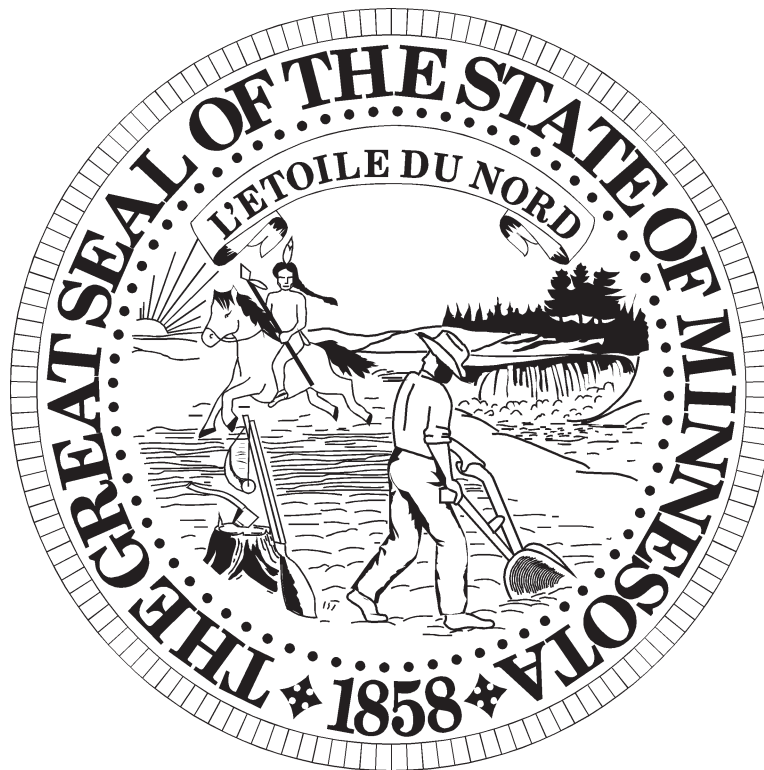


State of Minnesota

# State Register



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

**Monday 2 November 2009  
Volume 34, Number 18  
Pages 617 - 638**

# 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- Withdrawn Rules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
- Official Notices
- State Grants and Loans
- Contracts for Professional, Technical and Consulting Services
- Non-state Public Bids, Contracts and Grants

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# 19	Monday 9 November	Noon Tuesday 3 November	Noon Wednesday 28 October
# 20	Monday 16 November	Noon Tuesday 10 November	Noon Wednesday 4 November
# 21	Monday 23 November	Noon Tuesday 17 November	Noon Wednesday 11 November

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100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155  
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### Minnesota State Court System

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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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# Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule. If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed. If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

**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 Department of Natural Resources

### Division of Fish and Wildlife

#### Adopted Permanent Rules Relating to Game and Fish

##### ORDER ADOPTING RULES

**Adoption of Rules Relating to Game and Fish, *Minnesota Rules*, chapters 6230, 6232, 6234, 6236, 6237, 6240; and Repeal of Rules Relating to Game and Fish, *Minnesota Rules*, part 6230.0400, subpart 14; 6230.1200; 6232.0100, subpart 5; 6232.2100, subpart 2; 6237.0600, and 6237.0700**

##### ORDER

The above-named rules, in the form published in the *State Register* on May 26, 2009, are adopted under my authority in Statutes, sections 86A.06; 97A.045; 97A.091; 97A.092; 97A.095; 97A.137; 97A.401; 97A.411; 97A.535; 97B.112; 97B.301; 97B.305; 97B.311; 97B.411; 97B.505; 97N.515; 97B.605; 97B.711; 97B.715; 97B.716; 97B.731; 97B.803.

Dated: July 22, 2009

Mark Holsten, Commissioner  
Department of Natural Resources

The rules proposed and published at *State Register*, Volume 33, Number 47, pages 1917-1926, May 26, 2009 (33 SR 1917), are adopted as proposed.

## 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.

## “Play” the Official Notices

Are you a player? The Official Notices section gives you a “heads up” on important state meetings and announcements. The *State Register* reaches a huge audience of interested “eyes” every week. Publish your notices here at \$13.60 per 1/10 of a page used in the *State Register* - it’s the least expensive legal advertising in the state.

All Official Notices, including the current volume as it grows, are indexed. Only subscribers can view this current index. Open the *State Register* and click on the Bookmarks icon in the upper left corner. You will see the growing index, and have fast access to all the online indices to the *State Register*. You also receive a summarized “Contracts & Grants” section showing bids and grants still open. Subscribe today. Subscriptions cost \$180 a year (an \$80 savings). Here’s what you’ll get:

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## Minnesota Board of Animal Health Quarterly Meeting on December 2, 2009

The Minnesota Board of Animal Health will hold its quarterly meeting on Wednesday, December 2, 2009. The meeting will take place at the Orville Freeman Building, 625 Robert St. N., St. Paul, MN 55155 at 9:30 a.m. in room B145.

## Teachers Retirement Association (TRA) Notice of Meeting on November 18, 2009

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Wednesday, November 18, 2009 at 9:30 a.m. in Suite 400, 60 Empire Drive, St. Paul, MN to consider matters which may properly come before the Board.

# 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.

## More Grants

The *State Register* is one of the best ways to advertise your grants - it's a required read for public works projects. And it's cost is one of the least expensive legal advertising rates in Minnesota. At \$13.60 per 1/10 of a page you cannot go wrong.

Check up on all the "active" state grants in the "Contracts & Grants" section, available only to *State Register* subscribers. Open the *State Register* and click on Bookmarks on the left. You will also see a list of ALL the current rules, a growing INDEX, and previous years' indices. Subscribers also receive LINKS to the *State Register*. Subscriptions cost \$180 a year (an \$80 savings). Here's what you receive via e-mail:

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## Minnesota Department of Health Summer Health Care Internship Program Notice of Grant Opportunity

The Minnesota Department of Health (MDH) is seeking applications from qualifying statewide nonprofit organizations to administer the Summer Health Care Internship Program.

The purpose of the program is intended to expose interested secondary and postsecondary students to various careers within the health care profession through summer internships with hospitals, clinics, nursing facilities, and home care providers.

To qualify, an applicant must be a statewide nonprofit organization representing hospitals, clinics, nursing facilities, and home care providers.

\$300,000 is available in 2010. Grant awards will be announced by December 15, 2009, for the contract period beginning January 1, 2010, though December 31, 2010.

Applications are available at: <http://www.health.state.mn.us/divs/orhpc/funding/index.html#summer>.

Prospective applicants who have questions, and/or would like a written copy of the application form may contact the Office of Rural Health and Primary Care, Minnesota Department of Health Phone: (651) 201-3851 or toll free: 1-(800) 366-5424.

Deadline for proposals is **4:00 p.m. CST on Tuesday, December 1, 2009**. No late proposals will be considered.

Lawrence Colaizy  
Office of Rural Health & Primary Care  
Minnesota Department of Health

**By Mail:** P.O. Box 64882  
St. Paul, MN 55164-0882

**By Courier:** 85 East 7<sup>th</sup> Place, Suite 220  
St. Paul, MN 55101

# State Grants & Loans

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## Minnesota Department of Health (MDH) in partnership with Minnesota Department of Education (MDE) Health Careers Promotional Grant Program Notice of Grant Opportunity

The Minnesota Department of Health (MDH), in partnership with the Minnesota Department of Education, is seeking applications from qualifying consortia or partnerships between school districts, health and/or long term care employers, and higher education. The grant program is intended to assist consortia to develop intergenerational programs to encourage middle and high school students to work and volunteer in health care and long-term care settings. To qualify for a grant, a consortium shall demonstrate its ability to:

- 1) implement a health and/or long-term care careers curriculum that provides for the integration of academic and work based learning opportunities in a variety of clinical areas including long term care options;
- 2) align the health careers curriculum with the National Health Care Skill Standards, Minnesota Health Care Core Curriculum and the Minnesota Academic Standards (available upon request);
- 3) offer program for high school students that provide training in health and long-term care careers with credits that articulate into post-secondary programs;
- 4) provide assistance and support to middle and junior high schools interested in developing information and exploration programs about health and long term care careers;
- 5) establish a Health Careers Advisory Group to support the continued development of the program;
- 6) provide technical support to the participating health care and long-term care employer(s) to enable the use of the employer(s) facilities and programs for kindergarten to grade 12 health and long-term care careers education;
- 7) include program planning, design, marketing and implementation activities, and demonstrate program evaluation and sustainability.

\$147,000 is available in 2010. Prior grant awards have ranged from \$5,000 to \$26,500. Grant awards will be announced by December 28, 2009, for the contract period beginning January 1, 2010, though December 31, 2010.

Applications are available at the following web site: <http://www.health.state.mn.us/divs/chs/grants.htm>

Prospective applicants who have questions, and/or would like a written copy of the application form may contact the Office of Rural Health and Primary Care, Minnesota Department of Health Phone: (651) 201-3851 or toll free: 1-(800) 366-5424.

Deadline for proposals is **4:00 p.m. CST on Tuesday, December 1, 2009**. No late proposals will be considered.

Lawrence Colaizy  
Office of Rural Health & Primary Care  
Minnesota Department of Health

**By Mail:** P.O. Box 64882  
St. Paul, MN 55164-0882

**By Courier:** 85 East 7<sup>th</sup> Place, Suite 220  
St. Paul, MN 55101

## Minnesota Historical Society (MHS) Grants Office Notice of Application Deadlines for Historical and Cultural Grants Program

The Minnesota Historical Society is seeking grant applications to the Minnesota Historical and Cultural Grants Program to preserve and enhance access to the state's historical and cultural resources and support projects of enduring value for the cause of history and historic preservation statewide. A total of \$2.25 million is available in FY 2010 and \$4.5 million in FY 2011. An additional allocation of up to \$600,000 will be available for award in partnership project grants in FY 2010. The program is supported by funding from the 2009 state appropriation to the Minnesota Historical Society from the Arts and Cultural Heritage Fund.



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# State Grants & Loans

Grants will be awarded through a tiered competitive grants process. Applications for Small grants (up to \$7,000) have rolling deadlines and will be awarded monthly. Applications for Mid-size (\$7,001 - \$49,999) and Large (\$50,000 and up) grants will be awarded in two cycles.

## Grant deadlines are as follows:

Small Grants (up to \$7,000)	<b>November 30, 2009</b>
	<b>December 28, 2009</b>
	<b>Final Friday every month thereafter</b>

## Mid-Size (\$7,001-\$49,999) and Large (\$50,000 and up) Grants:

<i>Fall 2009</i>	<i>FY 2010 awards</i>
Final Applications due	<b>November 23, 2009</b>
Review Committee meeting	<b>January 11, 2010</b>
<i>Winter 2010</i>	<i>FY 2011 awards</i>
Pre-applications due	<b>March 8, 2010</b>
Final Applications due	<b>April 12, 2010</b>
Review Committee meeting	<b>May 24, 2010</b>

Eligible applicants include nonprofit 501(c)(3) organizations, governmental units, tribes and educational organizations. Partnership projects and collaborations are encouraged.

Grants are available in categories for history and historic preservation projects.

### History categories:

- 1) collections care and management,
- 2) digital conversion and access,
- 3) interpretive programs,
- 4) museum and archives environments,
- 5) oral history, and
- 6) publications and research.

### Historic preservation categories:

- 1) historic properties (acquisition, pre-development, restoration/preservation, building systems, and accessibility)
- 2) survey and inventory,
- 3) evaluation,
- 4) National Register nominations,
- 5) heritage tourism and public education, and
- 6) preservation planning. Program funds must be used to supplement—not substitute for—traditional sources of funding.

The application and instructions are available on the Minnesota Historical Society website at [www.mnhs.org/legacy/grants](http://www.mnhs.org/legacy/grants). For further information, help in developing an application, or to request a packet of application materials, contact the Society's Grants Office at [grants@mnhs.org](mailto:grants@mnhs.org) or (651) 259-3459.

# 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 day

## Find ALL Contracts

The *State Register* is one of the best ways to advertise your contracts - it's a required read for public works projects. And it's cost is one of the least expensive legal advertising rates in Minnesota. At \$13.60 per 1/10 of a page you cannot go wrong.

Also, a summarized list of all "active" contracts and grants is available for subscribers only. Subscribers also receive LINKS to the *State Register*; as well as Bookmarks, and a growing INDEX to each volume, including the current issue, and previous volumes. Subscribers open their State Register and click on BOOKMARKS in the left hand corner. Here's what you receive via e-mail:

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## Minnesota State Colleges and Universities (MnSCU)

### Ridgewater College

#### Advertisement for Bids for Exterior Building Envelope

**Sealed Bids for:** Exterior Building Envelope  
Restoration Project  
Ridgewater College  
Willmar, MN

**will be received by:** Mr. Bob Haines, VP of Finance and Operations  
2101 - 15<sup>th</sup> Avenue NW  
Ridgewater College  
Willmar, Minnesota 56201

Until **2:00 p.m., local time, Wednesday, November 18, 2009**, at which time the bids will be opened and publicly read aloud in **Conference Room H104, Administration Building, Ridgewater College, Willmar, MN.**

**Project Scope:** Work includes exterior building restoration work including demolition, new brick and precast masonry units, through-wall flashing, roof flashing and sealants, waterproofing, and window replacements at four buildings on the Ridgewater College - Willmar campus. Work also includes masonry repair of tuckpointing, replacement of individual broken or cracked brick, cutting control joints, and installing new backer rod and sealants, as shown on drawings.

A **Mandatory** Pre-Bid Meeting for all prime contractors will be held at **10:00 a.m. on Tuesday, November 10, 2009, in Conference Room H122, Administration Building, Ridgewater College, Willmar, MN.** 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: **Judd Allen Group**, are on file at the offices of the:

- 1) above named Project Architect/Engineer, Judd Allen Group
- 2) following Builders' Exchanges: Willmar, St. Cloud, St. Paul. and Minneapolis
- 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:

Judd Allen Group  
8000 West 78<sup>th</sup> Street, Suite 180  
Edina, MN 55439  
**Telephone:** (952) 224-5050  
**Fax:** (952) 224-5051

A **refundable deposit of \$100.00** 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, **Judd Allen Group**) for **\$25.00 per set for shipping & handling** (in addition to the **\$100.00** deposit) to the Architect. Such deposits and payments may be sent prior to **November 4, 2009**, when the Bid Sets become available. 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) Saint Paul College Request for Qualification for Art Design

Saint Paul College will be accepting Qualifications for evaluation to select an artist to design and commission an original piece of artwork to be located at the main entrance to Saint Paul College using a piece of granite owned by the college. Qualifications will be received until 2:00 p.m., December 1, 2009. The Request for Qualification for Art Design and Commission documents can be found at:

*[www.saintpaul.edu/RFQforArt](http://www.saintpaul.edu/RFQforArt)*

Proposals must be delivered to:

Location: **Saint Paul College**  
Name: Jan Mahoney  
Title: V.P. for Finance and Facilities  
Address: 235 Marshall Avenue  
St. Paul, MN 55102

No later than 2:00 p.m., *December 1, 2009*. Late Responses will not be considered.

# State Contracts

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## Department of Education (MDE)

### Notice of Request for Proposal for E-Discovery Proposals

The Minnesota Department of Education is seeking proposals from vendors to assist in identifying, collecting, preserving, processing, reviewing, and analyzing data as part of a discovery process involving current litigation. Additionally, the Department also requires assistance in creating an electronic repository that will streamline the process of responding to extensive and ongoing data practices requests made by outside entities.

The vendor will be expected to:

- Analyze the collection of data and other documents held by the Minnesota Department of Education as it relates to current litigation and ongoing data practices requests.
- Identify data as part of the discovery process and ongoing data practices requests.
- Collect and preserve data as part of the discovery process and ongoing data practices requests.
- Process, review and analyze data as part of the discovery process and ongoing data practices requests.
- Produce data and present reports to the Minnesota Department of Education as part of the discovery process and ongoing data practices requests.
- Prepare a final report for the Minnesota Department of Education.
- Provide consulting services for collecting, maintaining and preserving data.

Work is proposed to start December 14, 2009.

The Request for Proposal can be obtained from:

Lisa M. Needham, Review Coordinator  
Minnesota Department of Education A-09  
1500 Highway 36 West  
Roseville, MN 55113  
**Phone:** (651) 582-8435  
**E-mail:** [lisa.needham@state.mn.us](mailto:lisa.needham@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 4:30 PM, Central Standard Time, November 16, 2009. **Late proposals will NOT be considered.** Faxed 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 Historical Society (MHS)

### Notice of Request for Proposals for Digitization Services for the National Digital Newspaper Program

The Minnesota Historical Society (Society) is seeking competitive proposals from qualified vendors for digitization services to support the digital conversion of 100,000 to 105,000 pages from its newspaper collections on microfilm for the National Digital Newspaper Program (NDNP).

The successful vendor will perform the digital conversion of page images in several formats from microfilm, prepare optical character recognition (OCR) files, and create relevant metadata and documentation in conformity with the NDNP Technical Guidelines for 2009 Awards, which will be provided by the Society and via the NDNP Technical Specifications – Profiles and Schemas for the 2009 Awards, which are available on the NDNP website (<http://www.loc.gov/ndnp/techspecs09.html>). The Society will deliver the completed content files and metadata to the Library of Congress.

All proposals must be received by 2:00 P.M. Local Time, on Wednesday, December 2, 2009. Late proposals will not be considered

The Request for Proposals is available from Mary Green-Toussaint, Purchasing Coordinator, Minnesota Historical Society via **e-mail**: [mary.green-toussaint@mnhs.org](mailto:mary.green-toussaint@mnhs.org).

Dated: November 2, 2009

### **Minnesota Housing Finance Agency Finance and Operations Division Request for Proposals from Qualified Independent Accounting Firms for Audit Services**

The Minnesota Housing Finance Agency's Finance and Operations Division is soliciting Request for Proposals from qualified independent accounting firms for audit services. Audit services are necessary to provide audited financial statements and other audits required in the course of Agency business.

Details are included in the complete Request for Proposals 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 12:00 p.m., CST, November 23, 2009.

This Request for Proposals 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 response to this notice are solely the responsibility of the responder.

### **Minnesota Department of Human Services Health Care Eligibility and Access Division Notice of Request for Proposals to Develop a Plan to Align Eligibility Requirements and Administrative Processes for Families with Children under Medical Assistance and MinnesotaCare**

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Human Services is requesting proposals from qualified Responders to conduct a comprehensive analysis of options and recommend steps to align eligibility standards and administrative processes for families and children who receive or could receive health care coverage through the medical assistance (MA) and MinnesotaCare (MCRE) programs.

Work is proposed to start February 1, 2010. For more information, or to obtain a copy of the Request for Proposal, contact:

Sean Barrett  
Department of Human Services  
Health Care Eligibility and Access Division  
444 Lafayette Road North  
St. Paul, MN 55155-3802  
**Phone:** (651) 431-4305  
**Fax:** (651) 431-7446  
**E-mail:** [Sean.barrett@state.mn.us](mailto:Sean.barrett@state.mn.us)

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

# State Contracts

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Proposals submitted in response to this Request for Proposals must be received at the address above no later than **4:00 p.m., Central Standard Time, December 1, 2009. Late proposals will NOT be considered.** Faxed or e-mailed proposals will **NOT** be considered.

The RFP can be viewed by visiting the Minnesota Department of Human Services RFP web site:

[http://www.dhs.state.mn.us/main/id\\_000102](http://www.dhs.state.mn.us/main/id_000102)

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 Human Services Community Partnerships Division Request for Proposals to Develop Infant/Toddler Resources

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Human Services is requesting proposals to develop infant/toddler resources including the development, enhancement and/or integration of infant/toddler training content (including Program for Infant Toddler Care as a Curriculum, Early Development and the Brain and the Prevent Child Abuse & Neglect curriculum); and develop/adapt a relationship-based consultation model to be utilized by Environmental Rating System consultants working with infant/toddler care providers. The activities provided through this grant will be specialized training and consultation to child care providers of infants and toddlers, (child care center staff, licensed family child care, Family, Friend and Neighbor (FFN) providers) and Environmental Rating Scales (ERS) consultants staffed through the Child Care Resource and Referral network.

The selected Responder will have substantial experience in the field of infant/toddler development as well as experience with training content development and consultation. Strong proposals will include evidence of leadership in the infant/toddler field that has resulted in concrete progress toward using the science of early childhood to promote quality of care, with the goal of improving child outcomes.

The term of any resulting contract is anticipated to be from December 2009 – June 30, 2011.

To access the RFP, go to DHS public website on or after November 2, 2009 at 12:00 p.m Central Time:

[http://www.dhs.state.mn.us/rd\\_000102](http://www.dhs.state.mn.us/rd_000102)

For further information or to request a paper copy of the Request for Proposals, please contact:

Michael Hughes, Grants Manager  
Community Partnerships Division  
Department of Human Services  
PO Box 64962  
St. Paul, MN 55164-0962  
**E-mail:** [michael.r.hughes@state.mn.us](mailto:michael.r.hughes@state.mn.us)

Proposals must be physically received (not postmarked) by **3:00 p.m. Central Time on November 18, 2009**, to 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.

## **Minnesota Judicial Branch**

### **Fourth Judicial District**

## **Request for Information Regarding the Ability of Vendors to Supply Electronic Filing (E-Filing) Services**

**NOTE:** Responses to this RFI will be used to provide information to the Fourth Judicial District and the Minnesota Judicial Branch concerning the ability of vendors to supply electronic filing (i.e., e-filing) services. This RFI will not result in a contract but the information obtained from responders may provide a basis for further contractual considerations or procurement procedures. There is no guarantee that any such further contract or procurement process will be issued. **THIS IS NOT A REQUEST FOR PROPOSALS.**

THE STATE IS NOT OBLIGATED TO RESPOND TO ANY RESPONSE SUBMITTED NOR IS IT LEGALLY BOUND IN ANY MANNER WHATSOEVER BY THE SUBMISSION OF A RESPONSE. THE STATE SHALL NOT HAVE ANY LIABILITY TO ANY RESPONDER FOR ANY COSTS OR EXPENSES INCURRED IN CONNECTION WITH THIS REQUEST FOR INFORMATION OR OTHERWISE.

ANY AMENDMENTS TO THIS RFI WILL BE POSTED ON THE MAIN STATE COURT WEBSITE ([www.mncourts.gov](http://www.mncourts.gov)).

### **Project Overview**

The Minnesota Judicial Branch utilizes Tyler Technologies Odyssey Case Management system in all trial courts throughout the state. The Fourth Judicial District seeks to implement an e-filing solution in its Civil Division that uses Tyler Technologies' APIs (Application Programming Interface) to add information to Odyssey. This RFI asks vendors to describe their ability to perform these tasks and to demonstrate their e-filing product using this approach.

### **Background**

The Odyssey Case Management System has been in place in all trial court locations throughout Minnesota since early 2008. At this time the Minnesota Judicial Branch (MJB) is focusing on process improvement and efficiency strategies that will enable the MJB to conduct its business more efficiently and potentially with less reliance on staff effort.

The workload of the Fourth Judicial District's Civil Divisions consists of 44 case types and all of the documents and forms filed by attorneys and by pro se parties. The e-filing implementation will include all civil case and document types, along with development of supporting business practices and procedures. The initial implementation will consist of documents and forms filed by attorneys, with pro se filings being implemented later.

Once successfully implemented, the solution will be tested in additional court locations, including the Civil Division of the Second Judicial District, and/or additional case types, with eventual deployment statewide in all case types.

### **Goal**

It is the goal of this RFI to identify vendors capable of providing the required e-filing services using the required approach, and to understand the licensing options and costs associated with acquiring the services.

### **Scope of Information Requested**

Vendors are asked to provide the following:

1. A demonstration of their e-filing product, using the Tyler Technologies APIs for the Odyssey Case Management system.
2. Alternatives for technical environments that will be available to the state, including options for hosting the application at either a court site or a vendor site.
3. Information concerning the available licensing options.
4. Information concerning how the product is supported:
  - a. Does the vendor staff a Help Desk?
  - b. What is the ratio of Help Desk staff to customers?
  - c. Are requests for assistance generally cleared by one interaction with the Help Desk?
5. Information documenting whether the vendor has the resources and capacity to implement the pilot project by
6. Customer references of customers who have had the required solution in place in Production for at least 90 days.

# State Contracts

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Vendors are invited to set an appointment during the week of December 7, 2009 to provide the above information in a personal meeting with representatives of the Fourth Judicial District and the MJB. Appointments may be made by contacting Jim Wehri, Fourth District Court IT Manager, by email at [jim.wehri@courts.state.mn.us](mailto:jim.wehri@courts.state.mn.us). Vendors must specify what facilities they will need in order to provide the requested information and demo.

## Disposition of Responses

All materials submitted in response to this RFI become the property of the Fourth Judicial District and the MJB. Costs associated with preparation of material for the response are the responsibility of the submitter.

Judicial Branch rules of public access permit vendors to submit trade secret information according to the following:

A. the information claimed to be a trade secret must qualify as a trade secret under *Minnesota Statutes* section 325C.01 or as defined in the common law;

B. the responder submits the trade secret information on a separate document (but as part of their complete submission) and marks the document(s) containing only the trade secret information as "confidential;"

C. the trade secret information is not publicly available, already in the possession of the judicial branch, or known to or ascertainable by the judicial branch from third parties.

Except for information submitted in accordance with this section on Trade Secrets, do not include any information in your response that you do not want revealed to the public. Please also note that if a responder at any time eventually ends up with a contract with the judicial branch, the following information will also be accessible to the public: the existence of any resulting contract, the parties to the contract, and the material terms of the contract, including price, projected term and scope of work.

## Questions

Responders who have questions may submit them via email to Jim Wehri at [jim.wehri@courts.state.mn.us](mailto:jim.wehri@courts.state.mn.us). Responses will be posted in the Public Notices section of the Minnesota State Court web site (<http://www.mncourts.gov/>) as soon as possible after the question is received.

## Legislative Coordinating Commission Contract Available for Providing Echo-Captioning Services for the MN State Legislature

The Minnesota Legislative Coordinating Commission is requesting proposals from qualified individuals and organizations interested in providing echo-captioning services of the 2010 legislative session for the Minnesota State Legislature. For a copy of the full text of the RFP, please go to <http://www.lcc.leg.mn/lcc/RFPs.htm> or contact:

Diane Henry-Wangenstein  
Minnesota Legislative Coordinating Commission  
Room 72 State Office Building  
100 Rev. Dr. Martin Luther King, Jr. Blvd.  
St. Paul, MN 55155-1298  
**Phone:** (651) 296-1121 (voice)  
**E-mail:** [diane.henry@lcc.leg.mn](mailto:diane.henry@lcc.leg.mn)

All proposals must satisfy the criteria as outlined in the full text of the RFP.

**Proposals must be received by November 30, 2009 at 4:00 p.m. Late applications may not be accepted.** All expenses incurred in responding to this notice shall be borne by the responder.



## **Minnesota State Lottery Request for Proposals for Sponsorship Agreements**

### **Description of Opportunity**

The Minnesota State Lottery develops sponsorship agreements throughout the year with organizations, events, and sports teams to create excitement for lottery players, to interest new players and increase the visibility of lottery games. The Lottery encourages and continually seeks new sponsorship agreements to help achieve current Lottery marketing goals.

### **Proposal Content**

A sponsorship proposal presented to the Lottery should meet the following three criteria:

**1. Maximize Lottery Visibility** – the event, sports or tie-in proposal should draw a large number of desired participants (typically 50,000 or more) whose demographics match the Lottery player profile. The Lottery is interested in effectively delivering its message of fun and entertainment to Minnesota adults whose demographics skew primarily towards those aged 25-64, with a household income of \$35,000-\$75,000, and having an educational background of some college or higher. The Lottery does not market to those under the age of 18, and family events with high levels of children present are generally not accepted. Attendance, on-site signage visibility and paid media exposure will be critical components that will be evaluated.

**2. Enhance Lottery Image-** – the event, sports or tie-in proposal should inherently project the attitude that the Lottery is a fun and socially acceptable part of the community. The Lottery's presence should fit well within the lineup of other sponsors. The Lottery is interested in creating opportunities whereby the sponsorship can translate into sales revenue, either via on-site sales from a Lottery booth, from sales-generating promotions with Lottery retailers or from joint programs with the sponsor's media partners.

**3. Provide Promotional Extensions** – the event, sports or tie-in proposal should offer exciting, value-added ways to interact with our players and have opportunities to motivate attendees, listeners and viewers to participate in and purchase Lottery games. The proposal must include proper staffing availability or other considerations to help the Lottery implement any appropriate promotional extension ideas.

Proposals should address all pertinent elements of the sponsorship and how the Lottery criteria as stated above and on the Evaluation Form are to be met. To view or print copies of the Request for Proposal go to: <http://www.mnlottery.com/vendorops.html>

This Solicitation does not obligate the state to award a contract or pursue a proposed sponsorship opportunity, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

### **Questions**

Questions concerning this Solicitation should be directed to:

John Mellein, Marketing Director  
Minnesota State Lottery  
2645 Long Lake Road  
Roseville, MN 55113  
**Telephone:** (651) 635-8230  
**Toll-free:** (888) 568-8379 ext. 230  
**Fax:** (651) 297-7496  
**TTY:** (651) 635-8268  
**E-mail:** [johnm@mnlottery.com](mailto:johnm@mnlottery.com)

Other personnel are not authorized to answer questions regarding this Solicitation.

### **Response Delivery**

All responses must be in writing and delivered to the contact noted above. Proposals will be accepted on an ongoing basis.

# State Contracts

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## Department of Natural Resources (DNR)

### Notice of Availability of Contract for an On-line Hunter Education Computer Course

CERTIFICATION # 20452

Amount of proposed contract: \$0.00 for the state agency

The Minnesota Department of Natural Resources is requesting proposals for the purpose of an on-line firearms safety hunter education course. Vendor will develop and host on line, at no cost to the State, an internet-based IHEA approved safety education course to be used by Minnesota youth and adult hunters.

Work is proposed to start after December, 2009.

A Request for Proposals will be available by mail from this office through November 12, 2009. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After November 12, 2009, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Captain Mike Hammer  
DNR Division of Enforcement  
15011 Highway 115  
Little Falls, MN 56345  
**E-mail:** *Michael.hammer@mndnr.gov*

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 Daylight Time, November 18, 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.

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

## 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.

## Minnesota Department of Transportation (Mn/DOT) Office of Investment Management Request for Proposals (RFP) for Online Research Community of Minnesota Citizens

The use of an online research community is needed to meet Mn/DOT's informational goals. Mn/DOT is planning to introduce an online research community to address a wide array of research topics, at a faster rate, and with new techniques. This online research community contract will serve to advance Mn/DOT's understanding of Minnesotan's expectations with regard to planning, service delivery and communications. Once this online research community is in place, Mn/DOT will have the capability of measuring and understanding a multitude of consumer topics. To fully leverage the capability of an online community, Mn/DOT is seeking a three-way online research capability. These three directions of community input include: Mn/DOT to community members, community members to Mn/DOT, and community members to community members. Mn/DOT requests proposals for the purpose of creating, launching and management of this online research community.

The full RFP can be viewed on the Consultant Services Web Page at: <http://www.dot.state.mn.us/consult/files/notices/notices.html>.

If you have any questions regarding this advertisement, or are having problems viewing the RFP on the Consultant Services Web Page, you may contact:

Ashley Duran, Contract Administrator  
**E-Mail:** [ashley.duran@state.mn.us](mailto:ashley.duran@state.mn.us)  
**Telephone:** (651) 366-4627

Note: RESPONSES WILL BE DUE ON **TUESDAY, NOVEMBER 24, 2009 2:00 PM CENTRAL STANDARD TIME**

## State Contracts

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### Minnesota Department of Transportation (Mn/DOT)

#### Office of Investment Management

#### Request for Proposals (RFP) for Simulator Program Standards Evaluation

Mn/DOT has invested approximately \$700,000.00 in the purchase of a truck and trailer, two snow plow simulators, four laptops and various software applications. The simulators were purchased to enable training for Mn/DOT snow plow operators and all Mn/DOT personnel on defensive-driving. The program is expanding to support and supplement cities' and counties' existing maintenance and safety training programs. This Contract will achieve two overarching goals, develop a business plan and complete a program evaluation. The successful responder will develop a Business Plan delineating staffing and budget needs and a detailed training process. The results of the work will be used to: determine how much staffing is needed to staff the simulators; determine the effectiveness of the service provided by using the evaluation tool; and determine whether additional funds are needed to continue the Simulator program.

The full RFP can be viewed on the Consultant Services Web Page at: <http://www.dot.state.mn.us/consult/files/notices/notices.html>.

If you have any questions regarding this advertisement, or are having problems viewing the RFP on the Consultant Services Web Page, you may contact:

Ashley Duran, Contract Administrator

**E-Mail:** [ashley.duran@state.mn.us](mailto:ashley.duran@state.mn.us)

**Telephone:** (651) 366-4627

Note: RESPONSES WILL BE DUE ON *TUESDAY, NOVEMBER 17, 2009 2:00 PM* CENTRAL STANDARD TIME

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## ***Minnesota's Bookstore***

660 Olive Street (Williams Hill Business Development), St. Paul, MN 55155

(1 block east of I-35E Bridge, 1 block north of University Ave.)

### **FREE PARKING**

Phone: (651) 297-3000; Fax: (651) 215-5733

E-mail: <http://www.minnesotasbookstore.com>

### ***Great Books and Gifts for Your Reading Pleasure***

- **Minnesota Hail to Thee:** A Sesquicentennial History, \$28.00
- **International Residential Code:** Commentary Vol. 1, \$107.00
- **Ducks & Geese:** Minnesota Field Guide, \$14.95
- **Minnesota Education Director,** \$24.95
- **Way of the Whitetail,** \$19.95
- **Land of Amber Waters:** The History of Brewing in Minnesota, \$39.95
- **All-Outdoors Atlas - Northeastern Minnesota,** \$29.95
  - **Southern Minnesota,** \$29.95
  - **Central and Northwest Minnesota,** \$29.95

## 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.

## Best Way to Reach Your Clients

The *State Register* offers one of the cheapest, yet far reaching methods, of notifying the public about your agency's bids, contracts and grants. It is available to any government, non-profit, or private agency. Space is charged at the current rate of \$13.60 per each 1/10th of a page used in the *State Register*. Agencies are only billed for the space used in the *State Register*.

Agencies wishing to take advantage of this offer should submit what you want printed in the *State Register* via e-mail to: [robin.panlener@state.mn.us](mailto:robin.panlener@state.mn.us). Attach to your entry a short note indicating when you wish the notice to be published (one, or many dates), if you want a copy of the issue your notice appears in (a TEAR SHEET will be sent free with your bill), and whether you want an "Affidavit of Publication."

## 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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Shipping \_\_\_\_\_

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