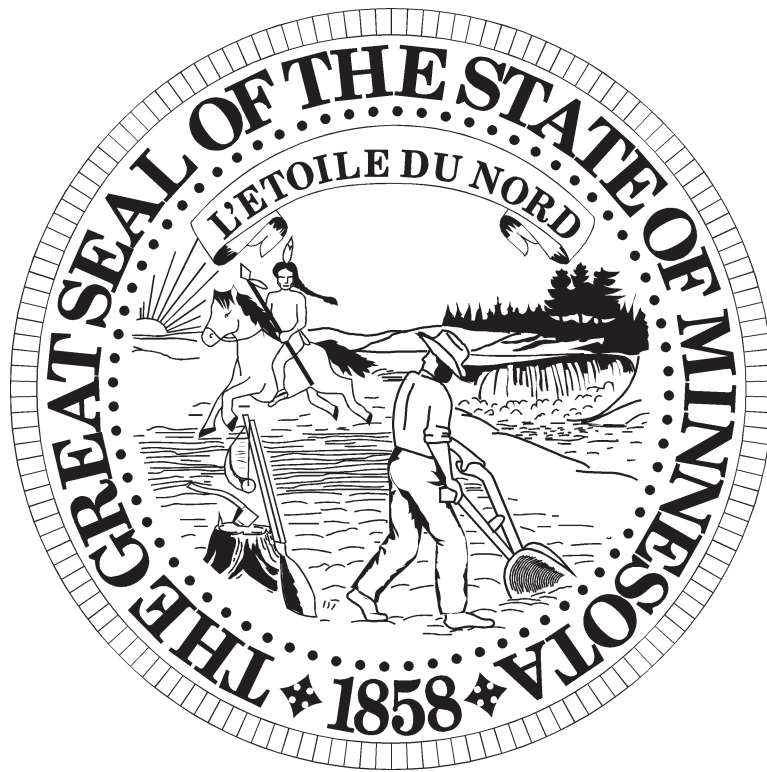


Minnesota State Register

(Published every Monday (Tuesday when Monday is a holiday.)



**Proposed, Adopted, Emergency, Expedited, Withdrawn, Vetoed Rules;
Executive Orders; Appointments; Commissioners' Orders; Revenue Notices;
Official Notices; State Grants & Loans; State Contracts;
Non-State Public Bids, Contracts & Grants**

**Monday 1 December 2014
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Minnesota State Register

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The *Minnesota State Register* is the official publication of the State of Minnesota's Executive Branch of government, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes*, Chapter 14, and *Minnesota Rules*, Chapter 1400. It 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- Withdrawn Rules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

Printing Schedule and Submission Deadlines

Vol. 39 Issue Number	PUBLISH DATE (BOLDFACE shows altered publish date)	Deadline for: all Short Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts	Deadline for LONG, Complicated Rules (contact the editor to negotiate a deadline)
# 23	Monday 8 December	Noon Tuesday 2 December	NOON WEDNESDAY 26 November
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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. 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, but 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.

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 #40-52 inclusive, with final index (#1-52, or 53 in some years). 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, phone: (612) 297-3000, or toll-free 1-800-657-3757. TTY relay service phone number: (800) 627-3529

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Provisions exist for the Commissioners of some state agencies to adopt expedited rules when conditions exist that do not allow the Commissioner to comply with the requirements for normal rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the conditions. Expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain conditions.

Expedited rules are effective for the period stated or up to 18 months. Specific *Minnesota Statute* citations accompanying these expedited rules detail the agency's rulemaking authority.

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.

Campaign Finance and Public Disclosure Board Adopted Expedited Rules Governing Complaints, Staff Reviews, Summary Proceedings, Audits, and Investigations

The rules proposed and published at *State Register*, Volume 39, Number 4, pages 83-90, July 28, 2014 (39 SR 83), are adopted with the following modifications:

4525.0100 DEFINITIONS.

Subp. 8. **Respondent.** "Respondent" means the subject of a complaint, ~~a formal an investigation, a formal or an audit, or a staff review or another form of summary proceeding.~~

4525.0150 GENERAL PROVISIONS.

Subpart 1. **Scope.** This part applies to all ~~formal complaints, investigations, formal and audits, or staff reviews or other forms of summary proceedings~~ conducted under this chapter and *Minnesota Statutes*, chapter 10A.

Subp. 3. **Opportunity to be heard.** When a provision in this chapter or *Minnesota Statutes*, chapter 10A, provides that a complainant or a respondent has an opportunity to be heard by the board, the complainant or respondent must be given an opportunity to appear in person at a board meeting before the board makes a determination on the matter. The complainant or respondent is not required to appear before the board.

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A complainant or respondent who has an opportunity to be heard may submit a written statement to the board in addition to or in lieu of an appearance before the board. A written statement under this part must be submitted ~~prior to or at least ten business days before~~ the board meeting at which the matter will be heard. The executive director must provide any submitted statement to the board before the board makes a determination on the matter.

The opportunity to be heard does not include the right to call witnesses or to question opposing parties, board members, or board staff.

The board may set a time limit for statements to the board when necessary for the efficient operation of the meeting.

When notice of the opportunity to be heard has been sent as required in subpart 2, the failure to appear in person or in writing at the noticed meeting constitutes a waiver of the opportunity to be heard at that meeting.

Subp. 5. **Authority reserved to board.** The provisions of this chapter do not affect the board's authority under *Minnesota Statutes*, section 10A.02, subdivision 10, to order ~~a formal an~~ investigation or ~~formal~~ audit in any matter ~~or to direct the executive director to initiate a staff review or another form of summary proceeding of any matter.~~

4525.0200 COMPLAINTS OF VIOLATIONS.

Subp. 4. **Oath.** ~~Evidence~~ Evidentiary testimony given in a meeting conducted by the board under this chapter must be under oath. Arguments made to the board that do not themselves constitute evidence are not required to be under oath.

[For text of subs 5 and 6, see M.R.]

4525.0210 DETERMINATIONS PRIOR TO FORMAL INVESTIGATION.

Subpart 1. **Prima facie violation determination.** ~~A prima facie determination is a determination that a complaint is sufficient to allege a violation of *Minnesota Statutes*, chapter 10A, or another provision of law placed under the board's jurisdiction by *Minnesota Statutes*, section 10A.02, subdivision 11.~~

~~Subp. 2. **Preparation for prima facie determination.** After a complaint is filed, the executive director must follow the notice provisions in *Minnesota Statutes*, section 10A.02, subdivision 11, with regard to the respondent's right to submit written arguments addressing the prima facie determination. The notice must provide that the respondent is not permitted to contact any board member directly regarding the complaint or the prima facie determination.~~

Upon the expiration of the time provided for the respondent to submit written argument, the executive director must submit the matter to the board member who will make the determination or to all board members if the full board will make the determination. The submission must include the complaint, any response submitted by the respondent, and an analysis of the allegations of the complaint and the violations that it alleges.

Subp. ~~3~~2. **Making the prima facie determination.** In determining whether a complaint states a prima facie violation, any evidence outside the complaint and its attachments may not be considered. Arguments of the respondent, which are not themselves evidence, must be considered.

If a finding is made that a complaint does not state a prima facie violation, the complaint must be dismissed without prejudice. The dismissal must be ordered by the board member making the determination or by the full board if the full board makes the determination. ~~The order determination~~ must be in writing and must indicate why the complaint does not state a prima facie violation.

If a finding is made that a complaint states a prima facie violation, the board chair must schedule the complaint for a probable cause determination.

Subp. ~~4~~3. **Action after prima facie violation determination.** The executive director must promptly notify the complainant and the respondent of the prima facie determination. The notice must include a copy of the ~~order making the~~ prima facie determination.

If a determination is made that a complaint states a prima facie violation, the notice also must include the date of the meeting at which the board will make a probable cause determination regarding the complaint and a statement that the complainant and the respondent have the opportunity to be heard before the board makes the probable cause determination.

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Subp. 5. **Probable cause determination.** In determining whether probable cause exists, the board must consider the allegations of the complaint and the information and arguments in any statement submitted by the complainant or respondent. The board must also consider any inferences necessary to a probable cause determination that could be drawn about the matter by a reasonable person.

To find probable cause to believe that a violation has occurred, the board must conclude that the complaint presents a sufficient basis to order a formal investigation or a staff review.

Subp. 6.4. **Action after probable cause not found.** If the board finds that probable cause does not exist to believe that a violation has occurred, the board must order that the complaint be dismissed without prejudice. The order must be in writing and must indicate why probable cause does not exist to believe that a violation has occurred.

The executive director must promptly notify the complainant and the respondent of the board's determination. The notice must include a copy of the order dismissing the complaint for lack of probable cause.

Subp. 7.5. **Action after probable cause found.** If the board finds that probable cause exists to believe that a violation has occurred, the board then must determine whether the alleged violation warrants a formal investigation.

When making this determination, the board must consider the type of possible violation; the magnitude of the violation if it is a financial violation; the extent of knowledge or intent of the violator; the benefit of formal findings, conclusions, and orders compared to informal resolution of the matter; the availability of board resources; whether the violation has been remedied; and any other similar factor necessary to decide whether the alleged violation warrants a formal investigation.

If the board orders a formal investigation, the order must be in writing and must describe the basis for the board's determination, the possible violations to be investigated, the scope of the investigation, and the discovery methods available for use by the board in the investigation.

The executive director must promptly notify the complainant and the respondent ~~that the board has found that probable cause exists to believe that a violation has occurred, that the board has determined that the alleged violation warrants a formal investigation, and that the board has ordered a formal investigation into the matter~~ of the board's determination.

The notice to the respondent also must:

Subp. 8.6. **Action if formal investigation not ordered.** If the board finds that probable cause exists to believe that a violation has occurred, but does not order a formal investigation under subpart 7.5, the board must either dismiss the matter without prejudice or ~~offer the respondent the option of resolving the matter through order~~ a staff review under part 4525.0320. ~~If the board offers the respondent the option of resolving the matter through a staff review and that offer is not accepted, the board must order a formal investigation.~~

In making the determination of whether to dismiss the complaint or ~~offer resolution through order~~ a staff review, the board must consider the type of possible violation, the magnitude of the violation if it is a financial violation, the extent of knowledge or intent of the violator, the availability of board resources, whether the violation has been remedied, and any other similar factor necessary to decide whether to proceed with a staff review.

An order dismissing a matter must be in writing and must indicate why the matter was dismissed.

The executive director must promptly notify the complainant and the respondent of the board's determination. The notice must include a copy of the order.

4525.0220 SUMMARY PROCEEDINGS.

Subpart 1. **Summary proceeding.** A summary proceeding is an action other than a complete formal investigation that is undertaken to resolve a matter, or a part of a matter, that is the subject of a complaint, an investigation, or an audit. A staff review under part 4525.0320 is one form of summary proceeding.

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4525.0320 STAFF REVIEW.

Subp. 2. **Staff review required.** The executive director must initiate a staff review into a matter when directed to do so by the board.

Unless otherwise directed by the board, the executive director must also initiate a staff review when a preliminary inquiry into the information provided on a report filed with the board suggests that there has been a violation of chapters 4501 to 4525, *Minnesota Statutes*, chapter 10A, or another law placed under the board's jurisdiction pursuant to *Minnesota Statutes*, section 10A.02, subdivision 11.

Subp. 3. ~~**Resolution of matter under staff review by amendment.** If a matter under staff review is resolved by the respondent amending a report, the matter under staff review must be closed by the executive director. The executive director must prepare a brief summary of the matter and file the summary with the board's records related to the respondent.~~

Subp. 4. **Resolution of matter under staff review by conciliation agreement.** Subject to board approval under part 4525.0330, a respondent may agree to resolve a matter under staff review by entering into a conciliation agreement. The agreement must describe any actions that the respondent has agreed to take to remedy the violation or to prevent similar violations in the future. The agreement must also include the amount of any civil penalty that the respondent has agreed to pay and any other provisions to which the respondent has agreed.

4525.0330 SUBMISSION TO BOARD; MATTER UNDER STAFF REVIEW RESOLVED BY CONCILIATION AGREEMENT.

Every A matter under staff review that is resolved by conciliation agreement under part 4525.0320 must be presented to the board for approval at a public meeting as part of the board's consent agenda or as a separate item on the regular agenda. Upon the request of one board member, any agreement resolving a matter under staff review must be moved from the consent agenda to the regular agenda closed to the public under part 4525.0200, subpart 5.

The respondent must be given an opportunity to be heard by the board prior to the board's decision regarding the agreement.

The executive director must send notice of the meeting to the respondent. The notice must be sent not later than the time that the agreement is provided to the board and must include a copy of the agreement. The notice must include the date of the meeting at which the board will consider the matter and a statement that the respondent has the opportunity to be heard by the board before the board's determination regarding the agreement.

~~An~~ A conciliation agreement made under part 4525.0320 to resolve a matter under staff review is final only after the board approves the agreement.

If the board does not approve ~~an~~ a conciliation agreement to resolve a matter under staff review, the board must lay the matter over until its next meeting and:

4525.0340 SUBMISSION TO BOARD; ~~MATTER~~ BOARD-INITIATED INVESTIGATIONS AND MATTERS NOT RESOLVED BY CONCILIATION AGREEMENT.

Subpart 1. **Submission to board.** The executive director must submit the following matters to the board for decision under this part:

A. If a matter under staff review that is not resolved by conciliation agreement under parts 4525.0320 and 4525.0330, the executive director must submit the matter to the board under this part; and

B. any other matter that the board is to consider for the authorization of a formal investigation, other than a matter arising from a filed complaint, must be submitted to the board under this part.

The submission must be in writing, must describe the potential violation involved, and must include any supporting information. The submission must explain the actions undertaken in any summary proceedings and any points of disagreement preventing resolution of the matter. ~~If the submission includes a recommendation for a formal investigation of the matter, the submission must be made at a meeting closed to the public. In all other cases, the submission must be made at a public meeting.~~

The respondent must be given an opportunity to be heard by the board prior to the board's decision regarding the submission.

The executive director must send notice of the submission to the respondent. The notice must be sent not later than the time that the

Expedited Rules

submission is provided to the board and must include a copy of the submission. The notice must include the date of the meeting at which the board will consider the matter, and a statement that the respondent has the opportunity to be heard by the board before the board's determination regarding the submission.

Subp. 2. Board action on submission. When it receives a submission under this part, the board must take one of the following actions:

A. provide guidance and direct the executive director to begin or to continue the a staff review;

D. issue findings, conclusions, and an order the respondent to take the actions required to remedy the subject violation and impose a civil penalty if provided for by statute resolving the matter.

The board must consider the evidence in the executive director's submission and the information and arguments in any statement submitted by the respondent.

In making its determination, the board must consider the type of possible violation; the magnitude of the violation if it is a financial violation; the extent of knowledge or intent of the violator; the benefit of formal findings, conclusions, and orders compared to informal resolution of the matter; the availability of board resources; whether the violation has been remedied; and any other similar factor necessary to decide whether the matter under review warrants a formal investigation.

Unless the board directs the executive director to continue the an existing staff review, the board's determination must be made in writing. The executive director must promptly notify the respondent of the board's determination.

Subp. 2.3. Formal investigation ordered. An order for a formal investigation must describe the alleged violations to be investigated, the scope of the investigation, and the discovery methods available for use by the board in the investigation.

When the board orders a formal investigation, the executive director must promptly notify the respondent that the board has ordered a formal investigation into the matter.

The notice to the respondent must:

4525.0500 INVESTIGATIONS AND AUDITS; GENERAL PROVISIONS.

Subp. 5. **Board meetings.** Board meetings related to an investigation or audit must be conducted in accordance with part 4525.0200, subparts 4 and 5. At every board meeting, the executive director must report on the status of each active ~~formal~~ investigation and ~~formal~~ audit.

4525.0550 FORMAL AUDITS.

Subp. 2. **Respondent's rights.** The executive director must send to each respondent a draft ~~audit report to the~~ of any negative or adverse findings related to that respondent before the board considers adoption of the final audit report. The respondent has the right to respond in writing to the draft findings in the draft audit report. The respondent must be given an opportunity to be heard by the board prior to the board's decision regarding the draft audit report.

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.

Minnesota Department of Agriculture (MDA) Rural Finance Authority Notice of Meeting Schedule, Meeting Via Conference Call

Future monthly meetings of the Rural Finance Authority Board are scheduled for 1:00 P.M. at 625 Robert Street North on the following dates in 2015: January 7; February 4; March 4; April 1; May 6; June 3; September 2; October 7; November 4; December 2. July and August meetings are combined into one out-state meeting. Notice of the date and location of the out-state meeting will be published at a later date. Some members may participate in certain of these meetings by electronic means.

In accordance with *Minnesota Statutes*, Section 471.705 (1997), the Agency, to the extent practicable, will allow a person to monitor those certain meetings electronically from a remote location. If such monitoring shall occur, the Agency may require the person making such a connection to pay for documented marginal costs that the Agency incurs as a result of the additional connection. If you wish to attend, sign in at the front desk; you will be issued a badge and call (651) 201-6610 for an escort to the meeting.

For additional information, contact Jim Boerboom, Minnesota Department of Agriculture, 625 Robert Street North, St. Paul, MN 55155-2538 or call (651) 201-6395.

Jim Boerboom, Deputy Commissioner
Minnesota Department of Agriculture

Minnesota Comprehensive Health Association (MCHA) Notice of Finance Committee Meeting 4 December 2014

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA) Finance Committee will be held at 9:30 a.m. on Thursday, December 4th, 2014

The meeting will be initiated at the MCHA Executive Office, 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN; it should be noted that some or all attendees may participate telephonically.

If anyone wishes to attend or participate in this meeting please contact MCHA's Executive Office, **phone:** (952) 593-9609 for additional information.

Minnesota Board of Marriage and Family Therapy REQUEST FOR COMMENTS on Possible Amendments to Rules Governing Marriage and Family Therapists, *Minnesota Rules*, Chapter 5300

Subject of Rules. The Minnesota Board of Marriage and Family Therapy requests comments on its possible amendment to rules governing marriage and family therapists in the State of Minnesota. The board is considering revisions to rules regarding educational requirements, supervision, continuing education and ethical conduct.

Official Notices

Persons Affected. The amendment to the rules would likely affect marriage and family therapists, and persons seeking licensure as marriage and family therapists in the State of Minnesota.

Statutory Authority. *Minnesota Statutes*, section 148B.31, authorizes the board to adopt rules necessary to administer and enforce sections 148B.29 to 148B.39.

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 board intends to adopt or to withdraw the rules. The board does not contemplate appointing an advisory committee to comment on the possible rules.

Rules Drafts. The board has prepared a draft of the possible rules.

Agency Contact Person. Written comments, questions, requests to receive a draft of the rules, and requests for more information on these possible rules should be directed to:

Jennifer L. Mohlenhoff, Executive Director
Minnesota Board of Marriage and Family Therapy
2829 University Ave. S.E., Suite 400
Minneapolis, MN 55414
Phone: (612) 617-2220
TTY users may call the Department at 1-800-627-3529.

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

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: November 20, 2014

Jennifer L. Mohlenhoff, Executive Director
Minnesota Board of Marriage and Family Therapy

Minnesota Department of Transportation (Mn/DOT) Notice to Bidders: Suspensions/Debarments as of September 17, 2014

NOTICE OF SUSPENSION

NOTICE IS HEREBY GIVEN that MnDOT has ordered that the following vendors be suspended effective July 8, 2014:

- Marlin Dahl, Granada, MN
- Dahl Trucking, Elmore, MN
- Elmore Truck and Trailer, Inc., Elmore, MN

NOTICE OF DEBARMENT

NOTICE IS HEREBY GIVEN that MnDOT has ordered that the following vendors be debarred for a period of three (3) years, effective May 6, 2013 until May 6, 2016:

- Gary Francis Bauerly and his affiliates, Rice, MN
- Gary Bauerly, LLC and its affiliates, Rice, MN
- Watab Hauling Co. and its affiliates, Rice, MN

Official Notices

NOTICE IS HEREBY GIVEN that MnDOT has ordered that the following vendors be debarred for a period of three (3) years, effective September 17, 2014 until September 17, 2017:

- Jeffrey Plzak and his affiliates, Loretto, MN
- Laurie Plzak and her affiliates, Loretto, MN
- Honda Electric Incorporated and its affiliates, Loretto, MN
- Jeffrey and Laurie Plzak doing business as Honda Electric Logistics, and its affiliates, Loretto, MN

Minnesota Statute section 161.315 prohibits the Commissioner, counties, towns, or home rule or statutory cities from awarding or approving the award of a contract for goods or services to a person who is suspended or debarred, including:

- 1) any contract under which a debarred or suspended person will serve as a subcontractor or material supplier,
- 2) any business or affiliate which the debarred or suspended person exercises substantial influence or control, and
- 3) any business or entity, which is sold or transferred by a debarred person to a relative or any other party over whose actions the debarred person exercises substantial influence or control, remains ineligible during the duration of the seller's or transfer's debarment.

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.

SEE ALSO: Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>

Minnesota Department of Employment and Economic Development (DEED)

Notice of Request for Qualifications for Dislocated Worker Program Certified Providers

The Minnesota Department of Employment and Economic Development (DEED) is seeking public or private non-profit organizations services to expand the current list of qualified providers for dislocated worker services. The purpose of the Dislocated Worker program is to furnish employment and training assistance to individuals who have permanently lost their jobs due to economic and technological changes in the marketplace. These are individuals who might have been self-employed and/or long-term unemployed. The Dislocated Worker program is funded with both federal and state funds. It is governed by WIA, its rules and regulations, by Minnesota Statutes 116L.17, and by accompanying state policies.

Details are included in the complete Request for Proposals which is available at <http://mn.gov/deed/about/contracts/>, or may be obtained by e-mailing Katherine Sherman-Hoehn, Dislocated Worker Grants Coordinator, at Katherine.sherman-hoehn@state.mn.us. There is a mandatory pre-bid meeting Friday, December 19, 2014.

State Grants & Loans

The deadline for submitting a proposal is 4:00 pm on Wednesday, December 31, 2014. The proposal should be emailed to Katherine.sherman-hoehn@state.mn.us.

Late proposals will not be considered.

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

State Contracts

In addition to the following listing of state contracts, readers are advised to check the Statewide Integrated Financial Tools (SWIFT) Supplier Portal at: <http://supplier.swift.state.mn.us> as well as the Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>

Informal Solicitations: Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be advertised in the Supplier Portal (see link above) or posted on the Department of Administration, Materials Management Division's (MMD) Web site at: <http://www.mmd.admin.state.mn.us/solicitations.htm>.

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 advertised in the SWIFT Supplier Portal or alternatively, in the *Minnesota State Register* if the procurement is not being conducted in the SWIFT system.

Minnesota Department of Administration (Admin) State Designer Selection Board Project No. 14-12 Notice of Availability of Request for Proposal (RFP) for Designer Selection for Renovation of the Rochester MN National Guard Armory

The State of Minnesota, Department of Administration 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 Department of Administration's website at <http://mn.gov/admin/government/construction-projects/sdsb/sdsb-projects.jsp> (click 14-12).

A **MANDATORY** informational meeting is scheduled for **Wednesday, December 10, 2014 at 10:00 AM CT at the Rochester National Guard Armory, 1715 Marion Road SE, Suite D, Rochester, MN 55904.**

State Contracts

Any questions should be directed to Garth Ristau at garth.t.ristau.mil@mail.mil. Project questions will be taken by this individual only. Questions regarding this RFP must be received by **Friday, December 12, 2014 no later than 4:30 PM** Central Time.

Proposals must be delivered to Talia Landucci Owen, Executive Secretary, State Designer Selection Board, Real Estate and Construction Services, Room 309, Administration Building, 50 Sherburne Ave., St. Paul, MN 55155 (651) 201-2372) not later than **12:00 noon on Monday, December 22, 2014**. Late responses will not be considered.

The Minnesota National Guard 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) South Central College REQUEST FOR BIDS for ActSpark SP-1 Sinker EDM & Installation Quote

NOTICE IS HEREBY GIVEN that sealed bids will be received by South Central College, North Mankato, MN until 1:00 pm, Friday, December 12, 2014. The bid opening will be held in Donna Sampson's office on the SCC North Mankato campus.

Requires:

- Model year 2012 or Newer ActSpark Model SP-1 Sinker EDM
- Chiller 1.5 ton 230V 1- Phase 60 HZ with pump, tank, and hose kit
- Installation of the Model SP-1 Sinker EDM and accessories by a trained Field Service Technician
- Training for up to four Instructors at GF Machining Solutions in Lincolnshire, IL
- Warranty of at least six months parts and labor
- Freight estimate including Chiller, Transformer, and Model SP-1 Sinker EDM

Bids:

Please address any questions to Donna Sampson, 1920 Lee Blvd, North Mankato, MN 56003 and (507) 389-7287 or at donna.sampson@southcentral.edu securely sealed and endorsed upon the outside envelope "bid for ActSpark SP-1 Sinker EDM"

Sealed bids can be mailed to: Donna Sampson
South Central College
1920 Lee Blvd,
North Mankato, MN 56003

Minnesota Department of Commerce Notice of Availability of Contract for an audit of the Telecommunications Access Minnesota Program

The Public Utilities Commission and Minnesota Department of Commerce are requesting proposals from qualified audit consulting firms to conduct an audit of the collections and expenditures of the Telecommunications Access Minnesota Program, to ensure that the program is meeting the requirements of the governing statutes.

Work is proposed to start in February 2015.

A Request for Proposals will be available by email from this office through January 5, 2015.

A written request (by e-mail) is required to receive the Request for Proposals.

The Request for Proposals can be obtained from:

Rochelle Garrow
Telecommunication Access Minnesota
Minnesota Department of Commerce
E-mail: rochelle.garrow@state.mn.us

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above not later than Monday, January 12, 2015, at 4:00 p.m., Central Time. **Late proposals will NOT be considered.** Proposals submitted by fax or e-mail 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.

Explore Minnesota Tourism Notice of Availability of Contract for 2016 Minnesota Travel Guide

Explore Minnesota Tourism, the state agency responsible for marketing and promoting Minnesota's travel opportunities to potential travel consumers, is requesting proposals for the purpose of producing, printing and distributing the 2016 Minnesota Travel Guide. The selected firm will be responsible for laying out all editorial content, advertising and lodging listings, as well as supervising and implementing printing services, and providing some distribution of the guide.

Work is proposed to start after May 1, 2015.

The request for proposal consists of an initial submission of a written/technical proposal including a proposed approach to the project, anticipated timeline, past work samples and portfolio, a cost/fee structure proposal and several state required documents.

All responses to this RFP (termed an "Event" within SWIFT) must be submitted through the State of Minnesota SWIFT Supplier Portal using the Supplier portal (<http://supplier.swift.state.mn.us/>). Training and documentation on how to submit your response is available through the Supplier portal link above. *Note:* All respondents must be registered in advance to submit proposals in SWIFT.

All responses to this RFP must be submitted and received in SWIFT no later than the Event End Date and time as set forth in the SWIFT Event Details applicable to this RFP.

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

Minnesota State 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

State Contracts

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/vendors.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:

Jason LaFrenz, Marketing Director
Minnesota State Lottery
2645 Long Lake Road
Roseville, MN 55113
Telephone: (651) 635-8230
Toll-free: 1-888-568-8379 ext. 230
Fax: (651) 297-7496
TTY: (651) 635-8268
E-mail: jasonla@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.

Minnesota Management & Budget (MMB) Notice of a Request for Proposal for Municipal Advisory Services for Various Debt Programs Issued by the State of Minnesota

The Minnesota Department of Management and Budget (MMB) is responsible for managing the issuance of debt of the state of Minnesota, including general obligation, appropriation and selected revenue bonds, as well as certain lease programs. The purpose of this procurement is to select two or more municipal advisors to assist MMB in carrying out these duties and to provide advisory services on a broad range of issues in the area of public finance.

A complete Request for Proposal is available on our website at:

<http://www.mn.gov/mmb/treasury-bonding/bonding/RFP-MA-Services/index.jsp>

Please cut and paste the link if you cannot access it or you may email Kristin Hanson at kristin.hanson@state.mn.us to request a copy.

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

Deadline for submission of the RFP Response is no later than **2:00 PM, CT Tuesday, December 23, 2014.**

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 Management & Budget Department (MMB) Notice of Request for Proposals for State Administered Private Sector Employee Retirement Savings Study

Minnesota Management & Budget is requesting proposals from qualified responders for the production of a study on the potential for a state-administered retirement savings plan to serve private sector employees without access to either an automatic enrollment payroll deduction IRA maintained or offered by their employer, or a multiemployer retirement plan or qualifying retirement plan or arrangement described in sections 414(f) and 219(g)(5), respectively, of the Internal Revenue Code of 1986, as amended through April 14, 2011. Qualified Responders must have at least ten years of experience providing consulting services to large retirement plans (a minimum of 25,000 employees).

A complete Request for Proposal is available by e-mailing: *Lorna.Smith@state.mn.us*.

Submit proposals in response to this advertisement to:

Lorna K. Smith
Minnesota Management & Budget
400 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Proposals must be received no later than Monday, January 5, 2015 4:00 p.m. C.T. Late or faxed proposals will **NOT** be considered.

No other person is authorized to discuss this project with potential responders before the submittal of the RFP response.

This request does not obligate the State to complete a negotiated contract as 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 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 Kelly Arneson 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.

State Contracts

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 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:

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

Minnesota 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

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 Public 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.

Besides the following listing, readers are advised to check: <http://www.mmd.admin.state.mn.us/solicitations.htm> as well as the Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>.

Metropolitan Airports Commission (MAC) Minneapolis-Saint Paul International Airport Notice of Call for Bids for Emergency Power Upgrades 2015 (P6)

MAC Contract No.: 106-2-733
Bids Close At: 2:00 p.m., December 16, 2014

Notice to Contractors: Sealed Bid Proposals for the project listed above will be received by the MAC, a public corporation, at the office thereof located at 6040 - 28th Avenue South, Minneapolis, Minnesota 55450, until the date and hour indicated. The work includes installing close transition/isolation bypass transfer switches and distribution boards for emergency power distribution in the F Concourse to aid in the separation of emergency (life safety) and optional critical loads.

Targeted Group Businesses (TGB): The goal of the MAC for the utilization of TGB on this project is 6%.

Bid Security: Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

Availability of Bidding Documents: Bidding documents are on file for inspection at the office of Alliance, at the Minnesota Builders Exchange; McGraw Hill Construction; and NAMC-UM Plan Room. Bidders desiring bidding documents may secure a complete set from Franz Reprographics; 2781 Freeway Boulevard, Suite 100; Brooklyn Center, MN 55430; phone: (763) 503-3401; fax: (763) 503-3409. Make checks payable to: Alliance. Deposit per set (refundable): \$150. Requests for mailing sets will be invoiced for mailing charges. Deposit will be refunded upon return of bidding documents in good condition within 10 days of opening of bids.

MAC Internet Access of Additional Information: A comprehensive Notice of Call for Bids for this project will be available on November 24, 2014, at MAC's web address of <http://www.metroairports.org/Airport-Authority/Business-Opportunities/Solicitations.aspx> (construction bids.)

University of Minnesota (U of M) Minnesota Regenerative Medicine Notice of Opportunities for Contracts to Organize Informational Meetings

In May 2014, the MN State Legislature voted \$4.35 million annually to fund research, education, outreach, patient care, and biotechnology/biobusiness development in regenerative medicine, a new and growing field that focuses on replacing, engineering, or regenerating damaged or missing cells, tissues, or organs to restore or establish normal function.

Opportunities for contracts to organize informational meetings around the state, and to develop and maintain a website are available. Bids are due by 11:59 PM on December 31, 2014. Contract awards will be announced on February 23, 2015.

Information and application materials about the contract and grant opportunities are available at: <http://z.umn.edu/mnregenmed>

Please send questions and completed applications to: MNRegenMed@gmail.com



Several convenient ways to order:

- ♦ **Retail store** Open 8 a.m. - 5 p.m. Monday - Friday, 660 Olive Street, St. Paul
- ♦ **Phone** (credit cards): 8 a.m. - 5 p.m. Monday - Friday, 651.297.3000 (Twin Cities) or 1.800.657.3757 (nationwide toll-free)
- ♦ **On-line orders:** www.minnesotasbookstore.com
- ♦ **Minnesota Relay Service:** 8 a.m. - 5 p.m. Monday - Friday, 1.800.627.3529 (nationwide toll-free)
- ♦ **Fax** (credit cards): 651.215.5733 (fax line available 24 hours/day)
- ♦ **Mail orders:** Orders can be sent to Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155

PREPAYMENT REQUIRED. Prices and availability subject to change.

Fax and phone orders: Credit card purchases **ONLY** (American Express/Discover/MasterCard/VISA). Please allow 1-2 weeks for delivery. **Mail orders:** Complete order blank and send to address above. Enclose check or include credit card information. Please allow 4-6 weeks for delivery. Please make checks payable to "Minnesota's Bookstore." A \$20.00 fee will be charged for returned checks.

Stock No.	Title	Quantity	Unit Price	Total

Send my order to:

Company _____

Name _____

Street Address (Not deliverable to P.O. boxes) _____

City () State Zip

Daytime phone (In case we have a question about your order) _____

Credit card number: _____

Expiration date: _____ Signature: _____

Shipping Charges

<i>If Product</i>	<i>Please</i>
<i>Subtotal is:</i>	<i>Add:</i>
Up to \$15.00	\$ 5.00
\$15.01-\$25.00	\$ 6.00
\$25.01-\$50.00	\$ 9.00
\$50.01-\$100.00	\$ 14.00
\$100.01-\$1,000	\$ 17.00*
*\$17 to an address in MN, WI, SD, ND, IA. If delivered to an address in other states, Canada or internationally, we will contact you if there are additional charges.	
More than \$1,000	Call

Product Subtotal _____

Shipping _____

Subtotal _____

Sales tax _____

(6.875% sales tax if shipped to MN address, 7.625% if shipped to St. Paul address. 7.125% MN transit tax or other local sales tax if applicable)

TOTAL _____

If tax exempt, please provide ES number or completed exemption form.
ES# _____