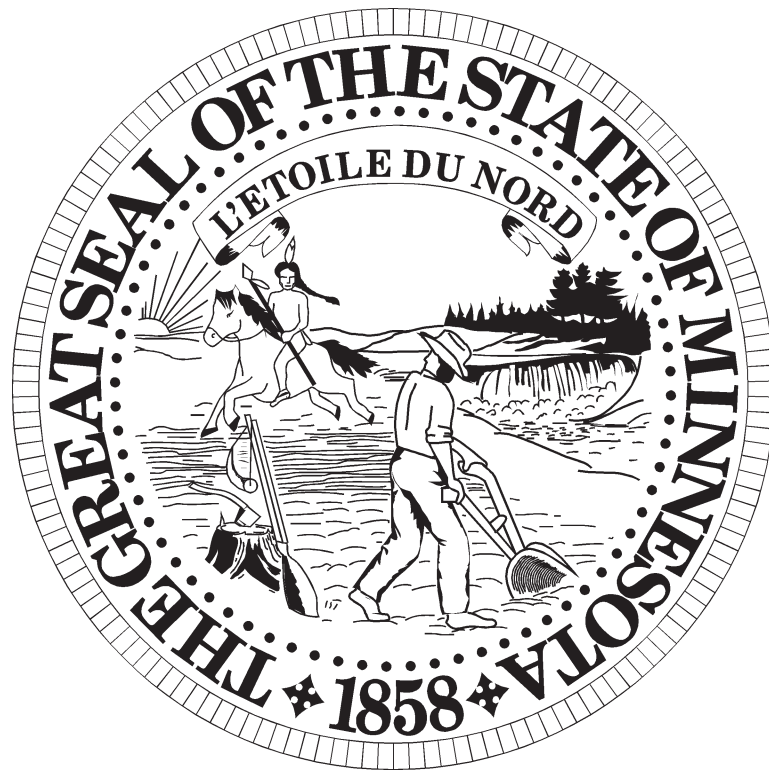


Minnesota State Register

(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**Proposed, Adopted, Emergency, Expedited, Withdrawn, Vetoed Rules;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 2 February 2015
Volume 39, Number 31
Pages 1141 - 1162**

Minnesota State Register

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

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- Withdrawn Rules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)
# 32	Monday 9 February	Noon Tuesday 3 February	Noon Thursday 29 January
# 33	TUESDAY 16 February	Noon Tuesday 10 February	Noon Thursday 5 February
# 34	Monday 23 February	Noon Tuesday 17 February	Noon Thursday 12 February
# 35	Monday 2 March	Noon Tuesday 24 February	Noon Thursday 19 February

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Website: www.senate.mn

House Public Information Services (651) 296-2146
State Office Building, Room 175,
100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155
Website: www.house.leg.state.mn.us/hinfo/hinfo.htm

Minnesota State Court System

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

Federal Register

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U.S. Government Printing Office – Fax: (202) 512-1262
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For additional grants go to the Office of Grants Management (OGM) at:
<http://www.grants.state.mn.us/public/>

Revisor of Statutes - *RULES STATUS:*
https://www.revisor.mn.gov/rules/rule_search.php

Statewide Integrated Financial Tools (SWIFT) Supplier Portal:
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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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Executive Orders

The governor has the authority to issue written statements or orders, called Executive Orders, as well as Emergency Executive Orders. The governor's authority is specified in the *Constitution of the State of Minnesota*, Article V, and in *Minnesota Statutes* § 4.035. Emergency Executive Orders, for protection from an imminent threat to health and safety, become effective immediately, are filed with the secretary of state, and published in the *State Register* as soon as possible after they are issued. Other Executive Orders become effective 15 days after publication in the *State Register* and filing with the secretary of state. Unless otherwise specified, an executive order expires 90 days after the date the governor who issued the order vacates office.

Office of the Governor

Executive Order 15-03: Supporting Freedom of Choice and Opportunity to Live, Work, and Participate in the Most Inclusive Setting for Individuals with Disabilities through the Implementation of Minnesota's Olmstead Plan; Rescinding Executive Order 13-01

I, MARK DAYTON, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the power invested in me by the Constitution and applicable statutes, do hereby issue this Executive Order:

WHEREAS, the State of Minnesota is committed to ensuring that inclusive, community-based services are available to individuals with disabilities of all ages;

WHEREAS, the State of Minnesota recognizes that such services advance the best interests of all Minnesotans by fostering independence, freedom of choice, productivity, and participation in community life of Minnesotans with disabilities;

WHEREAS, the unnecessary and unjustified segregation of individuals with disabilities through institutionalization is a form of disability-based discrimination prohibited by Title II of the American with Disabilities Act of 1990 (the ADA), 42 U.S.C. §§ 12101 *et seq.*, which requires that states and localities administer their programs, services, and activities, in the most integrated setting appropriate to meet the needs of individuals with disabilities;

WHEREAS, in *Olmstead v. L.C.*, 527 U.S. 581 (1999), the United States Supreme Court interpreted Title II of the ADA to require states to place individuals with disabilities in community settings, rather than institutions, whenever treatment professionals determine that such placement is appropriate, the affected persons do not oppose such placement, and the state can reasonably accommodate the placement, taking into account the resources available to the state and the needs of others with disabilities;

WHEREAS, barriers to affording opportunities within the most integrated setting to persons with disabilities still exist in Minnesota;

WHEREAS, the Olmstead Sub-Cabinet was created in Executive Order 13-01 to develop and implement a comprehensive Minnesota Olmstead Plan, which received provisional approval from the Court on January 9th, 2015;

WHEREAS, the Olmstead Implementation Office (OIO) was created as part of the Minnesota Olmstead Plan, to extend authority of the Sub-Cabinet to facilitate the implementation of the Plan, and is integral to the success of realizing the vision of *Olmstead*; and

WHEREAS, the work of the Olmstead Sub-Cabinet is ongoing, and further authority is needed by the Sub-Cabinet to effectively implement the Minnesota Olmstead Plan to ensure that all Minnesotans have the opportunity, both now and in the future, to live close to their families and friends, to live more independently, to engage in productive employment, and to participate in community life.

NOW, THEREFORE, I hereby order that:

1. A Sub-Cabinet, appointed by the Governor, consisting of the Commissioner, or Commissioner's designees, of the following State agencies, shall implement Minnesota's Olmstead Plan:
 - a) Department of Human Services;
 - b) Minnesota Housing Finance Agency;

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- c) Department of Employment and Economic Development;
- d) Department of Transportation;
- e) Department of Corrections;
- f) Department of Health;
- g) Department of Human Rights; and
- h) Department of Education.

The Governor shall designate one of the members of the Sub-Cabinet to serve as chair.

The Ombudsman for the State of Minnesota Office of the Ombudsman for Mental Health and Developmental Disabilities and the Executive Director of the Minnesota Governor's Council on Developmental Disabilities shall be *ex officio* members of the Sub-Cabinet.

The Sub-Cabinet shall allocate such resources as are reasonably necessary, including retention of expert consultant(s), and consult with other entities and State agencies, when appropriate, to carry out its work.

2. The duties of the Sub-Cabinet are:
 - a. Provide oversight for and monitor the implementation and modification of the Olmstead Plan, and the impact of the Plan on the lives of people with disabilities.
 - b. To provide ongoing recommendations for further modification of the Olmstead Plan.
 - c. Ensure interagency coordination of the Olmstead Plan implementation and modification process.
 - d. Convene periodic public meetings to engage the public regarding Olmstead Plan implementation and modification.
 - e. Engage persons with disabilities and other interested parties in Olmstead Plan implementation and modification and develop tools to keep these individuals aware of the progress on the Plan.
 - f. Develop a quality improvement plan that details methods the Sub-Cabinet must use to conduct ongoing quality of life measurement and needs assessments and implement quality improvement structures.
 - g. Establish a process to review existing state policies, procedures, laws and funding, and any proposed legislation, to ensure compliance with the Olmstead Plan, and advise state agencies, the legislature, and the Governor's Office on the policy's effect on the plan.
 - h. Establish a process to more efficiently and effectively respond to reports from the Court and the Court Monitor.
 - i. Convene, as appropriate, workgroups consisting of consumers, families of consumers, advocacy organizations, service providers, and/or governmental entities of all levels that are both members, and non-members, of the Sub-Cabinet.
3. The Sub-Cabinet shall appoint an Executive Director of the Olmstead Implementation Office (OIO), who will report to the Chair of the Sub-Cabinet. The OIO shall carry out the responsibilities assigned to the Sub-Cabinet, as directed by the Chair of the Sub-Cabinet.
4. The Sub-Cabinet shall adopt procedures to execute its duties, establish a clear decision making process, and to further define and clarify the role of the OIO. The Chair is responsible for the drafting of these procedures, and will present them for review at the first Sub-Cabinet meeting of 2015 and approval at the second Sub-Cabinet meeting of 2015.

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This Executive Order is effective fifteen days after publication in the *State Register* and filing with the Secretary of State, and shall remain in effect until rescinded by proper authority or until it expires in accordance with *Minnesota Statutes*, section 4.035, subdivision 3.

IN TESTIMONY WHEREOF, I have set my hand on this 28th day of January, 2015.

Signed: **Mark Dayton**
Governor

Filed According to Law:

Signed: **Steve Simon**
Secretary of State

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 Commerce

REQUEST FOR COMMENTS on Possible Rules Governing the Made in Minnesota Program

Subject of Rules. The Minnesota Department of Commerce requests comments on possible rules governing the Made in Minnesota program under *Minnesota Statutes*, sections 216C.411 to 216C.416. The proposed rules are intended to establish and clarify definitions and requirements for application and qualification, for example: setting annual solar photovoltaic incentive amounts, criteria for extension approval, priority criteria for solar thermal rebates, clarification of the certification criteria for a Made in Minnesota module and collector, application and notice of completion documentation, defining what constitutes a single site; and any related changes necessary to accomplish this.

Persons Affected. The rules would likely affect the following persons: solar energy project owners, installers, manufacturers, lenders, and solar energy advocates.

Statutory Authority. *Minnesota Statutes*, sections 216C.02 and 45.023 authorize the Commissioner of Commerce to adopt rules necessary to carry out the commissioner's responsibilities to apply for, receive, and spend money received from federal, municipal, county, regional, and other government agencies and to apply for, accept, and disburse grants and other aids from public and private sources.

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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 Department intends to adopt or to withdraw the rules. The Department will not publish a notice of intent to adopt the rules until more than 60 days have elapsed from the date of this request for comments.

Rules Drafts. The Department has not yet drafted the possible rules.

Agency Contact Person. Written comments or questions, requests to receive a draft of the rules, and requests for more information on these possible rules should be directed to: Susan Bergh, Rules Coordinator, Minnesota Department of Commerce, 85 7th Place East, Suite 500, St. Paul, MN 55101, **phone:** (651) 539-1456, **e-mail:** susan.bergh@state.mn.us. TTY users may contact the Department through the Minnesota Relay Service at 711 or call 1-800-627-3529.

Alternative Format. Upon request, this information can be made available in an alternative format, such as large print, Braille, or audio. 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: 28 January 2015

Mike Rothman, Commissioner
Minnesota Department of Commerce

Minnesota Comprehensive Health Association (MCHA) Notice of Actuarial Committee Meeting on 9 February 2015

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA) Actuarial Committee will be held at 3:30p.m. on Monday, February 9th, 2015.

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 will participate telephonically.

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

Minnesota Department of Health (MDH) Division of Environmental Health REQUEST FOR COMMENTS on Possible Rules Governing Machine-Produced Radiation Therapy, *Minnesota Rules*, Chapter 4733; Revisor's ID Number 03888 and repeal of portions of *Minnesota Rules*, Chapter 4732

Subject of Rules. The Minnesota Department of Health (MDH) requests comments on its possible new rule governing machine-produced radiation therapy. The Department is considering repealing the rule parts encompassing machine-produced radiation therapy that are currently in Ionizing Radiation Rules, Chapter 4732, and establishing an independent machine-produced radiation rule as Chapter 4733 to specifically address this type of radiation therapy.

MDH adopted Chapter 4732, rules that govern ionizing radiation sources other than radioactive materials, which included machine-

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produced radiation therapy, on November 5, 2007. This chapter includes rules for machine-produced radiation therapy equipment; however, the proposed rules would remove the radiation therapy parts from the current chapter, correct and clarify the rules, and expand them to address newer technologies. Establishing the machine-produced radiation therapy in a separate rule will make it easier for all to understand and easier for the regulated community to comply.

Persons Affected. The proposed Chapter 4733 would apply to all persons who own, possess, or use machine-produced radiation therapy equipment. The purpose of Chapter 4733 is to protect the registrant, patient and the general public from unwanted or unsafe exposures to radiation from machine-produced radiation therapy equipment. These proposed rules would likely affect registrants currently regulated by the state under Chapter 4732; individuals serving as radiation safety officers; qualified medical physicists in the subfield of therapeutic radiation; radiation oncologists; patients; and the general public within the State of Minnesota.

Statutory Authority. *Minnesota Statutes*, sections 144.12, subdivision 1, item (14), authorize the Department to adopt rules that allow the state to regulate sources of radiation.

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 Department intends to adopt or to withdraw the rules. The Department will not publish a notice of intent to adopt the rules until more than 60 days have elapsed from the date of this request for comments.

Rules Drafts. The Department anticipates that it will make a draft of the rule amendments available on its website at <http://www.health.state.mn.us/xray> before the publication of the proposed 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: Sherrie Flaherty at Minnesota Department of Health, P.O. Box 64975, St. Paul, MN, 55164-0975, **Phone:** (651) 201-4522, and **E-mail:** sherrie.flaherty@state.mn.us.

Alternative Format. Upon request, this information can be made available in an alternative format, such as large print, braille, or audio. 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: 15 January 2015

Tom Hogan, Director
Division of Environmental Health

Minnesota Higher Education Facilities Authority (MHEFA) Notice of Public Hearing on Revenue Obligations on Behalf of Augsburg College

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Minnesota Higher Education Facilities Authority (the "Authority") with respect to a proposal to issue revenue bonds or other obligations on behalf of Augsburg College (the "College"), as owner and operator of Augsburg College, at the Authority's office at 380 Jackson Street, Suite 450, St. Paul, Minnesota on February 18, 2015 at 2:00 p.m. Under the proposal, the Authority would issue its revenue bonds or other obligations in an original principal amount of up to approximately \$14,500,000 to finance a project (the "Project") consisting of the refunding of the Authority's outstanding Revenue Bonds, Series Six-J1 (Augsburg College), dated July 1, 2006, which were issued in the original principal amount of \$15,655,000 (the "Series Six-J1 Bonds").

The Series Six-J1 Bonds were issued to provide funds to finance the construction and equipping of the Oren Gateway Center, a 118,000 square foot four-story, mixed-use building consisting of student housing, administrative and classroom areas, meeting and event space, an art gallery, and retail space, along with heated underground parking, located on the College's campus at Riverside Avenue between 21st and 22nd Streets, Minneapolis, Minnesota, and owned and operated by the College.

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At said time and place the Authority shall give all parties who appear or have submitted written comments an opportunity to express their views with respect to the proposal to undertake and finance the Project.

Dated: 2 February 2015

By Order of the Minnesota
Higher Education Facilities Authority
Marianne Remedios, Executive Director

Minnesota Management and Budget (MMB) State Employee Group Insurance Program (SEGIP) Notice of Intent to Utilize a Single Source

The State Employee Group Insurance Program (SEGIP) of Minnesota Management and Budget (MMB) is issuing notice of its intent to utilize single source authority for the acquisition of services to administer its dental plans for state employees. This notice is to provide an opportunity for other entities, which may have the capacity and availability to perform these services, to make this known to SEGIP.

SEGIP serves approximately 52,000 employees and 67,000 dependents in all three branches of state government, including the Minnesota State College and University System (MnSCU) and various quasi-governmental bodies. Ten unions represent approximately 90 percent of the State's employees while the remaining employees are covered by compensation plans written by the MMB commissioner. Employee benefits are collectively bargained every two years. The state bargains these benefits with the Joint Labor Management Committee (JLMC) on Health Plans. All labor union agreements and compensation plans include the same health and dental insurance programs.

Currently the State contracts with Delta Dental of Minnesota and with HealthPartners Administrators for the administration of its two dental plans for state employees. The State believes that these entities are uniquely qualified to fulfill this obligation on a continuing basis based on a variety of demonstrable factors such as:

- Ability of these two administrators to provide a network of dental providers available to employees which meets the necessary geographic access needs of members throughout the State of Minnesota. These providers include but are not limited to:
 - o General dentists
 - o Periodontists
 - o Prosthodontists
 - o Endodontists
 - o Orthodontists
 - o Oral surgeons

Rationale: To the extent they are applicable to dental care, the Minnesota Department of Health (MDH) service area requirements for Health Maintenance Organizations are used as a minimum standard of access. Additional criteria are applied, most arising from the collective bargaining process.

The basic standard of access is measured by the travel necessary for program participants to obtain medical services. The basic minimum standard of access is primary care within the lesser of 30 miles or 30 minutes travel, and specialty care within the lesser of 60 miles or 60 minutes travel. This 30/60 travel standard is a general rule and other factors affect how it is applied. Where the 30/60 rule cannot be met because the necessary provider does not exist within that measure, appropriate access will be measured by reasonable travel under the circumstances. The greater the concentration of both providers and participants, the more likely that the 30/60 travel rule will be adequate.

For specialty care, the more frequently a service is used the higher the standard for access within a reasonable travel time or distance. For example, in many areas of the State a 60 minute travel time to an orthodontist would not be considered appropriate access.

- Ability of these two administrators to include in their networks providers who are participating in strategic partnerships with SEGIP.

- Ability of these two administrators to provide a dental provider network that is in compliance with *Minnesota Statute*, 256B.0644, commonly known as “Rule 101” which requires dentists, and other vendors of health care, to provide services to recipients of the Minnesota Department of Human Services (DHS) health care programs (medical assistance, general assistance, general assistance medical care and MinnesotaCare) in order to participate in other specified state health insurance plans. To be considered compliant, providers must either accept new patients covered under DHS health care programs or MinnesotaCare patients must constitute at least 10 percent of their patients.

The State requires all administrators to monitor their provider networks for compliance with Rule 101, and exclude from its SEGIP specific network all providers not in compliance. To facilitate compliance with this requirement, the State distributes to each administrator, on a quarterly basis, copies of the files produced and distributed by the Minnesota Department of Human Services listing Rule 101 compliant providers. Providers not included on this list must be excluded from networks made available to SEGIP unless said providers qualify as compliant under other provisions specified by Minnesota Rules.

- Ability of these two administrators to provide claims processing administration and subscriber services (e.g., benefits services, open enrollment) for the entire state employee population.
- Ability of these two administrators to contract with the State on a self-insured basis. Such a contract includes provisions governing
 - o Performance goals – incentive and forfeiture provisions
 - o Financial terms including reconciliation and settlement
 - o Dispute resolution
 - o Intellectual property rights
 - o Confidentiality
- Ability of these two administrators to provide the State with accurate and timely reporting on the activities of the plan.
- Ability of these two administrators to offer state-specific networks; the State manages the fee reimbursement increases on an annual basis.

This Notice of Intent is not a Solicitation or Request for Proposal. This Notice of Intent is for information purposes only, therefore, no solicitation will result from this announcement. All sources eligible to provide these services must respond in writing, and the response must be supported by clear and convincing evidence of ability to provide the services outlined above. A request for documentation will not be considered an affirmative response. If no responses are received within 15 days after publication of this notice, to the effect that comparable services are available, then a single source acquisition process will follow. (Publication date of the Notice is Monday, February 2, 2015.)

Response to this Notice is to be sent by **e-mail** only to: mary.regnier@state.mn.us.

MNsure (Minnesota’s Health Insurance Marketplace) Notice: Navigator Payment Rates

Organizations serving as MNsure Navigators and/or In Person Assisters contract with MNsure through a *solicitation process*. If organizations responding to MNsure solicitation meet the requirements outlined in the solicitation, MNsure will contract with those organizations before providing training and certification to individual MNsure Navigators associated with the organization.

During MNsure’s second and third open enrollment periods—from October 1, 2014 through June 30, 2016—the following compensation rates will apply:

- Per enrollment payment of \$25 per individual enrolled in Medical Assistance by a Navigator
- Per enrollment payment of \$70 per individual enrolled in MinnesotaCare by a Navigator
- Per enrollment payment of \$70 per individual enrolled in a Qualified Health Plan (QHP) by an In Person Assister

Official Notices

Organizations are permitted by MNSure to serve as both a Navigator and In Person Assister.

Agency contact person. The MNSure contact person is David Van Sant. Questions should be e-mailed to david.vansant@state.mn.us.

Minnesota Department of Transportation (Mn/DOT) Notice to Bidders: Suspensions/Debarments as of January 12, 2015

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

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

NOTICE IS HEREBY GIVEN that MnDOT has ordered that the following vendors be debarred for a period of three (3) years, effective January 12, 2015 until January 12, 2018:

- Marlin Dahl, Granada, MN
- Dahl Trucking, Elmore, MN
- Elmore Truck and Trailer, Inc., Elmore, 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 Human Services (DHS)

Children's Mental Health Division

Addendum to Request for Proposals to Provide Culturally and Developmentally Appropriate Mental Health Services to Young Children Ages Birth to Five and Their Families Who Are Uninsured and Underinsured

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services through its Children's Mental Health Division has published an Addendum to its Request for Proposal to **Provide Culturally and Developmentally Appropriate Mental Health Services to Young Children Ages Birth to Five and Their Families who are Uninsured and Underinsured** that was published in the January 26, 2015 State Register. In the Addendum, the bidders' conference date was misprinted in the original RFP. The date of the bidders' conference is Friday, February 27, 2015.

To request a full text of the RFP Addendum please contact:

Catherine L. Wright
Department of Human Services
Children's Mental Health Division
P.O. Box 64985
St. Paul, MN 551640985
Phone: (651)431-2336
Fax: (651) 431-7559
E-mail: Catherine.wright@state.mn.us

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

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

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.

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 State Colleges and Universities (MnSCU) / State Department of Administration (Admin) State Designer Selection Board Project No. 15-02 Notice of Availability of Request for Proposal (RFP) for Designer Selection for Bemidji State University, Academic Learning Center and Campus Renovation

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of St. Cloud State University, through the State Designer Selection Board, 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 15-02).

Any questions should be directed by email only, to Bill Maki at wmaki@bemidjistate.edu. Project questions will be taken by this individual only. Questions regarding this RFP must be received by **Tuesday, February 17, 2015** no later than **4:00 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, February 23, 2015**. Late responses will not be considered.

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

Minnesota State Colleges and Universities (MnSCU) Metropolitan State University Request for Proposal (RFP): Compelling Advertising Campaigns and Execution

Metropolitan State University (hereinafter referred to as the "University" or "Metropolitan State") is requesting proposals (RFP) from a full-service advertising agency to create compelling advertising concepts including copy and design on demand — to build brand, advance the university, and to generate enrollment. Expertise should also include the capability to prepare camera-ready artwork for production.

To receive a complete copy of the proposal request/specifications, or for questions about the RFP, please contact Poh Lin Khoo, Director of Marketing and Communications, PohLin.Khoo@Metrostate.edu

Submit five copies of your proposal, unbound and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

Mail or deliver sealed proposals to:

Metropolitan State University
Office of Financial Management
Attn: Aksana Belik
700 East Seventh Street - Founders Hall 329
St. Paul, MN 55106

Please reference division and RFP name on the outside of the sealed proposal delivery: University Advancement and Communications
Request for Proposals: Compelling Advertising Campaigns and Execution

PROPOSAL CLOSE DATE IS FRIDAY, February 6, 2015 – 2:00 PM CDT. Sealed proposals received after this date and time will be returned to the responder unopened. Fax and e-mail responses will not be considered.

Minnesota State Colleges and Universities (MnSCU) Rochester Community and Technical College Notice of Request for Proposal for RCTC Student Life and Athletic Department Apparel

NOTICE IS HEREBY GIVEN that Rochester Community and Technical College Request for Proposal (RFP) for Student Life and Athletic Department Apparel & Uniform Supplier.

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

Proposals are due back by Monday, February 23rd, 2015 4:00 p.m. and are to be addressed to June Meitzner, Rochester Community and Technical College 851 - 30th Avenue S.E. Rochester, MN 55904.

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

Please see the RFP for instructions on how to submit questions.

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

Minnesota State Colleges and Universities (MnSCU) Notice of Availability of Request for Proposal (RFP) for Roofing Consultant for System Wide Roof Management Program

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of the System Office, is soliciting proposals from interested, qualified consultants to provide annual roof surveys for the MnSCU Roof Management System for 2015, with option for renewal of contract for four additional years. Reports and surveys will be through a web based Roofing Project Management web site and will cover both academic and revenue buildings at 54 campus locations throughout the state.

A full Request for Proposals is available on the Minnesota State Colleges Universities website:

<http://www.finance.mnscu.edu/facilities/index.html> , click on “Announcements”.

Proposals must be delivered to James P. Morgan, Program Manager, 30 - 7th Street East, Suite 350, St. Paul, MN 55101-7804, not later than **2:00 PM, Monday, February 23, 2015**. Late responses will NOT be considered.

State Contracts

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

Minnesota State Colleges and Universities (MnSCU) System Office Notice of Request for Proposal (RFP) for ERP Assessment and Business Case Development - March 2016

The purpose of this RFP is for MnSCU to solicit proposals for a team who will be responsible for working with stakeholders and users of MnSCU's enterprise resource planning (ERP) tool known as Integrated Statewide Record System (ISRS) to complete the following:

- Perform a needs/gap analysis of ISRS and solicit and document future state business requirements from users throughout the MnSCU system. Specifically, this will be done by creating a survey instrument and most importantly, conducting 30 (thirty) day long listening sessions across our campuses to gather the above information from faculty, staff and students.
- Document product comparison for a minimum of 3 (three) available ERP / Commercial off the Shelf (COTS) products and ISRS.
- Document peer benchmarks of up to 4 (four) peers and MnSCU.
- Document a business case for future scenarios of ISRS, content to include:
 - o ISRS background
 - o Financials
 - o Peer benchmarking
 - o Gap assessment
 - o ERP / COTS comparison
 - o Scenarios for achieving future state and associated funding requirements

MnSCU intends to enter into a one year contract through March 2016, with the selected vendor.

To request a copy of the RFP please contact Dan Duffy at MnSCU State Office: dan.duffy@so.mnscu.edu

All proposals must be received **no later than Tuesday, February 19, 2015 at 9:00 A.M. CT** at Minnesota State Colleges and Universities, System Office, 30 - 7th Street East, Suite 350, Receptionist Desk, St. Paul, MN 55101 (Attn: Dan Duffy)

Minnesota Department of Employment and Economic Development (DEED) Notice of Availability of Contract for the Substantial Gainful Activity (SGA) Project for Burnsville and Mankato

The Minnesota Department of Employment and Economic Development (DEED) is requesting proposals for up to two people to serve as Vocational Rehabilitation Job Placement Coordinators to assess consumer skills, labor market conditions and employment opportunities to place SSDI beneficiaries in employment above SGA. The positions will be located in the following Vocational Rehabilitation offices: Burnsville and Mankato.

Work is proposed to start on May 18, 2015.

A Request for Proposals is available from the DEED website at: <http://mn.gov/deed/about/contracts> or by e-mailing

Chris.mcvey@state.mn.us . Type "RFP Request" in the e-mail subject line.

Proposals submitted in response to the Request for Proposals in this advertisement must be e-mailed to *Chris.mcvey@state.mn.us* no later than 4:00 p.m. on February 23, 2015. **Late proposals will not be considered.** Fax or print copies will **not** be considered.

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

Minnesota Department of Employment and Economic Development (DEED)

Notice of Availability of Contract for the Substantial Gainful Activity (SGA) Project for Mankato, Marshall, Burnsville, Woodbury, North Minneapolis, Blaine, Duluth and Crookston

The Minnesota Department of Employment and Economic Development (DEED) is requesting proposals for up to eight certified/provisionally certified community work incentive coordinators to provide financial and benefits planning services in the following Vocational Rehabilitation offices: Mankato, Marshall, Burnsville, Woodbury, North Minneapolis, Blaine, Duluth and Crookston.

Work is proposed to start on May 18, 2015.

A Request for Proposals is available from the DEED website at: <http://mn.gov/deed/about/contracts> or by e-mailing *Chris.mcvey@state.mn.us* . Type "RFP Request" in the e-mail subject line.

Proposals submitted in response to the Request for Proposals in this advertisement must be e-mailed to *Chris.mcvey@state.mn.us* no later than 4:00 p.m. on February 23, 2015. **Late proposals will not be considered.** Fax or print copies 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) and the Oversight Board of the Statewide Survey of Historical and Archaeological Sites

Request for Proposals for Assembling a Handbook of Minnesota Prehistoric Stone Tools

Overview

The Minnesota Historical Society (Society) and the Oversight Board of the *Statewide Survey of Historical and Archaeological Sites* (Board) seek a qualified consultant to assist with assembling a Handbook of Minnesota Prehistoric Stone Tools. The purpose of the project is to compile a comprehensive, well-illustrated overview of prehistoric stone tools found in Minnesota that can easily be edited for publication. The project cost as bid may not exceed \$75,000.

The Request for Proposals is available by emailing Mary Green Toussaint, Acting Contracting Officer, at mary.green-toussaint@mnhs.org.

Submission of Proposals

Four (4) hard copies of a proposal must be received by Mary Green Toussaint, Acting Contracting Officer, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102-1906, or by a staff member at the first floor reception desk no later than **2:00 p.m. Local Time, Thursday, February 26, 2015.** **Late proposals will not be considered.**

State Contracts

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:

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 Racing Commission (MRC) Notice of Contractual Position for Commission Steward

NOTICE IS HEREBY GIVEN that the Minnesota Racing Commission (MRC) is accepting proposals for the contractual position of Commission Steward for the thoroughbred/quarterhorse live race meet to be held May 15, 2015 through September 12, 2015 at Canterbury Park in Shakopee, MN.

The approximate term of contract would be from April 15, 2015 through September 19, 2015, with the option to extend an additional four years in increments determined by the State.

Contact the Minnesota Racing Commission at (952) 496-7950 or pam.webber@state.mn.us to receive a copy of the Request for Proposal that provides requirements and instructions for submission of proposal.

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 3:30 pm CST, Tuesday, February 24, 2015. **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.

Teachers Retirement Association Request for Proposal for Disability Claims Review

The Teachers Retirement Association (TRA) is requesting applications from a vendor to provide qualified physicians to review medical reports and to determine whether Teacher's Retirement Association members are totally and permanently disabled and qualify for disability benefits under TRA law.

The contractor must be able to review disability claims accurately applying all regulations and clinical considerations to complete reviews in a timely manner and fill the role of TRA's medical advisor.

Detailed requirements for responding to this Request for Proposal (RFP) are posted on the TRA web site (www.minnesotatra.org) or may be requested by writing by email or letter:

Tim Maurer, Assistant Executive Director-Operations
Minnesota Teachers Retirement Association
60 Empire Drive, Suite 400
Saint Paul, MN 55103-4000
E-mail: tmaurer@minnesotatra.org

The cost of the preparation and presentation associated with the response to this "Request for Proposal" is the responsibility of the responding firm.

All proposals must be received by Monday February 23, 2015 by 2:30 p.m. Central Standard Time by:

Carol Diedrich, Executive Assistant
Minnesota Teachers Retirement Association
60 Empire Drive, Suite 400
Saint Paul, MN 55103-4000

Staff of the Minnesota Teachers Retirement Association will evaluate all proposals received by the deadline. Action on this RFP is expected to be completed by March 2, 2015.

State Contracts

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.

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.

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>

Order Online at: www.minnesotasbookstore.com

Barber Laws & Rules - NEW

Published by the Barber Examiner's Board, 6"x9", saddle stitched, 38-pages, Stock No. 92, \$15.00

Data Practices Laws & Rules - 2014 - REPRINT

published by the Department of Administration, 6" x 9", perfect bound, 199--pages, Stock No. 99, \$21.95 + tax

2015 Base Value Guide - NEW

Published by the Department of Public Safety, 8-1/2" x 11", stapled upper left corner, loose, 3-hole punched, 25-pages, Stock No. 14379, \$ 11.00 + tax

Home & Community-Based Services Standards - 2014 - REPRINT

Published by the Department of Human Services, 6" x 9", perfect bound, 265-pages, Stock No. 750, \$21.95

Gambling Rules - 2014 - reprint

Published by the Gambling Control Board, 8-1/2" x 11", loose, three-hole punch, 169-pages, Stock No, 121, \$16.95 + tax

Motor Vehicle Tax Manual - 2015 - NEW

Published by the Department of Public Safety, 8-1/2" x 11", three-hole punch, looseleaf, 100-pages, Stock No. 415, \$19.95

Lawful Gambling Manual - 2014 - REPRINT

Published by Gambling Control Board, 8.5" x 11", loose, shrink-wrap, 3-hole punch, 304-pages, Stock No. 13964, \$34.95 + tax

Animal Feedlot Rules - 2015 - NEW

Published by the Minnesota Pollution Control Agency, 6" x 9", saddle stitch, 49-pages, Stock No. 122, \$4.00 + tax

Notary Laws - NEW

Published by the Secretary of State, 6"x9", saddle stitched, 22-pages, Stock No. 103, \$11.00 + tax

Pharmacy Laws - NEW

Published by the Pharmacy Board, 6"x9", perfect bound, 160-pages, Stock No. 114, \$18.95+ tax.

Minnesota Food Code (reprint)

Published by the Dept of Health & Dept of Agriculture, 6" x 9", Perfect bound, 162-pages, 1998 (includes 2003 Rule Amendments), Stock No. 143, \$15.95 + tax

Nursing Home & Boarding Care Laws - NEW

Published by the Minnesota Health Department, 6"x 9", perfect bound, pages-184, Stock No. 108, \$20.95 + tax.

Home Care Laws & Rules - new edition

Published by the Minnesota Department of Health, 6"x9", perfect bound, 235-pages, Stock No. 97, \$20.95 + tax.

Minnesota Session Laws

Two volumes (3,193 pages) includes laws passed during the 2013 regular session as well as the 2012 first special session. A set (state copy) is now on display in the store. NO QUANTITY DISCOUNTS. Stock No. 989. Cost: \$52 + tax, includes shipping.

Architects & Engineering Laws & Rules

Published by the Architects & Engineering Board, 6" x 9", Saddle stitched, 61-pages, Stock No. 179, \$14.00 + tax



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.

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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# _____