

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)

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# State Register

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

- Proposed Rules
- Adopted Rules
- Exempt Rules
- Expedited Rules
- Withdrawn Rules
- Vetoed Rules
- Executive Orders of the Governor
- Appointments
- Proclamations
- Commissioners' Orders
- Revenue Notices
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Tim Pawlenty, Governor (651) 296-3391  
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Department of Administration:  
Dana B. Badgerow, Commissioner (651) 296-1424  
Materials Management Division:  
Kent Allin, Director (651) 201-2400  
Mary Mikes, Manager (651) 297-3979

*State Register*:  
Robin Panlener, editor (651) 297-7963  
John Mikes, assistant editor (651) 297-4616  
Cathy Hoekstra, subscriptions (651) 297-8777  
Bonnie Karels, billing (651) 296-4912

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# 38	Monday	23 March	Noon Tuesday	17 March	Noon Wednesday	11 March
# 39	Monday	30 March	Noon Tuesday	24 March	Noon Wednesday	18 March
# 40	Monday	6 April	Noon Tuesday	31 March	Noon Wednesday	25 March

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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.

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# Minnesota Rules: Amendments and Additions

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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*.

**KEY: Proposed Rules** - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

## Minnesota Board of Teaching

### Proposed Rules Governing Reading Preparation, Elementary and Middle School Licensure, and Technology-Related Licensure for Teachers, *Minnesota Rules*, 8710

**Public Hearing.** The Board of Teaching intends to adopt rules after a public hearing following the procedures in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2200 to 1400.2240, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.131 to 14.20. The board will hold a public hearing on the above-named rules in Conference Center A, Room 14 at the Minnesota Department of Education, 1500 Highway 36 West, Roseville, Minnesota 55113, starting at 9:00am on Friday, April 24, 2009, and continuing until the hearing is completed. The board will schedule additional days of hearing if necessary. All interested or affected persons will have an opportunity to participate by submitting either oral or written data, statements, or arguments. Statements may be submitted without appearing at the hearing.

**Administrative Law Judge.** Administrative Law Judge Barbara L. Neilson will conduct the hearing. The judge can be reached at the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, Saint Paul, Minnesota 55164-0620, telephone 651.361.7845 and FAX 651-361-7936. The rule hearing procedure is governed by *Minnesota Statutes*, sections 14.131 to 14.20, and by the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2000 to 1400.2240. You should direct questions about the rule hearing procedure to the administrative law judge.

**Subject of Rules and Statutory Authority.** The proposed rules are about reading preparation, elementary and middle school licensure, and technology-related licensure for teachers. The statutory authority to adopt the rules is *Minnesota Statutes*, section 122A.09, Subdivision 4.



# Proposed Rules

A summary of the proposed rules is provided below. A free copy of the rules is available upon request from the Board contact person. The Board contact person is: Karen Balmer at MN Board of Teaching, 1500 Highway 36 West, Roseville, MN 55113. **Phone:** (651) 582-8888; **Fax:** (651) 582-8872; **E-mail:** karen.balmer@state.mn.us. **TTY** users may call the Board of Teaching at (651) 582-8201.

**Summary of Proposed Rules.** The Board of Teaching has purview over all teacher preparation and licensure requirements in Minnesota. The proposed rules reflect the work of the Board of Teaching and its stakeholders in three areas:

1. Reading preparation for teachers
2. Middle level licensure requirements
3. Technology-related licensure requirements

These three areas have been rolled into one rulemaking effort because of overlap in a couple of the rules impacted by these three areas. For example, the K-6 Elementary Education rule, *Minnesota Rule* 8710.3200, is impacted both by the reading proposals and by the middle level proposals. The changes proposed to the Elementary Education rule relating to middle level have a direct impact on the capacity for recommendations regarding reading. Therefore it is critical for these three initiatives to be reviewed and analyzed together.

As mentioned above, for each of the three areas, significant stakeholder input was solicited. It is important to understand the process used for each area, the stakeholder input, and the resulting recommendations for rule changes. Detailed information about each of these initiatives is included in the Rule-By-Rule Analysis portion of the SONAR.

This SONAR addresses 21 licensure rules proposed for revision, one licensure rule proposed for repeal, and seven licensure rules proposed for establishment as new rules. There are also three technical changes proposed. The table below indicates which licensure areas are proposed for revision, repeal, or establishment; it also indicates which initiative area each rule relates to.

RULENUMBER	RULETITLE	BOT INITIATIVE AREA(S)
<b>Proposed Rules for Revision</b>		
8710.0200	Fees	Technical Change Technology, Technical
8710.2000	Standards of Effective Practice for Teachers	Change
8710.3000	Teachers of Early Childhood Education	Reading
8710.3200	Teachers of Elementary Education with a Specialty	Reading, Middle Level
8710.4000	Teachers of Adult Basic Education	Reading
8710.4050	Teachers of Agricultural Education	Reading
8710.4200	Teachers of Business	Reading
8710.4250	Teachers of Communication Arts and Literature	Reading
8710.4450	Teachers of Family and Consumer Sciences	Reading
8710.4500	Teachers of Health	Reading
8710.4525	Teachers of Keyboarding for Computer Applications	Technology
8710.4550	Library Media Specialists	Reading, Technology
8710.4600	Teachers of Mathematics	Reading
8710.4650	Teachers of Vocal Music and of Instrumental Music	Reading
8710.4700	Teachers of Physical Education	Reading
8710.4725	Teachers of Reading	Reading Reading, Technical
8710.4750	Teachers of Science	Change
8710.4800	Teachers of Social Studies	Reading
8710.4850	Teachers of Technology	Reading
8710.4900	Teachers of Visual Arts	Reading
	Clock Hours; Requirements for Renewal of Professional	
8710.7200	Licenses	Technology
<b>Proposed Rule for Repeal</b>		
8710.3300	Middle Level Licensure in Academic Specialty	Middle Level

## Proposed Rules for Establishment

8710.3310	Middle Level Endorsement License in Communication Arts and Literature	Middle Level, Reading
8710.3320	Middle Level Endorsement License in Mathematics	Middle Level, Reading
8710.3330	Middle Level Endorsement License in Social Studies	Middle Level, Reading
8710.3340	Middle Level Endorsement License in General Science	Middle Level, Reading
8710.3350	Preprimary Endorsement License	Middle Level
8710.3360	K-8 World Language and Culture Endorsement License	Middle Level
8710.XXXX	Reading Leader	Reading

**Statement of Need and Reasonableness.** The statement of need and reasonableness 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. It is now available from the board contact person. You may review or obtain copies for the cost of reproduction by contacting the board contact person. The SONAR is also available on the board's website at:

[http://education.state.mn.us/MDE/Teacher\\_Support/Board\\_of\\_Teaching/index.html](http://education.state.mn.us/MDE/Teacher_Support/Board_of_Teaching/index.html)

**Public Comment.** You and all interested or affected persons, including representatives of associations and other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the close of the hearing record. All evidence presented should relate to the proposed rules. You may also submit written material to the administrative law judge to be recorded in the hearing record for five working days after the public hearing ends. At the hearing the administrative law judge may order this five-day comment period extended for a longer period but for no more than 20 calendar days. Following the comment period, there is a five-working-day rebuttal period during which the agency and any interested person may respond in writing to any new information submitted. No one may submit additional evidence during the five-day rebuttal period. The Office of Administrative Hearings must receive all comments and responses submitted to the administrative law judge no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings.

The board requests that any person submitting written views or data to the administrative law judge before the hearing or during the comment or rebuttal period also submit a copy of the written views or data to the agency contact person at the address stated above.

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

**Modifications.** The board may modify the proposed rules as a result of the rule hearing process. It must support modifications by data and views presented during the rule hearing process. The adopted rules may not be substantially different than these proposed rules, unless the board follows the procedure under *Minnesota Rules*, part 1400.2110. If the proposed rules affect you in any way, the board encourages you to participate.

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

**Lobbyist Registration.** *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. You should direct questions regarding this requirement to the Campaign Finance and Public Disclosure Board at: Suite 190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, **telephone** (651) 296-5148 or 1-800-657-3889.

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

Dated: March 9, 2009

Karen Balmer, Executive Director  
Minnesota Board of Teaching

# 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.

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## Department of Agriculture

### Minnesota Rural Finance Authority

#### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes*, Chapter 41C on behalf of Cody and Amanda Mellenthin in Lynd Township, Lyon County

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on March 30, 2009, at 9:00 A.M., Department of Agriculture Building, ADFA/Rural Finance Authority Division, 625 Robert Street North, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of approximately 160 acres of bare land located 5 miles SW of Marshall, MN – MN Highway 19W to CR 5, then south on CR 5 to 250<sup>th</sup> St., then west on 250<sup>th</sup> St. approximately 1.75 miles to NW4 20-111-42; Section 20, Lynd Township, Lyon County, Minnesota on behalf of Cody and Amanda Mellenthin, (the Borrower/s).

The maximum aggregate face amount of the proposed bond issue is \$340,000.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due.

All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: March 4, 2009

Peter Scheffert, RFA Director  
Minnesota Rural Finance Authority  
Department of Agriculture



## **Minnesota State Agricultural Society - MINNESOTA STATE FAIR Notice of General Business Meeting of the Board of Managers on March 20, 2009**

**MINNESOTA STATE FAIRGROUNDS** - The Minnesota State Agricultural Society board of managers will hold a general business meeting at 10 a.m. Friday, March 20 at the Libby Conference Center on the State Fairgrounds. The Society is the governing body of the Minnesota State Fair. Agendas are available upon request by calling (651) 288-4400.

The 2009 Minnesota State Fair will run Aug. 27 through Labor Day, Sept. 7.

## **Minnesota Board of Animal Health Notice of Quarterly Meeting of the Board on April 15, 2009**

The Minnesota Board of Animal Health will hold its quarterly meeting on Wednesday, April 15, 2009 at the Orville L. Freeman Building, 625 Robert St N, St. Paul, MN 55155 at 9:30 am in room B144.

## **Capitol Area Architectural and Planning Board (CAAPB) Request for Comments on Planned Amendment to Rules Governing Zoning and Design in the Capitol Area, *Minnesota Rules*, Chapter 2400**

**Subject of Rules.** The Capitol Area Architectural and Planning Board (CAAPB) requests comments on its planned amendment to rules governing Capitol Area Zoning and Design, a sixty block area surrounding the State Capitol Building in Saint Paul. The CAAPB is considering rule amendments that govern the above described area with regard to zoning and design.

**Persons Affected.** The amendment to the rules would likely affect those who live, work or own land in or near the Capitol Area as well as architects, developers, and others who have an interest in development in the sixty-block area. Additionally, the Minnesota Administration Department and the City of Saint Paul could also be affected.

**Statutory Authority.** *Minnesota Statutes*, 15B, authorizes the CAAPB to adopt and occasionally amend the Comprehensive Plan for the Minnesota State Capitol Area and the Rules Governing Zoning and Design for the Minnesota State Capitol Area.

**Public Comment.** Interested persons or groups may submit comments or information on these possible rules in writing until further notice is published in the *State Register* that the CAAPB intends to adopt the rules. The CAAPB has been working with an advisory committee to comment on the possible rules, and that group, made up of representatives from a cross section of those who may be affected, has been meeting to review the proposed rule changes for over six months and will continue to meet until at least the end of March or early April, after which time, the proposed rule will be the subject of a public hearing by the CAAPB, in addition to informal reviews in the affected neighborhoods.

**Rules Drafts.** The CAAPB does not anticipate that a draft of the rules amendments will be available before the publication of the proposed rules.

**Agency Contact Person.** Written comments, questions, requests to receive a draft of the rules when it has been prepared, and requests for more information on these possible rules should be directed to: Paul Mandell, Capitol Area Architectural and Planning Board, 204 Administration Building, 50 Sherburne Avenue, Saint Paul, MN 55155; Phone: (651) 757-1507; Fax: (651) 296-6718; and **E-mail:** [paul.mandell@state.mn.us](mailto:paul.mandell@state.mn.us).

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

# Official Notices

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**NOTE:** Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge if and when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed. If you submitted comments during the development of the rules and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Dated: March 9, 2009

Nancy Stark, Executive Secretary  
Capitol Area Architectural and Planning Board

## Minnesota Comprehensive Health Association Notice of Board of Director's Meeting March 16, 2009

**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 Monday, March 16, 2009, at the MCHA Executive Office, 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

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

## Department of Health (MDH) Notice of Request for Information Related to Provider Peer Grouping

The Minnesota Department of Health (MDH) seeks information from a wide range of respondents on issues related to developing a system of comparing health care providers on a composite measure of cost and quality. MDH is required to establish a methodology for this provider peer grouping system by January 1, 2010. MDH will use this methodology to produce a first set of peer groupings by June 1, 2010. Providers included in the peer grouping system will have an opportunity to review their data for accuracy and to submit comments prior to the comparisons being publicly reported in September 2010. MDH will publish such risk-adjusted comparisons on at least an annual basis thereafter.

The peer grouping system will include a combined measure of cost and quality for a provider's patient population, and will also be performed for select specific health conditions and potentially other dimensions of care. This Request for Information (RFI) identifies key issues and questions that must be addressed in developing a methodology for provider peer grouping. For example, MDH needs input about what medical services and health conditions should be included in the peer grouping system as well as recommendations on how to determine which providers are primarily responsible for coordinating an individual's care. The information received in response to this RFI and collected through additional background research will be synthesized into a set of issue papers. This information will be used as the starting point for a public workgroup process to advise the development of the peer grouping system.

The Request for Information is available on MDH's website at: [www.health.state.mn.us/healthreform](http://www.health.state.mn.us/healthreform).

### Interested parties may also request a copy of the Request for Information from:

Mat Spaan  
Health Economics Program  
85 E. 7<sup>th</sup> Place, Suite 220  
Saint Paul, MN 55101  
**Phone:** (651) 201-5171  
**E-mail:** [Mat.Spaan@state.mn.us](mailto:Mat.Spaan@state.mn.us)

A conference call to answer questions about the RFI will be held on March 31, 2009 at 9:30 am CST. Please contact Mat Spaan at (651) 201-5171 for more information about how to participate in this conference call. Written questions about the RFI may also be submitted to: [health.reform@state.mn.us](mailto:health.reform@state.mn.us) by April 6, 2009.

Responses to this Request for Information must be received 4:00 pm, Monday, April 20<sup>th</sup>, 2009. Responses may be e-mailed to: [health.reform@state.mn.us](mailto:health.reform@state.mn.us) or sent via direct mail to Mat Spaan (contact information listed above).

**Department of Human Services (DHS)**  
**Health Care Purchasing and Delivery Systems Division**  
**Health Care Administration**  
**Public Notice of Maximum Allowable Costs of Medical Assistance Outpatient Prescribed Drugs**

**NOTICE IS HEREBY GIVEN** to recipients, providers of services, and to the public of additions to the state Medical Assistance maximum allowable cost (state MAC) list for certain outpatient prescribed drugs.

At least once each calendar year, the United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, publishes a federal upper limit (FUL) payment schedule for many commonly prescribed multiple-source drugs. The federal upper limit is set at a rate equal to 150 percent of the published price for the least costly therapeutic equivalent that can be purchased by pharmacists. This FUL payment schedule constitutes the federal MAC list. For many multiple-source drugs that are not on the federal MAC list, the Department establishes a state MAC list. Additionally, the Department imposes a state MAC for many multiple-source drugs that are on the federal MAC list, as long as the savings are at least as much as the savings would be using the federal MAC list.

The Department requires Medical Assistance pharmacy providers to submit their usual and customary costs. Pharmacy providers are reimbursed at the lower of: 1) the federal or state MAC, plus a dispensing fee; 2) the submitted usual and customary charge to the general public; or 3) a discount off of average wholesale price, plus a dispensing fee.

No earlier than March 24, 2009 the Department may add the following outpatient prescribed drugs to the state MAC list:

**Drug Name**

- Dextroamphetamine and Amphetamine

These additions are made to bring Medical Assistance reimbursement to pharmacists more closely in line with the actual acquisition cost of the drugs listed above. The Department estimates that there will be a state savings of \$62,000.00 for State Fiscal Year 2008 (July 1, 2008 through June 30, 2009).

This notice is published pursuant to *Code of Federal Regulations*, Title 42, section 447.205, which requires publication of a notice when there is a rate change in the methods and standards for setting payment rates for Medical Assistance services.

Written comments and requests for information may be sent to Pharmacy Program Manager, Sara Drake R.Ph., Health Services and Medical Management Division, Health Care Administration, Minnesota Department of Human Services, P.O. Box 64984, St. Paul, Minnesota 55164-0984.

# Official Notices

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## Minnesota Department of Human Services (DHS)

### Health Services and Medical Management

#### Request for Information on Enhanced Risk Adjustment Software to Support Development of Rate Methodology

##### Purpose and Objective

The purpose of this Request for Information (RFI) is to identify and obtain information from vendors experienced in using risk adjustment and predictive modeling based software applications to better understand how member risk relates to rate setting and utilization patterns, including gaps in care. Ideally, the product should be compatible with the risk adjustment software currently used at the Minnesota Department of Human Services (DHS), including, but not limited to, Chronic Illness and Disability Payment System (CDPS) and Johns Hopkins (ACG) software. The purpose of this project is to develop the Minnesota Department of Human Services (DHS) in-house capacity to integrate risk-adjustment and predictive modeling with analysis objectives.

The Department is interested in an in-house, flexible product which allows risk adjustment methods to be applied in support of its planning and policy development efforts. Potential uses include, but are not limited to:

- software that can be customized as DHS risk-adjustment needs develop in the future;
- rate setting and payment structure development;
- the identification of enrollees eligible for DHS programs or medical management services;
- provider, patient, and care pattern profiling; and
- outcomes research.

The State requests that interested entities provide details on how they would approach the research and delivery of these services and a statement of the level of interest that they would have in contracting to provide the specific services.

Response to this Request for Information is completely voluntary. The State is seeking information that it may use for future planning, technical development or competitive contracting for professional/technical services. This RFI and responses to it does not in anyway obligate the State nor will it provide any advantage to respondents in potential future Requests for Proposals for competitive contracting. Respondents are responsible for all costs associated with the preparation and submission of responses to this RFI.

All responses to this RFI are public, according to *Minnesota Statutes* § 13.03 unless other wise defined by *Minnesota Statutes* 13.37 as “Trade Secrets”. If the Responder submits information in response to this RFI that it believes to be trade secret/confidential materials as defined by that statute, and the Responder does not want such data used or disclosed for any purpose, the Responder must: clearly mark every page of trade secret materials in its Response with the words “Trade Secret” at the time of submission; and justify the trade secret justification for each item in its Response. If the State should decide to issue an RFP and award a contract based on any information received from responses to this RFI, all public information, including the identity of the responders, will be disclosed upon request.

##### Timelines

**Deadline for submission: 2:00 pm CST, Monday, March 30, 2009**

##### Background

Minnesota Department of Human Services (DHS) provides core health and human services to Minnesota’s most vulnerable people and is one of the largest payers of health care costs in Minnesota. To accomplish its responsibilities, DHS provides health care services to more than 600,000 Minnesotans through a combination of federal and state health care programs, including Medical Assistance (Medicaid), General Assistance Medical Care (GAMC), and MinnesotaCare (a state and federally subsidized health care program for people who live in Minnesota and do not have access to health insurance). These combined health care programs are collectively referred to as *Minnesota Health Care Programs* (MHCP). The Department is interested in improving its ability to risk-adjust and analyze health information data to set appropriate rates, determine enrollee eligibility, promote improved quality of care, and to predict and assess care patterns of MHCP recipients.

## Goals of this Project

The goals of this project include exploring industry best practice reporting applications:

- which will enhance DHS risk adjustment and predictive modeling practices to support the identification of enrollees eligible for programs and services, care quality and effectiveness reporting, and appropriate payment rates and structures.
- which can update how measures are calculated and or dashboards are used concurrently with changes in program needs or as national standards, such as ICD or CPT codes, HEDIS measures, NCQA standards.
- whose security features meet all healthcare industry HIPAA requirements for privacy and data security and support role-based tiered user access as well as audit tracking.
- which provide solutions that conform to DHS' Strategic Plan for Information Technology (available upon request).

All components must be able to meet DHS requirements for the following criteria:

1. Flexibility to support frequent changes in programs and eligibility policy, including legislative mandates.
2. Extensibility to meet policy and program objectives now and into the future.
3. Scalability to handle enrollment and claims volume now and into the future. More than 660,000 MHCP enrollees generate almost 40 million claims on an annual basis.

## Proposal Content

Responders are encouraged to:

1. Provide information on software, technologies, services and/or activities that can support risk adjustment for a wide variety of public programs.
2. Provide information on how these software, technologies, services and/or activities could meet current needs and also be expanded to later include other programs in a cost-effective manner.
3. Describe how products are adaptable to accommodate frequent program changes and custom requests.
4. Describe metrics for performance measurement of any proposed product or service.
5. Provide three references.
6. Provide evidence of successful applications of the products and services in other state's health and/or human services programs within the last year.

## Response Submission Procedures and Instructions

Provide six copies of your response. Include a cover page with the name, title, address, telephone number or e-mail address of whom to contact in the event there are questions regarding your submission.

The department reserves the right to schedule in-person sessions to permit presentation of selected responses.

Respondents are responsible for all costs associated with the preparation and submission of responses to this RFI.

Information must be received by 2:00 p.m. CST on Monday, March 30, 2009. Submit information to:

Muree Larson-Bright  
Mailing Address: 540 Cedar St.  
P.O. Box 64984  
St. Paul, MN 55164-0984

Delivery Address: 444 Lafayette Road  
St. Paul, Minnesota, 55164

## Inquiries:

All submissions, questions, concerns or communications regarding this RFI should be addressed to, or e-mailed to:

Muree Larson-Bright  
Minnesota Department of Human Services  
Health Services and Medical Management  
540 Cedar Street  
Saint Paul MN 55155  
**Phone:** (651) 431-2635  
**E-mail:** *Muree.Larson-Bright@state.mn.us*



# Official Notices

## Department of Labor and Industry

### Labor Standards Unit

#### Notice of Determination of Truck Rental Rates and Notice of Informal Conference Pursuant to *Minnesota Rules*, Part 5200.1105

On March 16, 2009 the commissioner determined the operating costs and the minimum truck rental rates for highway projects in the state's ten highway and heavy construction areas for trucks and drivers operating "four or more axle units, straight body trucks," "three axle units," "tractor only," and "tractor trailers."

The operating costs were determined by survey on a statewide basis. The operating cost for "four or more axle units, straight body trucks" is determined to be \$ 47.56 per hour. The operating cost for "three axle units" is determined to be \$ 46.62 per hour. The operating cost for "tractor only" is determined to be \$ 66.27 per hour. The operating cost for "trailer only" is determined to be \$11.46 per hour. The operating cost for "tractor trailers" is determined to be \$ 77.83 per hour.

Adding the prevailing wage for drivers of these four types of trucks from each of the state's ten highway and heavy construction areas to the operating costs, the minimum hourly truck rental rate for the four types of trucks in each area is determined to be as follows:

	Tractor trailer	Four or more axle	Three axle	Tractor only
Region 1	\$114.38	\$69.56	\$71.37	\$102.82
Region 2	\$108.55	\$77.77	\$76.68	\$96.99
Region 3	\$108.55	\$70.06	\$72.20	\$96.99
Region 4	\$101.38	\$71.11	\$65.12	\$89.82
Region 5	\$104.53	\$74.21	\$71.87	\$92.97
Region 6	\$92.93	\$76.36	\$80.72	\$81.37
Region 7	\$103.68	\$77.77	\$76.68	\$92.12
Region 8	\$101.54	\$75.91	\$70.59	\$89.98
Region 9	\$114.78	\$83.96	\$82.92	\$103.22
Region 10	\$103.68	\$77.77	\$76.68	\$92.12

The operating costs and truck rental rates may also be reviewed by accessing the department's web site at: [www.doli.state.mn.us](http://www.doli.state.mn.us) . Questions regarding the truck rental rates or the informal conference noticed below can be answered by calling (651) 284-5091.

**PLEASE TAKE NOTICE** that on Friday, April 3, 2009 from 9:30AM to 12:00 Noon, in the Minnesota Room, at the Minnesota Department of Labor and Industry, 443 Lafayette Road North, St. Paul, Minnesota, 55155, the department will hold the informal conference pursuant to *Minnesota Rules*, part 5200.1105. The informal conference is a public meeting and its purpose is to receive further input prior to the certification and publication of the minimum truck rental rates for these four types of trucks on highway and heavy construction projects. The data, summary sheets and other documents used in making the determinations will be reviewed and available for inspection at the informal conference.

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## Official Notices

Subsequent to the informal conference the minimum truck rental rates for these four types of trucks will be certified and notice of the certification will be published in the *State Register*.

The minimum truck rental rate for these four types of trucks in the state's ten highway and heavy construction areas will be effective for all highway and heavy construction projects financed in whole or part with state funds advertised for bid on or after the day the notice of certification is published in the *State Register*.

Dated: March 16, 2009

Steve Sviggum, Commissioner  
Department of Labor and Industry

### 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

### Get the Most from State Contracts

A summarized "Contracts & Grants" section lists **all contracts and grants** currently open for bid. It is available **only to subscribers** to the *State Register*. Subscribers also receive LINKS to the *State Register*, as well as Bookmarks. Subscribers also receive a growing INDEX to each volume, including the current issue, as well as indices to previous volumes. Here's what you receive via e-mail:

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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)

# State Contracts

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## Department of Administration (Admin)

### Materials Management Division

#### Request for Proposal for Enterprise IT Master Professional/Technical Services Contract Program

The Department of Administration Materials Management Division (MMD) is issuing a Request for Proposal (RFP) for the purpose of creating an enterprise IT master professional/technical services (P/T) contract program.

MMD, in collaboration with the state's Office of Enterprise Technology (OET), is establishing a master contract program exclusively for technology-related professional services, i.e. temporary staff augmentation. This program will be available for use by state agencies and other governmental units eligible under the state's cooperative purchasing venture established pursuant to Minnesota Statutes, section 16C.03, subdivision 10 and includes, but is not limited to, counties, cities, school districts, and higher education.

This program will complement the existing OET Master Contract Program by establishing a smaller set of master contracts in service areas most in demand and will allow for a more streamlined process to engage services when needed.

A complete copy of the RFP can be obtained from:

Kevin Marsh  
Contracts Administrator  
Materials Management Division  
112 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155-1499  
**E-mail:** *Kevin.Marsh@state.mn.us*

The deadline for submitting a proposal is 3:00 p.m. Central Daylight Time on Monday, April 20, 2009.

This Request for Proposal does not obligate the State of Minnesota or the Department of Administration to complete the work contemplated in this notice and the State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

## Board of Accountancy

### Notice of Request for Proposal to Provide Administrative Services for the Board Relative to the Computer-Based CPA Examination for a Period of Five Years

The Minnesota Board of Accountancy is requesting proposals for the purpose of seeking qualified vendors to provide professional technical services to the State of Minnesota. Qualified vendors shall be considered who have:

- 1) experience with other State Boards of Accountancy and recommendations from those Boards specific to administration of the Certified Professional Accountant (CPA) Examination.
- 2) experience in administration of other professional examinations.

Work is proposed to start prior to May 1, 2009.

This request for proposal 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. Details are contained in a complete Request for Proposal (RFP) that may be downloaded from the main page of the Board of Accountancy's website at: *www.boa.state.mn.us*.

The final date for submitting a proposal is **1:30 P.M. Central Time on Monday, April 6, 2009**. Late proposals will not be considered. Faxed or e-mailed proposals will not be considered.

### Minnesota State Colleges and Universities (MnSCU)

#### Office of the Chancellor

#### Information Technology Services

### Request for Proposals for Identifying an Identity and Access Management Vendor to Provide IdM/IAM Software to the MnSCU Office of the Chancellor and all Campuses

MnSCU has decided to establish an Identity and Access Management (IAM) production environment intended to improve access and access management related to computing resources throughout the entire MnSCU system. MnSCU intends to establish a long-term contract for use of IAM software from the successful responder. The resulting contract should provide the basic toolset to enable MnSCU to serve all computing users – past, present, and future; regardless of their affiliation and/or campus association.

**Department:** Minnesota State Colleges and Universities, Office of the Chancellor

**Sealed Proposals for:** Identity and Access Management Software

**Will be received by:** Dale Johnson, Office Manager, Information Technology Services  
Office of the Chancellor, MnSCU  
Wells Fargo Place  
30 7th Street East, Suite 350  
St. Paul, MN 55101-7804

**All inquiries about this RFP must be directed to:**

Dr. Ken Brumbaugh, System Director  
Identity Management  
Telephone: (651) 201-1429  
**E-mail:** [ken.brumbaugh@csu.mnscu.edu](mailto:ken.brumbaugh@csu.mnscu.edu)

**All responses to this RFP must be received no later than:** 3:00 p.m. (Central Daylight Saving Time), April 6, 2009.

For a complete copy of the RFP and required submission materials, please visit website: <http://its.mnscu.edu/iamrfp/>.

### Minnesota State Colleges and Universities (MnSCU)

#### MnSCU Collaborative Sourcing Team

### Notice of Request for Proposals for a Computer & Electronics Disposition Contract

**NOTICE IS HEREBY GIVEN** that the Minnesota State Colleges and Universities Collaborative Sourcing Team will receive sealed proposals for a Computer & Electronics Disposition Contract for MnSCU institutions. Specifications will be available March 16, 2009, at the following MnSCU website: <http://www.finance.mnscu.edu/contracts-purchasing/collaborative/index.html>

Sealed proposals must be received by 2:00 p.m. CST on Friday, April 24, 2009, at the following location:

Jeff Kuiper, Director of Purchasing  
Southwest Minnesota State University  
1501 State Street  
Marshall, MN 56258

MnSCU reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received. This

# State Contracts

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Request for Proposal does not obligate MnSCU to complete a proposed contract, and MnSCU reserves the right to cancel the solicitation if it is considered to be in its best interest.

## Minnesota State Colleges and Universities (MnSCU) Minneapolis Community & Technical College Notice of Intent to Request Proposals for Providing Certain Health Care Services to Students

**Description:** Provide certain health care services to college students such as screenings, vaccinations, prescriptions, acute care for minor injuries and other services.

**Pre-bid Meeting:** Thursday March 12, 2009 at 9:00am. Contact for more information.

**Due Date:** Tuesday March 24, 2009 at 2:00 pm

**Contact:** Michael Noble-Olson / Purchasing Manager  
1501 Hennepin Avenue  
Minneapolis, MN 55403  
**Phone:** (612) 659-6866  
**E-mail:** [michael.noble-olson@minneapolis.edu](mailto:michael.noble-olson@minneapolis.edu)

## Minnesota State Colleges and Universities (MnSCU) Normandale Community College Notice of Availability of Request for Proposal (RFP) for Designer Selection for: Normandale Community College, Bloomington, MN – Kopp Student Center Renovation and Addition Project

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Normandale Community College, is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

A full Request for Proposals is available on the Minnesota State Colleges Universities website, <http://www.finance.mnscu.edu>, click on "Announcements." A copy of the pre-design is available for review at <http://www.finance.mnscu.edu>. An informational meeting is scheduled for **2:00 PM, Wednesday March 25, 2009** at Normandale Community College, in Room C1022, 9700 France Avenue South, Bloomington, MN. All firms interested in this meeting should contact Gail Scheid, at (952) 487-8159 or [Gail.Scheid@Normandale.edu](mailto:Gail.Scheid@Normandale.edu) to sign up to attend the meeting.

Proposals must be delivered to **Room C2107 of the College Services Building**, 9700 France Avenue South, Bloomington, MN **not later than 5:00 P.M., Monday, April 6, 2009**. Late responses will **NOT** be considered.

Minnesota State Colleges and Universities is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.



## **Minnesota State Colleges and Universities (MnSCU)**

### **Rochester Community & Technical College**

### **Advertisement for Sealed Bids for Memorial Hall 2009 Concrete Repairs**

**Sealed Bids for:** **Memorial Hall 2009 Concrete Repairs**  
Rochester Community and Technical College  
Rochester, Minnesota

**will be received by:** **June Meitzner, Purchasing Manager**  
Rochester Community and Technical College  
Room SS 153  
851 30<sup>th</sup> Ave. SE.  
Rochester, MN 55904

Until April 8, 2009, 2:00 p.m. local time, at which time the bids will be opened and publicly read aloud in Room CF 206/208 (Coffman Hall). Do not leave bids with the Information Desk or other personnel.

**Project Scope:** The work will include the concrete repair of exterior columns, beams, walls, and stairs, and sealant replacement around the perimeters of window, door, and louver frames.

**A Mandatory Pre-Bid Meeting** will be held on March 26, 2009, at 10:30 a.m. at Rochester Community and Technical College in Room CF 206/208 (Coffman Hall). The Architect/Engineer and Owner 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, **Howard R. Green Company**, are on file at the offices of the:

- 1) above named Project Architect/Engineer.
- 2) following Builders Exchanges: St. Paul, Minneapolis, and Rochester.
- 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:

**HOWARD R. GREEN COMPANY**  
2550 University Ave W  
Suite 400N  
St Paul, MN 55114  
(651) 644-4389

A deposit of \$25.00 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/Engineer) for \$10.00 per set for shipping & handling (in addition to the \$25.00 deposit) to the Architect/Engineer. 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.

# State Contracts

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## **Minnesota State Colleges and Universities (MnSCU) Rochester Community & Technical College Request for Proposal for Creating a New Student Orientation Production**

**NOTICE IS HEREBY GIVEN** that Rochester Community and Technical College Request for Proposal (RFP) for the creating of a new student orientation production.

To receive a copy of the RFP, send an e-mail to [june.meitzner@roch.edu](mailto:june.meitzner@roch.edu) or fax your request to (507) 285-7104.

Proposals are due back by Monday, March 23rd, 2009 4:00 CDT and are to be addressed to June Meitzner, Rochester Community and Technical College, 851 - 30th Ave. S.E., Rochester, MN 55904.

Faxes are not acceptable. Late responses will not be considered.

Any question should be in a form of an RFI and directed to June Meitzner: [June.meitzner@roch.edu](mailto:June.meitzner@roch.edu)

Minnesota State Colleges and Universities is not obligated to complete the proposed project and reserves the right to cancel this solicitation.

## **Minnesota State Colleges and Universities (MnSCU) Winona State University Notice of Request for Proposals for Independent Testing & Inspection Services for Memorial Hall Addition and Renovation/Integrated Wellness Center**

**NOTICE IS HEREBY GIVEN** that Winona State University, Winona, MN is seeking proposals for Independent Testing & Inspections Services during construction of the Memorial Hall Addition and Renovation.

Proposal information will be available Monday, March 16, 2009 by contacting Larry Gleason, CPMI, Owner's Representative by e-mail at: [lgleason@cpmi.com](mailto:lgleason@cpmi.com) or calling (952) 854-3663. This is the only person designated to answer questions regarding this request for proposals.

Sealed proposals must be received by **2:00 PM CDT, Friday March 27, 2009** at Winona State University, Facilities Services Building, 175 West Mark Street, Room 208, Winona, MN 55987, Attention: Steve Ronkowski, Project Manager.

Faxed or e-mailed proposals will NOT be considered. Late responses will NOT be considered. Winona State University reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received.

## **Minnesota State Colleges and Universities (MnSCU) Winona State University Request for Bids for Air Handling Unit (AHU)**

**NOTICE IS HEREBY GIVEN** that Winona State University is seeking bids for AHU (air handling unit).

**Project Scope:** Fabricate and deliver one air handling unit. It is 27,000 CFM with an economizer, return fan, steam heating coil with bypass, cooling coil, filter and supply fan. Also to provide start-up services as outlined in bid request specifications.

**Bid specifications** will be available March 9, 2009 from Sandra Schmitt, Purchasing Director at PO Box 5838, or at 205G Somsen Hall, Business Office, Winona State University, Winona, MN 55987 or by e-mail: [sschmitt@winona.edu](mailto:sschmitt@winona.edu). Phone number is (507) 457-5067.

Sealed bids must be received by Sandra Schmitt, Winona State University Purchasing Director at PO Box 5838, or at 205G Somsen Hall, Business Office, Winona State University, Winona, MN 55987 by 2:00 PM Tuesday, March 24 2009. Bid opening will take place at that time in Somsen Hall 205G, Winona State University.

Winona State University reserves the right to reject any or all bids and to waive any irregularities or informalities in bids received. The Request for Bid does not obligate the University to complete the proposed purchase, and the University reserves the right to cancel the solicitation if it is considered to be in its best interest.

## Explore Minnesota Tourism

### Notice of Availability of Contract for Tourism Database/Website Project

Explore Minnesota Tourism (a state of Minnesota agency) is requesting proposals for the purpose of database analysis and development and launch of related web applications and a consumer website.

Work is proposed to start after May 15, 2009.

A Request for Proposals will be **mailed** upon request through April 3, 2009, or made available electronically upon request through April 6, 2009. **A written request by direct mail, fax or email is required to receive the Request for Proposals.**

The Request for Proposals can be obtained by contacting:

Jan Edstrom  
Explore Minnesota Tourism  
121 7<sup>th</sup> Place East, Suite 100  
St. Paul, MN 55101  
**Fax:** (651) 296-7095  
**E-mail:** [tourism@state.mn.us](mailto:tourism@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 4:00 p.m. Central Daylight Time, Friday, April 10, 2009.

**Late proposals will not be considered.** Fax 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.

## Minnesota Housing Finance Agency

### Information Systems Division

### Request for Proposal for IT Staff Augmentation Master Contract Program

The Minnesota Housing Finance Agency Information Systems Division is soliciting Request for Proposals in order develop a two-year master contract program. Specifically, the Information Systems Division is seeking one or more IT contracting firms that can supplement the Division's IT staff in order to complete initiatives identified by the agency in response to unprecedented product and service requirements. These initiatives are the direct result of the current mortgage, banking and housing crisis and completion is required for the agency to properly address Minnesota's housing needs and help build stronger communities.

# State Contracts

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Details are included in the complete Request for Proposal which is available by **e-mailing** Eric Mattson, MHFA Support Services, at: [Eric.Mattson@state.mn.us](mailto:Eric.Mattson@state.mn.us). Deadline for submitting a proposal is 2:00 p.m. Central Daylight Time on Monday, April 6, 2009.

This Request for Proposal does not obligate the State of Minnesota or the Minnesota Housing Finance Agency to complete the work contemplated in this notice and 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 Department of Human Services Adult Mental Health Division Request for Proposals to Provide Design and Development of an E-Learning Training Course

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Human Services is requesting proposals to provide design and development of an e-learning training course.

Work is proposed to start April 20, 2009. For more information, or to obtain a copy of the Request for Proposal, contact:

Connie L. Morton  
Department of Human Services  
Chemical and Mental Health Services Administration  
Adult Mental Health Division  
P.O. Box 64988  
444 Lafayette Road North  
St. Paul, MN 551550988  
**Phone:** (651) 431-3141  
**Fax:** (651) 431-7418  
**E-mail:** [Connie.L.Morton@state.mn.us](mailto:Connie.L.Morton@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 Daylight Time, April 6, 2009. 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.

## Minnesota Department of Public Safety Office of Communications Notice of Request for Proposals for Creative Services

The Minnesota Department of Public Safety, Office of Communications is requesting proposals for professional and technical services of an experienced firm that specializes in creative services to develop concepts, messaging and creative executions to increase traffic safety awareness and/or traffic safety enforcement initiatives — and as a result, prevent traffic deaths and injuries. The target audience for a majority of these efforts is teens and young adults (skewing male).

This will include but not limited to:

- Produce (concept through production) general creative concepts/copy/scripts; TV, radio, print and web public service announcements; brochure/collateral; poster/print executions; websites; social networking web applications/widgets/etc.; social networking website strategies/direction/input; and miscellaneous creative/art needs or projects.

- Lead pre- through post-production efforts on all tasks, including: focus groups; scheduling; securing talent; securing general production needs and logistics (lighting, location, studio, etc.); videography/photography; video/audio editing; closed-captioning; stock photography and music/SFX procurement; copy writing; graphic design work and needs; web design needs and all associated work; courier services; as well as providing final products in desired format and native art files to Department of Public Safety.

Details are contained in a complete Request for Proposals (RFP) which may be obtained by contacting Desiree Quinn directly by mail, fax, or e-mail, as stated below:

Office of Communications  
444 Cedar Street, Suite 155  
St. Paul, Minnesota 55101-5155  
**Fax:** (651) 215-1111  
**E-mail:** [desiree.quinn@state.mn.us](mailto:desiree.quinn@state.mn.us)

All questions concerning this RFP should be e-mailed to Desiree Quinn and be received no later than 2:00 p.m. Central Daylight Time on, Friday, March 27, 2009. Answers to questions are anticipated to be e-mailed out to all entities requesting a complete RFP by the end of the workday on, Wednesday, April 1, 2009. Final date for submitting proposals is 2:00 p.m. Central Daylight Time on, Monday, April 13, 2009. Late proposals will not be considered. Faxed or e-mailed proposals will not be considered.

Contracts are anticipated to begin on May 1, 2009 and end on September 30, 2009; with the option to extend the contract for three additional one year periods.

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

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



# State Contracts

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Consultant Services  
Office of Technical Support  
Minnesota Department of Transportation  
395 John Ireland Blvd. Mail Stop 680

## Department of Transportation (Mn/DOT)

### Engineering Services Division

#### Notice Concerning Professional/Technical Contract Opportunities and Taxpayers' Transportation Accountability Act Notices

**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. Mn/DOT is also posting notices as required by the Taxpayers' Transportation Accountability Act on the above referenced website.

## 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 Contracting Opportunities

The Metropolitan Council posts all notices of Requests for Proposals (RFP) and Invitations for Bids (IFB) for all of its divisions on its website: <http://www.metrocouncil.org> (see **Doing Business with the Council, Contracting Opportunities**). Project-specific instructions for obtaining the solicitation documents are provided in each notice.

If you have any questions regarding this advertisement, or need assistance accessing the notices, please contact: Miriam, for Metropolitan Council projects, at (651) 602-1095 or [miriam.lopez-rieth@metc.state.mn.us](mailto:miriam.lopez-rieth@metc.state.mn.us); or Candace, for Metro Transit projects, at (612) 349-5070 or [candace.osiecki@metc.state.mn.us](mailto:candace.osiecki@metc.state.mn.us).

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# Non-State Bids, Contracts & Grants

## University of Minnesota (U of M)

### Request for Proposal for NOvA Project

Project # 31-896-06-1711

#### I. NOTICE OF REQUEST FOR PROPOSAL

##### 1.1 Background

The "NOvA Project" is being undertaken by the University of Minnesota as part of the broader NOvA Collaboration; a high energy physics experimental research collaboration comprised of 29 universities and institutes in 7 countries. NOvA funding is being provided by the Department of Energy to the University of Minnesota via a Cooperative Agreement (C.A.) and associated Memorandum of Understanding (M.O.U.). The University of Minnesota (the "Owner") intends to construct, or cause the construction of a large particle detector in Northern Minnesota approximately 30 miles south of International Falls, near the Town of Ash River to intercept and detect neutrinos produced approximately 800 km away at Fermi National Accelerator Laboratory in Batavia Illinois ("Project"). Neutrinos can change from one type to another and understanding the details of how they change is an important goal of the worldwide physics community. Detecting the neutrinos at a large distance from their point of production is important to maximize some of the effects to be studied. The combination of the neutrino beam at Fermilab and a detector sited in Northern Minnesota gives the NOvA Collaboration a unique opportunity to study neutrinos more precisely than at any other existing facility. This project is contingent on Department of Energy (DOE) funding

It is contemplated that this contract may be awarded using ARRA funds. If so then all ARRA requirements apply. These include but are not limited to those of the Special Buy American Act requirements ; the GAO/OIG Access to Contractors Records and various reporting requirements necessary for reporting on the Recovery . Gov web site. It may be that not all of the requirements are clear at the time you receive this RFP as ARRA requirements for reporting or otherwise become clear this document will be modified to clarify what your responsibilities are in accordance with guidance form the funding agency.

##### The NOvA Project scope of work consists of two subprojects:

The NOvA Site Preparation package ("Construction Phase I") includes the upgrade of approximately 3.5 miles of existing logging road to provide all weather access to the Far Detector Building, clearing and grubbing of the building site and the rock excavation for the Detector Enclosure. The excavated rock will be crushed and sized in order to be used as road base and shielding berm.

The second subproject is the Far Detector Building ("Construction Phase II") and consists of a below grade enclosure (approximately 70 feet wide by 70 feet tall and 350 feet long). The enclosure will be situated approximately 40 feet into the rock and will have cast-in-place concrete floor slab and walls. The roof of the Detector Enclosure will be a composite construction of pre-cast concrete planks with a cast-in-place concrete topping. A 0.5 foot deep barite aggregate layer will provide cosmic ray shielding for the Detector Enclosure. Other features of the Detector Enclosure include cast-in-place concrete support spaces such as Computer Room, Control Room and Electrical Equipment Room. The Detector Enclosure will have four levels of steel access walkways on the west side that lead to exit stairs.

#### II. CONTACT FOR RFP INQUIRIES:

Refer questions to:

##### PURCHASING SERVICES:

Mr. Chip Foster  
Capital Planning & Project Management  
400 Donhowe Building  
319 15th Ave. SE  
Minneapolis, MN 55455-1082  
**E-mail:** [foste048@umn.edu](mailto:foste048@umn.edu)  
**Phone:** (612) 626-6080  
**Fax:** (612) 624-5796

Electronic copies of the Proposal Documents may be viewed and downloaded free of charge from the University of Minnesota Capital Planning & Project Management (CPPM) website at <http://www.cppm.umn.edu/purchasing/rfp.html>

# Non-State Bids, Contracts & Grants ---

## III. TENTATIVE SCHEDULE OF EVENTS

(Be advised that these dates are subject to change as University deems necessary)

Mandatory Pre-Proposal Mtg. (Donhowe Bldg; Room 317@ 2:00 pm).....	March 17, 2009
All Questions E-Mailed to Purchasing by noon.....	March 27, 2009
Proposal Responses due @ 1:00pm.....	April 8, 2009
Notification of Short-Listed Finalist.....	April 14, 2009
Interviews (if required).....	April 16-17, 2009
Anticipated date of Award.....	April 22, 2009

The University reserves the right, in its sole discretion, to reject any and all proposals, accept any proposal, waive informalities in proposals submitted, and waive minor discrepancies between proposal and these proposal instructions, as it deems to be in its best interest. Any waiver of the University with respect to the requirements of these proposal instructions shall apply only to the particular instance for which it was made or given, and no such waiver shall constitute a permanent or future waiver of such requirements.

## 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* 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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