

cancel the solicitation if it is considered to be in its best interest. **Any contract executed under this RFP will be dependent upon the amount of funds received from the Carl D. Perkins Federal Grant.**

Submit your application online at <http://www.cte.mnscu.edu/relatedlinks/grantoppt.html> and select "FY09 Funding for Corrections and Disabilities". The grant term is effective **July 1, 2008 through June 30, 2009.**

An **Intent to apply** providing a brief description of the proposed project and collaborative efforts must be faxed by **May 2, 2008.** Proposal applications must be postmarked by **May 22, 2008,** with an anticipated disbursement date of late **July 2008.** **Faxed or e-mailed applications will NOT be accepted.**

Please contact Eva Scates-Winston regarding any questions.

**Eva Scates-Winston**  
Minnesota State Colleges and Universities  
Wells Fargo Place  
30 Seventh Street East, Ste. 350  
Saint Paul, Minnesota 55101  
**Phone:** (651) 297-3792  
**E-mail:** [eva.scates-winston@so.mnscu.edu](mailto:eva.scates-winston@so.mnscu.edu)

The Minnesota State Colleges and Universities system is an Equal Opportunity employer and educator.

# State Contracts

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

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

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

\$0 - \$5000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600

\$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days;

\$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and

anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days

## Assistance with Contracts

A summarized "Contracts & Grants" section of all contracts and grants open for bid is available only to subscribers. Obtain MORE and FASTER information with a SUBSCRIPTION to the *State Register*. You also receive LINKS to the *State Register*. Open the *State Register* and click on Bookmarks in the upper left corner. You will see a list of the contents of the current issue, with an INDEX, and previous years' indices. You also receive "Contracts & Grants." Here's what you receive via e-mail:

- Word Search Capability
- Updates to Index to Vol. 31
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- Indexes to Vols. 31, 30, 29, 28 and 27

Subscriptions cost \$180 a year (an \$80 savings). It's all E-mailed to you, at end-of-day on Friday, instead of waiting for the non-subscriber's issue released on Monday. Contact Cathy Hoekstra, our subscriptions manager, at (651) 297-8777, or **Fax:** (651) 297-8260, or **E-mail:** [cathy.hoekstra@state.mn.us](mailto:cathy.hoekstra@state.mn.us)

## Department of Administration

### Real Estate & Construction Services Division

#### Notice of State Real Property For Sale in Rochester, Minnesota

**NOTICE IS HEREBY GIVEN** that the Department of Administration is offering for sale by sealed bid the real property located at the southwest corner of the intersection of College View Road (CSAH 9) and 36th Avenue SE (CR 9) in Rochester, Minnesota. The tract is approximately one acre in size. The minimum bid is \$12,000. To obtain a copy of the complete bid package, visit:

[www.admin.state.mn.us/recs/sas/sas-psl.html](http://www.admin.state.mn.us/recs/sas/sas-psl.html)

Send an e-mail to: [susan.maki@state.mn.us](mailto:susan.maki@state.mn.us), or call (651) 201-2549. Written bids must be received no later than 2:30 p.m. on Thursday, May 8, 2008.

## Minnesota State Colleges and Universities

### Anoka Technical College

#### Request for Proposals on Food Service

##### GENERAL STATEMENT/SCOPE:

Anoka Technical College (Anoka TC) is requesting proposals for food service on its campus. Food services include cafeteria line service, self-serve salad bar, catering, vending machine service, etc.



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## State Contracts

A Mandatory Proposal Conference consisting of a tour of the College's existing food service and an RFP presentation and question/answer session in the Anoka Technical College, Room 179, will be held 1:00 – 2:00 p.m. on Monday, April 28, 2008. ATTENDANCE AT THIS MANDATORY PROPOSER'S CONFERENCE IS A PREREQUISITE TO SUBMITTING A PROPOSAL.

**TO RECEIVE A COMPLETE COPY** of the proposal request/specs, please contact Pamela Morgensen, Phone: (763) 576-4785, Fax: (763) 576-4715, E-mail: [pmogensen@anokatech.edu](mailto:pmogensen@anokatech.edu)

Proposals must be sealed with a notation on the outside of the envelope that states: FOOD SERVICE PROPOSAL – DELIVER IMMEDIATELY.

Mail or deliver (faxes will not be accepted) sealed proposal by TUESDAY, MAY 6, 2008, NO LATER THAN 2 PM to:

Anoka Technical College  
Purchasing Office, Attn. Pamela Mogensen  
1355 West Highway 10  
Anoka, Minnesota 55303  
Phone: (763) 576-4785

**PROPOSAL CLOSE DATE IS TUESDAY, MAY 6, 2008 – 2 PM**

## Minnesota State Colleges and Universities (MnSCU) Metropolitan State University Request for Safety and Security Services

**NOTICE IS HEARBY GIVEN** that Metropolitan State University will receive proposals for security services. RFP specifications will be available on April 21<sup>st</sup>, 2008 and received back no later than 4:00 PM on May 16<sup>th</sup> 2008. Copies of this RFP can be obtained from Thomas R. Maida at 651- 793-1725. Metropolitan State University reserves the right to reject any and all proposals, or portions thereof, or to waive any irregularities or informalities, in proposals received.

Metropolitan State University desires to purchase safety and security services for a period of five years from July 2008 through June 2013.

### Contacts

Prospective responders who have any questions regarding this request for proposal may call or write:

Name: Thomas R. Maida  
Title: Director of Public Safety  
Address: 700 East Seventh Street, St Paul, MN, 55106.  
Phone: (651) 793-1725

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

# State Contracts

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## Minnesota State Colleges and Universities (MnSCU)

### Minneapolis Community and Technical College

#### Sealed Bids Sought for Kitchen, Dining Services, Culinary Arts program HEAPR Remodeling

Sealed Bids for: Minneapolis Community and Technical College  
Kitchen, Dining Services, Culinary Arts Program HEAPR Remodeling – Phase 1  
Food Service Equipment  
Minneapolis, MN

will be received by: Roger Broz  
Minneapolis Community and Technical College  
Room T-0600  
Minneapolis, Minnesota 55403

Until **2:00PM, local time, Thursday, April 24, 2008** at which time the bids will be opened and publicly read aloud.

Project Scope: New and refurbished Food Service and Kitchen Equipment materials, storage, and delivery.

A Pre-Bid Meeting will be held at **10:00 AM, Friday, April 18, 2008**, in Room T1020, Technology Building, Minneapolis Community and Technical College. The Architect/Engineer and/or College/University Representatives will review the bidding procedures, Bidding Documents and other conditions with interested Bidders and answer questions.

Bidding Documents as prepared by the Project Architect/Engineer; Bentz Thompson Rietow are on file at the offices of the:

- 1) above named Project Architect/Engineer.
- 2) following Builders' Exchanges: St. Paul Builders' Exchange, Minneapolis Builders' Exchange, and St. Cloud Builders' Exchange
- 3) McGraw Hill Construction Plan Room
- 4) Reed Construction Data Plan Room
- 5) MEDA Minority Contractors Plan Room
- 6) National Association of Minority Contractors of Upper Midwest

Complete sets only of Bidding Documents for use by Bidders in submitting a bid may be obtained at the following address:

Bentz Thompson Rietow  
801 Nicollet Mall  
Minneapolis, MN 55402  
(612) 332-1234

A deposit of **\$50** is required for each set.

Prospective Bidders requesting that Bidding Documents (complete sets only) be mailed to them, may send a separate non-refundable payment (check made out to the Architect) for **\$25** per set for shipping & handling (in addition to the **\$50** deposit) to the Architect. Such deposits and payments may be sent prior to **April 18, 2008**. Documents will be sent to street addresses only (P.O. Boxes not acceptable).

Each bid which totals over \$15,000.00 shall be accompanied by a certified check, payable to **Minnesota State Colleges and Universities**, in the sum of not less than 5% of the total base bid; or a corporate surety bond of a surety company duly authorized to do business in the state of Minnesota in the same amount; which is submitted as bid security, conditioned upon the Bidder entering into a contract with Minnesota State Colleges and Universities in accordance with the terms of the bid.

**Minnesota State Colleges and Universities (MnSCU)  
Winona State University  
Request for Bids for 30 Avaya Telephones**

**NOTICE IS HEREBY GIVEN** that Winona State University is seeking bids for thirty (30) each Avaya Telephones; model 9640 IP and model number 9630 IP.

Bid specifications will be available Monday, April 21, 2008 by contacting the Purchasing Department at PO Box 5838, 205 Somsen Hall, Winona, MN 55987, e-mail: [sschmitt@winona.edu](mailto:sschmitt@winona.edu), or by calling (507) 457-5067.

Sealed bids must be received by Sandra Schmitt at P.O. Box 5838, or at 205G Somsen Hall, Business Office, Winona State University, Winona, MN 55987 by 3:00 pm, Monday, May 5, 2008.

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

**Department of Health  
Notice of Availability of Contract for Fiscal Intermediary Services for the Special  
Supplemental Nutrition Program for Women, Infants, and Children  
(WIC Program)**

The Minnesota Department of Health is requesting proposals for fiscal intermediary services with respect to WIC food instruments (FIs) to be issued by the WIC Program from December 1, 2008 to November 30, 2012, inclusive. These services must include:

1. providing and shipping FI stock;
2. processing FIs for payment;
3. providing edits and review procedures to prevent improper payment of FIs;
4. accepting and transmitting daily electronic data on issued FIs, paid FIs, and returned FIs;
5. providing a complete audit trail of all transactions processed; and
6. providing the Department with internet access to images of processed FIs.

Work is proposed to start after August 1, 2008.

A complete Request for Proposals will be available by United States mail or by email from this office through May 1, 2008. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** Please specify in your written request whether you would like the Request for Proposal to be sent by United States mail, email, or both. After May 1, 2008, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Rick Chiat  
WIC Program  
Minnesota Department of Health  
P.O. Box 64882  
St. Paul, MN 55164-0882  
**Phone:** (651) 201-4401  
**Fax:** (651) 215-8951

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 4:00 p.m. on June 6, 2008. **Late proposals will not be considered.** Faxed or emailed proposals will **not** be considered.

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

# State Contracts

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## Minnesota Department of Human Services

### Disability Services Division

#### Notice of Request for Proposals to Develop and Field Test Participant Experience Survey Instruments to Determine the Effectiveness and Quality of Services for Home and Community-Based Services (HCBS) Disability Waiver Program Participants

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services is requesting proposals to develop and field test survey instruments, based upon the Participant Experience Survey instruments, for the annual independent random statewide survey of service recipients to determine the effectiveness and quality of disability services provided to participants in Minnesota's four HCBS disability waiver programs.

Work is proposed to start July 1, 2008. For more information, or to obtain a copy of the Request for Proposal, contact:

Jason Flint  
Department of Human Services  
Disability Services Division  
P.O. Box 64967  
444 Lafayette Road North  
St. Paul, MN 551550967  
**Phone:** (651) 431-2577  
**E-mail:** [jason.a.flint@state.mn.us](mailto:jason.a.flint@state.mn.us)

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

Proposals submitted in response to this Request for Proposals must be received at the address above no later than **4:00 p.m., Central Time, May 16, 2008. Late proposals will not be considered.** Fax or e-mailed proposals will **not** be considered.

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

## Department of Labor and Industry Request for Proposals for Medical Consultant

The Minnesota Department of Labor and Industry is requesting proposals from eligible physicians to serve as medical consultant to the Department, including consultation with the Workers' Compensation Division, the Research and Statistics Unit, the Investigative Services Unit, Occupational Safety and Health Administration, the Workers' Compensation Advisory Council, the Medical Services Review Board and the Rehabilitation Review Panel. The successful candidate will assist the Department in developing, implementing and evaluating programs to oversee the effective delivery of workers' compensation rehabilitation and medical services, the regulation of services currently provided and the development and monitoring of treatment guidelines and standards. Qualifications for the services include: current active practice of medicine, preferably with an active practice in the area of occupational injuries and illnesses; recognized standing in the professional community and with relevant professional association; and experience in working with governmental agencies. The candidate must have familiarity with the State workers' compensation rehabilitation and medical programs. It is anticipated that a contract will be written for one year; July 1, 2008 through June 30, 2009, with annual option to renew for a maximum of four additional years. The deadline for proposals, which must include current resume or curriculum vitae is 4:00 p.m. CDT on May 9, 2008. For a copy of the complete Request for Proposal please contact Nancy Leppink, Director of Legal Services, Minnesota Department of Labor and Industry, (651) 284-5492. Any questions regarding this Request for Proposal must also be directed to Ms. Leppink. Other personnel are not allowed to discuss this Request for Proposal with anyone, including respondents, until the proposal submittal deadline. The availability of this contracting opportunity is being offered to state employees.

## Board of Medical Practice

### Call for Consultants to Provide Medical Expertise to Support Licensure/ Registration and Complaint Review Functions of the Board of Medical Practice

The Minnesota Board of Medical Practice retains consultants to provide medical expertise to the Licensure and Complaint Review Units regarding review of applications for licensure/registration and assessment of medical information and records concerning complaints involving regulated practitioners.

The work consists of reviewing, analyzing and interpreting information pertaining to eligibility for licensure, complaint information, medical records, and responses by practitioners to board investigations. The consultant is expected to provide the Board the following services:

(1) Written and/or oral interpretation of complaint data; an outline of pertinent medical issues, along with recommendations concerning obtaining additional information or utilizing consultants; review and interpretation of consultant reports; review and interpretation of medical information concerning compliance with disciplinary orders including, but not limited to supervising practitioner reports, support group reports, and toxicology information.

(2) Review and assessment of medical and credentialing data related to an applicant's eligibility for licensure including but not limited to information on substance abuse, physical/mental illness or impairment, disciplinary action by a state or federal agency or professional association, and malpractice information.

(3) Be available to the Complaint Review Committee, Board Staff, and AGO to discuss written and/or oral reports, recommendations and interpretations of medical information.

The consultant may expect to participate in a meeting of the Board's Complaint Review Committee, where the practitioner under investigation is present. The consultant may also be requested to testify at an administrative disciplinary hearing on behalf of the Complaint Review Committee, if deemed necessary by the Committee.

The Board is currently expanding its consultant resource list. If you are interested in acting as a consultant for the Board, please request a copy of the complete proposal package from the contact below.

Board of Medical Practice  
Attn: Deb Milla  
2829 University Avenue SE, Suite 500  
Minneapolis, MN 55414-3246  
**Phone:** (612) 617-2153  
**E-mail:** [Debbie.Milla@state.mn.us](mailto:Debbie.Milla@state.mn.us)

In compliance with *Minnesota Statutes §16C.08*, the availability of this contracting opportunity is also being offered to state employees. All interested parties should submit their request for consideration. The board will continue to expand its list of resources for this type of service so this posting will remain open.

The Board will review the qualifications proposed and contact those individuals whose consultant services the board requires.

# State Contracts

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## Department of Natural Resources (DNR)

### Notice of Availability of a Contract to Sell Advertising Space in Department of Natural Resources Publications

The Minnesota Department of Natural Resources (DNR) is requesting proposals from potential contractors to sell advertising space in five DNR publications for the purpose of generating revenue to supplement printing costs. Work is proposed to start after July 15, 2008.

A Request for Proposals will be available by mail from this office through May 7, 2008.

A written request (by direct mail, fax, or E-mail) is required to receive the Request for Proposal.

The Request for Proposal can be obtained from:

Sheila Gebhard  
Minnesota Department of Natural Resources  
500 Lafayette Road  
St. Paul, MN 55155-4046  
**Phone:** (651) 259-5345  
**Fax:** (651) 296-0902  
**E-mail:** *Sheila.gebhard@state.mn.us*

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 2:30 p.m., Central Time, May 15, 2008, late proposals will not be considered. Fax or e-mailed proposals will not be considered.

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

## Department of Transportation (Mn/DOT)

### Engineering Services Division

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

This document is available in alternative formats for persons with disabilities by calling Juanita Voigt at (651) 366-4774 for persons who are hearing or speech impaired by calling Minnesota Relay Service at (800) 627-3529.

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

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

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## State Contracts

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

Send completed application material to:

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

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

### Department of Transportation (Mn/DOT) Engineering Services Division Notice Concerning Professional/Technical Contract Opportunities

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

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

## Non-State Bids, Contracts & Grants

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

### Metropolitan Council

#### Notice of Request for Proposals (RFP) for Operations and Maintenance for the Metropolitan Council Environmental Services Fridley Liquid Waste Disposal Site Reference Number 08P027

The Metropolitan Council is soliciting proposals for the operation and maintenance services of the Council's Fridley Liquid Waste Receiving Facility.

*Issue Request for Proposals*  
*Site Visit*  
*Proposals Due*  
*Start of Services*

**April 21, 2008**  
**May 6, 2008, at 1:00 P.M.**  
**May 19, 2008**  
**August 1, 2008**

All firms interested in submitting proposals for this contract and desiring to receive an RFP package are invited to make a request either by e-mail, fax, or mail to:

Miriam Lopez-Rieth  
Administrative Assistant,  
Contracts and Procurement Unit  
Metropolitan Council  
390 Robert Street  
St. Paul, MN 55101  
**Fax:** (651) 602-1083  
**E-mail:** [miriam.lopez-rieth@metc.state.mn.us](mailto:miriam.lopez-rieth@metc.state.mn.us)

### Metropolitan Council

#### Notice of Request for Proposals (RFP) for Tort and Property Damage Legal Services Contract Number 08P044

The Metropolitan Council is soliciting proposals for Tort and Property Damage Legal Services.

*Issue RFP*  
*Proposals Due*  
*Selection of Firm*

**April 21, 2008**  
**May 15, 2008 by 2:00 p.m. local time**  
**May 2008**

All firms interested in submitting proposals for this contract and desiring to receive an RFP package are invited to make a request by e-mail, fax or mail to:

Sunny Jo Emerson  
Senior Administrative Assistant  
Metropolitan Council  
390 North Robert Street  
St. Paul, MN 55101



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## Non-State Bids, Contracts & Grants

**Fax:** (651) 602-1083

**E-mail:** [sunnyjo.emerson@metc.state.mn.us](mailto:sunnyjo.emerson@metc.state.mn.us)

### Minnesota Valley Transit Authority

#### Request for Proposals from Interested Firms for Statements of Qualifications from Consulting Planning and Engineering Services

**Project Name:** Request for Statements of Qualifications (RFQ) for the Minnesota Valley Transit Authority

**Project Description:** The Minnesota Valley Transit Authority (MVTA) is soliciting proposals from interested firms for Consulting Planning and Engineering services. The intent of this Request for Statements of Qualifications is to establish contracts with one or more qualified vendors for all non-Federally-funded consulting, planning, and engineering services in numerous specialty areas. This contract or these contracts would be for a minimum three-year period with two one-year renewal options. The areas of specialization include:

- Traffic Engineering/Management
- Planning and Project Development
- Architectural/Engineering
- Site Investigation and Survey
- Environmental Assessment and Review
- Operations and Maintenance Engineering
- Transit Data Collection and Analysis

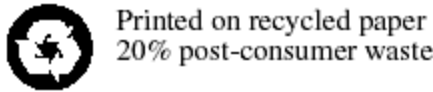
Proposals will be released on April 18, 2008 and will be posted on the MVTA **web-site** at: [www.mvta.com](http://www.mvta.com). Proposals are due at 3 p.m. local time on May 30, 2008. RFQ administrator is Michael Abegg, Planner for the Minnesota Valley Transit Authority, 100 E. Highway 13, Burnsville, MN 55337. **E-mail:** [mabegg@mvta.com](mailto:mabegg@mvta.com).

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

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

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

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