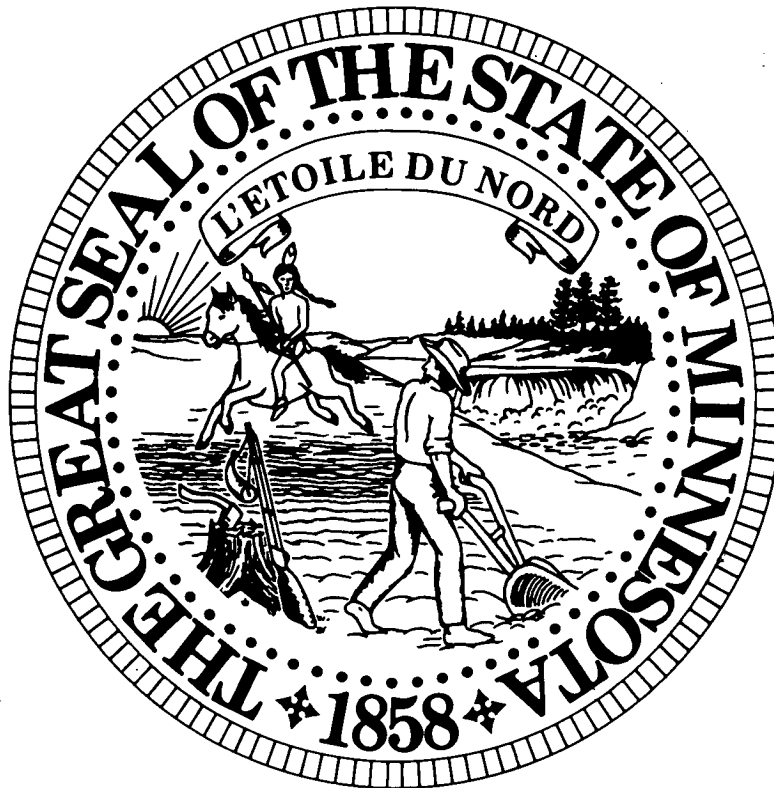


The Minnesota
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Department of Administration—Print Communications Division



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State Register

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

The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, state and non-state contracts, contract awards, grants, a monthly calendar of cases to be heard by the state supreme court, and announcements.

A *Contracts Supplement* is published every Thursday and contains additional state contracts and advertised bids, and the most complete source of state contract awards available in one source.

Printing Schedule and Submission Deadlines

Vol. 17 Issue Number	*Submission deadline for Adopted and Proposed Rules, Commissioners' Orders**	*Submission deadline for Executive Orders, Contracts, and Official Notices**	Issue Date
27	Monday 21 December	Monday 28 December	Monday 4 January 1993
28	Monday 28 December	Monday 4 January	Monday 11 January
29	Monday 4 January	Monday 11 January	Tuesday 19 January
30	Monday 11 January	Friday 15 January	Monday 25 January

*Deadline extensions may be possible at the editor's discretion; however, none will be made beyond the second Wednesday (12 calendar days) preceding the issue date for rules, proposed rules and executive orders, or beyond the Wednesday (5 calendar days) preceding the issue date for official notices. Requests for deadline extensions should be made only in valid emergency situations.

**Notices of public hearings on proposed rules and notices of intent to adopt rules without a public hearing are published in the Proposed Rules section and must be submitted two weeks prior to the issue date.

Instructions for submission of documents may be obtained from the *State Register* editorial offices, 504 Rice Street, St. Paul, Minnesota 55103, (612) 296-0929.

The *State Register* is published every Monday (Tuesday when Monday is a holiday) by the State of Minnesota, Department of Administration, Print Communications Division, 117 University Avenue, St. Paul, Minnesota 55155, pursuant to *Minnesota Statutes* § 14.46. A *State Register Contracts Supplement* is published every Tuesday, Wednesday and Friday. The Monday edition is the vehicle for conveying all information about state agency rulemaking, including official notices; hearing notices; proposed, adopted and emergency rules. It also contains executive orders of the governor; commissioners' orders; state contracts and advertised bids; professional, technical and consulting contracts; non-state public contracts; state grants; decisions of the supreme court; a monthly calendar of scheduled cases before the supreme court; and other announcements. The *State Register Contracts Supplement* contains additional state contracts and advertised bids.

In accordance with expressed legislative intent that the *State Register* be self-supporting, the following subscription rates have been established: the Monday edition costs \$150.00 per year and includes an index issue published in August (single issues are available at the address listed above for \$3.50 per copy); the combined four editions cost \$195.00 (subscriptions are not available for just the *Contracts Supplement*); trial subscriptions are available for \$60.00, includes four editions, last for 13 weeks, and may be converted to a full subscription anytime by making up the price difference. No refunds will be made in the event of subscription cancellation.

Both editions are delivered postpaid to points in the United States, second class postage paid for the Monday edition at St. Paul, MN, first class for the Thursday edition. Publication Number 326630 (ISSN 0146-7751).

Subscribers who do not receive a copy of an issue should notify the *State Register* circulation manager immediately at (612) 296-0931. Copies of back issues may not be available more than two weeks after publication.

Arne H. Carlson, Governor
Dana B. Badgerow, Commissioner
Department of Administration

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FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

SENATE

Briefly-Preview—Senate news and committee calendar; published weekly during legislative sessions.

Perspectives—Publication about the Senate.

Session Review—Summarizes actions of the Minnesota Senate.

Contact: Senate Public Information Office
Room 231 State Capitol, St. Paul, MN 55155
(612) 296-0504

HOUSE

Session Weekly—House committees, committee assignments of individual representatives; news on committee meetings and action. House action and bill introductions

This Week—weekly interim bulletin of the House.

Session Summary—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

Contact: House Information Office
Room 175 State Office Building, St. Paul, MN 55155
(612) 296-2146

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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 75 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. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-657-3757.

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Catching criminals is only one part of law enforcement.

Police Report Writing Style Manual 1989—A common framework for report writing throughout the state. Discusses the general purpose of police reports, reviews field notetaking, offers instructions on completing common report forms, and introduces the Data Practices Law. Code No. 14-13. \$15.00.

Motor Vehicle Traffic Laws 1991—Includes laws governing motor carriers, motor vehicle registration and no-fault auto insurance. Code No. 2-85. \$17.95.

Criminal Code & Selected Statutes 1991—Governs the conduct of peace officers. Includes continuing education requirements, sentencing standards, and more. Code No. 2-68. \$18.95.

Blue Binder—3 ring. 2" capacity. Criminal Code and Motor Vehicle Traffic Laws require 1 binder each. Code No. 10-21. \$4.95.



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Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

Proposed Rules

Pursuant to Minn. Stat. §§ 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted.

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Pursuant to Minn. Stat. §§ 14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

Department of Human Services

Proposed Permanent Rules Relating to Child Protective Services

Department of Human Services

Notice of Hearing and Notice of Intent to Cancel Hearing if Fewer Than Twenty-Five Persons Request a Hearing in Response to Notice of Intent to Adopt Rules Without a Public Hearing

NOTICE IS HEREBY GIVEN that a public hearing on the above-entitled matter will be held at the Minnesota Department of Human Services, 444 Lafayette Road, St. Paul, Minnesota 55155 in Rooms 1A and 1B on February 23, 1993 commencing at 9:00 a.m. and continuing until all interested or affected persons have an opportunity to participate. The proposed rules may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rules, you are urged to participate in the rule hearing process.

PLEASE NOTE, HOWEVER, THAT THE HEARING WILL BE CANCELLED IF FEWER THAN TWENTY-FIVE PERSONS REQUEST A HEARING IN RESPONSE TO THE NOTICE OF INTENT TO ADOPT THESE SAME RULES WITHOUT A PUBLIC HEARING PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT OF HUMAN SERVICES. To verify whether a hearing will be held, please call the Department of Human Services between February 4, 1993 and February 19, 1993 at (612) 297-4302.

Following the agency's presentation at the hearing, all interested or affected persons will have an opportunity to participate. Such persons may present their views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should be pertinent to the matter at hand. Written material not submitted at the time of the hearing which is to be included in the hearing record may be mailed to Jon L. Lunde, Administrative Law Judge, Office of Administrative Hearings, 100 Washington Square #1700, Minneapolis, Minnesota 55401-2138; telephone (612) 341-7645, either before the hearing or within five working days after the public hearing ends. The Administrative Law Judge may at the hearing, order the record be kept open for a longer period not to exceed 20 calendar days. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. The comments received during the comment period shall be available for review at the Office of Administrative Hearings. Following the close of the comment period the agency and all interested persons have five business days to respond in writing to any new information submitted during the comment period. During the five-day period, the agency may indicate in writing whether there are amendments suggested by other persons which the agency is willing to adopt. No additional evidence may be submitted during the five-day period. Any written materials or responses must be received at the office no later than 4:30 p.m. on the final day. The written responses shall be added to the rulemaking record. Upon the close of the record the Administrative Law Judge will write a report as provided for in *Minnesota Statutes*, sections 14.15 and 14.50. The rule hearing is governed by *Minnesota Statutes*, sections 14.14 to 14.20 and by *Minnesota Rules* parts 1400.0200 to 1400.1200. Questions about procedure may be directed to the Administrative Law Judge.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

Minnesota Rules, parts 9560.0210 to 9560.0234 govern the administration and provision of child protective services by local social service agencies. The Department's proposed amendments are detailed in the Notice of Intent to Adopt a Rule Without a Public Hearing and Notice of Intent to Adopt a Rule With a Public Hearing if Twenty-Five or More Persons Request a Hearing.

The agency's authority to adopt the proposed rules is contained in *Minnesota Statutes*, sections 256.01, subdivisions 2 and 12; 256E.05, subdivision 1; 257.175; and 393.07. Adoption of these rules will not result in additional spending by local public bodies in excess of \$100,000 per year for the first two years following adoption under the requirements of *Minnesota Statutes*, section 14.11. A fiscal note prepared according to the requirements of *Minnesota Statutes*, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Stephanie L. Schwartz, Minnesota Department of Human Services, Rules and Bulletins Division, 444 Lafayette Road, St. Paul, Minnesota 55155-3816. The telephone number is (612) 297-4302.

Copies of the proposed rules are now available and at least one free copy may be obtained by writing or telephoning Stephanie L. Schwartz at the address and telephone number listed above. This rule is also available for viewing at each of the county welfare or human service agencies in the State of Minnesota.

Additional copies will be available at the hearing. If you have any questions on the content of the rule contact Susan Stoterau, Minnesota Department of Human Services, Family & Children's Services Division at (612) 296-1496.

NOTICE: Any person may request notification of the date on which the Administrative Law Judge's report will be available, after which date the agency may not take any final action on the rules for a period of five working days. If you desire to be notified, you may so indicate at the hearing. After the hearing, you may request notification by sending a written request to the Administrative Law Judge. Any person may request notification of the date on which the rules were adopted and filed with the secretary of state. The notice must be mailed on the same day as the rules are filed. If you want to be so notified you may so indicate at the hearing or send a request in writing to the agency at any time prior to the filing of the rules with the secretary of state.

NOTICE IS HEREBY GIVEN that a Statement of Need and Reasonableness is now available for review at the agency and at the Office of Administrative Hearings. The Statement of Need and Reasonableness includes a summary of all the evidence and argument which the agency anticipates presenting at the hearing justifying both the need for and reasonableness of the proposed rules. Copies of the Statement of Need and Reasonableness may be reviewed at the agency or the Office of Administrative Hearings and copies may be obtained from the Office of Administrative Hearings at the cost of reproduction.

Lobbyists must register with the State Ethical Practices Board. Questions should be directed to the Ethical Practices Board, 1st Floor, Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155, (612) 296-5148.

Dated: 3 December 1992

Natalie Haas Steffen
Commissioner

Notice of Intent to Adopt a Rule Without a Public Hearing and Notice of Intent to Adopt a Rule With a Public Hearing if Twenty-Five or More Persons Request a Hearing

NOTICE IS HEREBY GIVEN that the State Department of Human Services proposes to adopt the above-entitled rule without a public hearing following the procedures set forth in *Minnesota Statutes*, section 14.22 to 14.28. The specific statutory authority to adopt the rule is *Minnesota Statutes*, sections 256.01, subdivisions 2 and 12, which give the commissioner authority to administer and supervise all child welfare activities, as well as require local agencies to establish local child mortality review panels; 256E.05, subdivision 1, which gives the commissioner supervisory authority over community social services administered by the counties; 257.175, which authorizes the commissioner to promote the enforcement of all laws for the protection of neglected children; and 393.07, which assigns the commissioner supervisory authority over the child public welfare program, including the responsibility to assist in carrying out the child protection responsibilities of the state.

Persons interested in this rule shall have 30 days in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule and comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment, any any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, section 14.131 to 14.20. **PLEASE NOTE THAT IF TWENTY-FIVE OR MORE PERSONS SUBMIT WRITTEN REQUESTS FOR A PUBLIC HEARING WITHIN THE 30-DAY COMMENT PERIOD, A HEARING WILL BE HELD ON FEBRUARY 23, 1993, UNLESS A SUFFICIENT NUMBER WITHDRAW THEIR REQUEST, IN ACCORDANCE WITH THE NOTICE OF PUBLIC HEARING ON THESE SAME RULES PUBLISHED IN THIS STATE REGISTER AND MAILED TO PERSONS REGISTERED WITH THE DEPARTMENT**

OF HUMAN SERVICES. To verify whether a hearing will be held, please call the Department of Human Services between February 4, 1993 and February 19, 1993 at (612) 297-4302.

Persons who wish to submit comments or a written request for a public hearing must submit such comments or requests to:

Stephanie L. Schwartz
Minnesota Department of Human Services
Rules and Bulletins Division
444 Lafayette Road
St. Paul, Minnesota 55155-3816
(612) 297-4302

Comments or requests for a public hearing must be received by the Department by 4:30 p.m. on Wednesday, February 3, 1993.

The proposed rule may be modified if the modifications are supported by data and views submitted to the agency and do not result in a substantial change in the proposed rule as noticed.

A free copy of this rule is available upon request for your review from Stephanie L. Schwartz at the address and telephone number listed above.

A copy of the proposed rule may be viewed at any of the county welfare or human service agencies in the State of Minnesota.

Minnesota Rules, parts 9560.0210 to 9560.0234 govern the administration and provision of child protective services by local social service agencies. Proposed amendments will affect local social service agencies, child care facilities, and families with children. Amendments will: update the definition of "infant medical neglect" to comply with federal regulations; update the definition of "maltreatment" to comply with state law; clarify that if there is no imminent danger, local agencies shall provide child protective services to any child residing in the county alleged to have been maltreated, but if there is imminent danger, the local agency shall provide services to any child alleged to have been maltreated found in the county without regard to legal residence; clarify that local agencies may waive the required notice to minors when interviewing children under ten years of age; require that for reports of maltreatment within the family and within a facility; local agencies shall request law enforcement assistance if a report alleges malicious punishment, or neglect or endangerment of a child under the state's criminal code (in addition to sexual abuse or physical abuse); add language that when children are placed on an emergency basis for alleged maltreatment, local agencies shall review the placements to determine the services necessary to allow the children to return home; add language covering placement preference, requiring local agencies to follow federal and state law when a child is removed from the home or facility, as well as require that local agencies review placements after 30 days and each 30 days thereafter for the first six months; require local agencies to make determinations that maltreatment occurred in the family or facility if the information obtained through assessment leads child protection workers to conclude that it is more likely than not that a child is a victim of maltreatment; require that written protective services plans be prepared within 60 days after assessments are completed; eliminate by one-half the factors of protective services plans in order to reduce paperwork; require child protection workers to work with the family unit, and, if applicable, custodians, guardians ad litem, and tribal representatives (if a tribe has intervened) to formulate protective services plans; delete the requirement that local social service agencies use a risk assessment tool for facility assessments; require case workers and families to meet to jointly assess protective services plans, and allow use of a risk assessment tool; require that within ten working days of the conclusion of local agencies' assessments or investigations, they shall notify parents and guardians, the alleged offender, and the director of the facility; eliminate the requirement for two case plans for child protection cases if children are in substitute care; require that when children are in substitute care, child protective workers monitor services in accordance with the Department's substitute care rule; add the option of disclosing report records to family court services agencies; require local agencies to follow the procedures in rule governing the family unit if reports of maltreatment allege maltreatment of children of facility license holders during non-business hours, and require local agencies to follow the procedures in rule governing facilities if reports of maltreatment allege maltreatment of children of facility license holders, facility staff or volunteers during business hours; specify which responsible licensing agency receives reports that will not be investigated for maltreatment but which may establish licensing violations; allow local agencies to interview children of alleged offenders during facility investigations; requires local agencies to develop protective services plans and substitute care plans when family units have at least one child residing in the home who requires child protective services and at least one child in out-of-home placement; and require counties to establish child protection teams and local multidisciplinary child mortality review panels, setting out procedures for review.

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available upon request from Stephanie L. Schwartz at the address and telephone number listed above.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

Adoption of these rules will not result in additional spending by local public bodies in the excess of \$100,000 per year for the first two years following adoption under the requirements of *Minnesota Statutes*, section 14.11. A fiscal note prepared according to the requirements of *Minnesota Statutes*, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available upon request from Stephanie L. Schwartz at the address and telephone number listed above.

If no hearing is required upon adoption of the rule, the rule and the required supporting documents will be delivered to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Stephanie L. Schwartz at the address listed above.

Dated: 3 December 1992

Natalie Haas Steffen
Commissioner

Rules as Proposed

9543.0100 RECOMMENDING NEGATIVE LICENSING ACTIONS.

Subpart 1. **Basis for recommendation.** When recommending a negative licensing action, the agency shall:

A. submit to the commissioner the following information:

[For text of subitems (1) to (4), see M.R.]

(5) an evaluation of the risk of harm to persons served; ~~the agency may use the risk assessment completed under part 9560.0222, subpart 9;~~

[For text of subitems (6) to (9), see M.R.]

[For text of item B, see M.R.]

[For text of subps 2 to 8, see M.R.]

9560.0214 DEFINITIONS.

[For text of subps 1 to 4, see M.R.]

Subp. 5. **Child protection worker.** "Child protection worker" means ~~a social worker employed by an employee of a local agency who is responsible for providing child protective services or who is responsible for supervising social workers responsible for providing child protective services.~~

[For text of subp 6, see M.R.]

Subp. 6a. Commissioner. "Commissioner" means the commissioner of the Department of Human Services or the commissioner's designee.

[For text of subps 7 and 8, see M.R.]

Subp. 9. [See repealer.]

[For text of subp 10, see M.R.]

Subp. 11. **Family unit.** "Family unit" means:

A. the child; and

B. all persons related to a the child by blood, marriage, or adoption or; and

C. persons living within the same household as the child; or a

D. the child's guardian.

[For text of subp 12, see M.R.]

Subp. 12a. Indian child. "Indian child" means an unmarried person under the age of 18 who is either a member of or eligible for membership in an American Indian tribe.

Subp. 13. **Infant medical neglect.** "Infant medical neglect" includes, but is not limited to, the withholding of medically indicated treatment from a disabled infant with a life threatening condition. For the purposes of this subpart, "infant" means a child less than one year of age, or a child one year of age or older who has been continuously hospitalized since birth as specified in Code of Federal Regulations, title 45, part 1340, section 15(b)(3)(i). The term "withholding of medically indicated treatment" means the failure to respond to the infant's life threatening condition by providing treatment including appropriate nutrition, hydration, and medication which, in the treating physician's or physicians' reasonable medical judgment, will be most likely to be effective in ameliorating or correcting all conditions, except that the term does not include the failure to provide treatment other than appropriate nutrition,

hydration, or medication to an infant when, in the treating physician's or physicians' reasonable medical judgment:

[For text of items A to C, see M.R.]

[For text of subps 14 to 17, see M.R.]

Subp. 18. **Maltreatment.** "Maltreatment" means physical or sexual abuse or neglect under *Minnesota Statutes*, section 626.556, subdivision 10e. "Neglect" includes ~~emotional maltreatment~~ prenatal exposure to a controlled substance as listed in *Minnesota Statutes*, section 253B.02, subdivision 2, and infant medical neglect.

[For text of subps 19 to 21, see M.R.]

9560.0216 BASIC REQUIREMENTS.

[For text of subpart 1, see M.R.]

Subp. 1a. County of service: no imminent danger. The local agency shall provide child protective services to any child residing in the county who is alleged to have been maltreated.

A. In a situation of no imminent danger, the local agency shall request another local agency to provide child protective services if a report of maltreatment involves a member of the family unit who is an employee or board member of the local agency.

B. In other situations of no imminent danger, the local agency may request another local agency to assist in an assessment.

Subp. 2. ~~Emergency assessment and protective intervention~~ **County of service: imminent danger.** In a situation of imminent danger, the local agency shall screen and assess reports of maltreatment of any child ~~living in or~~ found in the county without regard to the legal residence of the child ~~or the child's family.~~

[For text of items A and B, see M.R.]

Subp. 3. **Screening reports.** The local agency shall screen reports of maltreatment to determine the need for assessment. The local agency shall conduct an assessment if a report ~~does not meet~~ meets the criteria in items A to C; ~~the local agency must not conduct an assessment:~~

[For text of item A, see M.R.]

B. sufficient identifying information to locate the child or at least one member of the family unit exists to permit an assessment; and

C. the report contains information that has not previously been received and assessed by the local agency.

Subp. 3a. Report alleging maltreatment of a child of a facility license holder.

A. If the report of maltreatment alleges maltreatment of a child related by blood, marriage, or adoption to the license holder in a facility during nonbusiness hours of the facility, the local agency shall follow the procedures under part 9560.0220. The local agency shall notify the responsible licensing agency listed in part 9560.0222, subpart 1, when the local agency receives the report of maltreatment and when the local agency completes an assessment.

B. If the report of maltreatment alleges maltreatment of a child in a facility during business hours of the facility and if the child is related by blood, marriage, or adoption to the license holder, facility staff, or volunteer of the facility, the local agency shall follow the procedures under part 9560.0222.

[For text of subps 4 and 5, see M.R.]

Subp. 6. **In person observation.** ~~When~~ In the local agency ~~conducts~~ initial stages of an assessment, ~~the local agency shall conduct an in person observation must be made of the child reported to be maltreated.~~

Subp. 7. **Notice to persons being interviewed.** The local agency ~~shall:~~

A. shall orally inform a person asked to provide private or confidential data about himself or herself as part of an assessment or investigation:

[For text of subitems (1) to (4), see M.R.]

(5) the other persons or agencies authorized to receive the information being requested; ~~and~~

B. shall provide in writing:

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[For text of subitems (1) and (2), see M.R.]

(3) a description of the procedure for contesting the accuracy and completeness of the agency's records provided under *Minnesota Statutes*, section 13.04, subdivision 4; and

C. may waive the required notice in items A and B when interviewing a child under ten years of age who is reported to be maltreated.

9560.0218 RESPONSE TO REPORTS OF INFANT MEDICAL NEGLECT.

Subpart 1. **Screening.** The local agency shall screen reports alleging infant medical neglect to determine whether the report meets the criteria in items A to E:

A. the child is an infant ~~under one year of age~~ as defined in part 9560.0214, subpart 13;

[For text of items B to E, see M.R.]

Reports meeting the criteria in items A to E must be assessed as soon as the report is received according to the procedures in subparts 2 to 6.

[For text of subps 2 to 8, see M.R.]

9560.0220 RESPONSE TO REPORTS OF MALTREATMENT WITHIN THE FAMILY UNIT.

[For text of subpart 1, see M.R.]

Subp. 2. **Coordination with law enforcement.** The local agency shall:

A. ask a representative from a law enforcement agency to accompany the child protection worker to interview the child when a report of maltreatment:

[For text of subitem (1), see M.R.]

(2) ~~alleges violation occurrence of a criminal statute involving sexual abuse or physical abuse, malicious punishment of a child, or neglect or endangerment of a child under Minnesota Statutes, chapter 609;~~

[For text of items B and C, see M.R.]

[For text of subps 3 to 5, see M.R.]

Subp. 6. **Local agency determinations.** When the local agency has completed its assessment under subparts 1 to 5, the local agency shall make determinations.

A. The local agency shall make a determination that maltreatment has occurred if:

(1) ~~there is credible evidence the information obtained through the assessment leads the child protection worker to conclude that it is more likely than not that a child has suffered physical, mental, or emotional harm is a victim of maltreatment as defined in part 9560.0214, subpart 18; and~~

(2) ~~the harm maltreatment~~ was caused by the act or failure to act of a person within the family unit who is responsible for the child's care.

[For text of item B, see M.R.]

Subp. 7. **Determining the need for protective intervention.** The local agency shall determine the need for protective intervention according to items A to ~~D~~ C.

A. If there is a determination that ~~maltreatment occurred and a determination that~~ child protective services are needed, regardless of whether there is a determination that maltreatment occurred, the local agency shall provide protective intervention under subpart 8.

B. ~~If there is a determination that child protective services are needed without a determination that maltreatment occurred, the local agency shall provide protective intervention under subpart 8 or other needed services.~~

~~C.~~ If there is a determination that maltreatment occurred and a determination that no child is in need of child protective services, the local agency shall offer any needed alternative services.

~~D. C.~~ If there is no determination that maltreatment occurred and no determination that child protective services are needed, the local agency shall not provide protective services.

Subp. 8. **Protective intervention procedure.** When the local agency provides protective intervention, the local agency shall:

A. evaluate the risks of to all children ~~remaining~~ in the home;

B. provide for the protection of the child under subitems (1) to (3), which are listed in order of preferred action:

[For text of subitems (1) and (2), see M.R.]

(3) ~~remove seek removal of~~ the child from the home according to subpart 9 if the child is found in surroundings or conditions which endanger the child's health or welfare and the child cannot be protected from harm while remaining in the home;

[For text of item C, see M.R.]

D. If the family accepts or a court authorizes services, formulate a written protective services plan and provide protective services under part 9560.0228.

Subp. 9. **Removal procedures.** The local agency shall follow the procedures in items A to ~~D~~ E when a child is removed from the home.

A. The local agency shall place the child pursuant to part 9560.0223.

B. The local agency shall determine whether a voluntary placement provides for the child's health, safety, and welfare.

~~B- C.~~ If a the child is not placed voluntarily and the child is in imminent danger, the local agency:

(1) shall obtain the emergency removal of the child from the home by:

[For text of units (a) and (b), see M.R.]

(2) shall, if a the child is placed with a relative or in a shelter care facility, advise the person taking the child into custody or the court whether disclosure of the ~~facility~~ child's location would endanger the child.

~~C- D.~~ If a child is not placed voluntarily and the child is not in imminent danger, the local agency shall ask the county attorney to petition the juvenile court for placement of the child under parts 9560.0500 to 9560.0670.

E. Under Minnesota Statutes, section 256F.07, subdivision 1, when a child is placed on an emergency basis for alleged maltreatment, the local agency shall review the placement to determine the services necessary to allow the child to return home.

9560.0222 INVESTIGATION OF REPORTS OF MALTREATMENT IN A FACILITY.

Subpart 1. **Screening.** The local agency shall screen reports of maltreatment to determine the need for investigation. If a report of maltreatment alleges maltreatment of a child in a facility and if the child is related by blood, marriage, or adoption to the license holder, facility staff, or volunteer of the facility, the local agency shall follow the basic requirements in part 9560.0216. Reports meeting the criteria in items A to C must be investigated by the local agency:

[For text of items A and B, see M.R.]

C. the report contains information that has not previously been investigated by the local agency.

Subp. 1a. **Report to licensing agency.** A report that does not meet the criteria in subpart 1, items A to C, must be reported as a possible licensing violation to the ~~county and state agencies that license the facility~~ responsible licensing agency listed in items A to E within 48 hours, excluding weekends and holidays.

A. The local agency shall receive reports concerning family day care.

B. If the local agency licenses the child foster care provider, the local agency shall receive reports concerning child foster care. Otherwise, the private licensing agency shall receive the report.

C. The department shall receive reports concerning facilities it directly licenses.

D. The Department of Corrections shall receive reports concerning facilities it licenses.

E. The Department of Health shall receive reports concerning facilities it licenses.

Subp. 2. **Coordination with law enforcement.** The local agency shall:

A. ask a representative from a law enforcement agency to accompany the child protection worker to interview the child when a report of maltreatment ~~indicates~~:

(1) indicates there is imminent danger to a child or danger to the child protection worker; or

(2) ~~an alleged violation alleges occurrence of a criminal statute involving sexual abuse or, physical abuse, malicious punishment of a child, or neglect or endangerment of a child under Minnesota Statutes, chapter 609;~~

[For text of items B and C, see M.R.]

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Subp. 3. **Coordination with state licensing agencies.** The local agency shall coordinate the investigation of maltreatment within a facility with the ~~state~~ agencies responsible for licensing the facility listed in subpart 1a.

A. The local agency shall notify the responsible ~~state~~ licensing agencies listed in subpart 1a within 48 hours, excluding weekends and holidays, of receiving a report of maltreatment. This notification must include:

[For text of subitems (1) to (5), see M.R.]

B. The local agency shall provide the responsible ~~state~~ licensing agencies listed in subpart 1a with ongoing information as the investigation proceeds.

[For text of subp 4, see M.R.]

Subp. 5. **Notice to parents, guardians, or legal custodians.** The local agency shall provide the following notice when reports of maltreatment within a facility have been received.

[For text of items A and B, see M.R.]

C. The local agency may provide the notice required in item A to the parents, guardians, or custodians of children ~~within who~~ are in the care of the facility who are not the subjects of the report. In making the decision to provide this notice, the local agency shall consider:

[For text of subitems (1) to (4), see M.R.]

Subp. 6. **Interviewing children.** When necessary to make the determination in subpart 10, the local agency in the course of the investigation shall interview any child ~~within~~ alleged to be maltreated who is in the care of the facility and may interview any other child who is or has been in the course care of the investigation facility, or any child related by blood, marriage, or adoption to the alleged offender, or any child who resides or has resided with the alleged offender. Interviews shall be conducted and recorded according to part 9560.0220, subpart 3.

[For text of subp 7, see M.R.]

Subp. 8. **Interviewing persons outside the facility.** The local agency shall interview the parents, guardians, or legal custodians of children ~~within who~~ are in the care of the facility and children no longer ~~within in the care of~~ the facility if there is reason to believe they may have knowledge of maltreatment.

Subp. 9. [See repealer.]

Subp. 10. **Local agency determination.** The local agency shall determine that maltreatment has occurred within the facility on the basis of the criteria in items A and B:

A. ~~there is credible evidence of physical, mental, or emotional harm~~ the information obtained through the assessment leads the child protection worker to conclude that it is more likely than not that a child is a victim of maltreatment as defined in part 9560.0214, subpart 18; and

B. ~~the harm maltreatment~~ is caused by the action act or failure to act of a license holder, facility staff, or a volunteer.

Subp. 11. **Protective intervention.** If there is a determination that maltreatment has occurred or that child protective services are needed, the local agency shall intervene to provide for the safety of the children within the facility.

A. The local agency shall provide a written report to the parents, guardians, or legal custodians, including agencies responsible for placement, of every child ~~within who is in the care of the facility or was in the care of the facility from the time of the maltreatment until the investigation is completed or the alleged offender is no longer present in the facility, whichever comes first.~~ The report ~~shall~~ must not disclose the names of the children who were maltreated, the reporter, the offender, or the persons interviewed during the investigation. The report ~~shall~~ must include:

[For text of subitems (1) to (6), see M.R.]

[For text of item B, see M.R.]

C. The local agency shall provide the responsible ~~state~~ licensing agencies listed in subpart 1a with an oral report immediately after the investigation is completed. A written report must be provided within one week after the investigation is completed to the responsible ~~state~~ licensing agencies listed in subpart 1a and to the ombudsman notified under subpart 4.

Subp. 12. **No determination that of maltreatment has not occurred or a need for child protective services.** If there is no determination ~~that of either maltreatment occurred or a need for child protective services,~~ the local agency shall provide the notice in subpart 11, item A, subitems (1) and (3) to (5), to:

A. ~~shall provide the notice in subpart 11~~ to parents, guardians, or legal custodians notified under subpart 5; and

B. ~~shall provide the notice in subpart 11~~ to the responsible ~~state~~ licensing agencies notified under subpart 1a; and

C. the ombudsman notified under subpart 4.

Subp. 13. Removal procedures. Child placement by the local agency shall be made according to part 9560.0223.

9560.0223 PLACEMENT PREFERENCE.

Items A to E must be followed when a local agency temporarily removes a child from the home in accordance with part 9560.0220, subpart 9, or from a facility in accordance with part 9560.0222, subpart 13:

A. The child shall be placed in the least restrictive setting consistent with the child's health and welfare and in closest proximity to the child's family as possible.

B. If a child is in imminent danger, placement may be with a child's relative or in a shelter care facility according to Minnesota Statutes, section 260.173, subdivision 2.

C. An Indian child shall be placed according to the Indian Child Welfare Act of 1978, United States Code, title 25, section 1915, and the Minnesota Indian Family Preservation Act, Minnesota Statutes, sections 257.35 to 257.356. If an extended family member as defined in United States Code, title 25, section 1903(2), is not available, temporary placement must be made in the following order of preference, absent good cause to the contrary:

- (1) with a foster home licensed or approved by the tribe;
- (2) with an Indian foster home licensed by an authorized non-Indian authority; or
- (3) with an institution approved by the tribe or operated by an Indian organization.

If an Indian child's tribe establishes a different order of placement preference by resolution, the local agency shall follow that order.

D. Under Minnesota Statutes, section 257.071, subdivision 1a:

- (1) due consideration must be given to a child's race or ethnic heritage in making family foster care placement; and
- (2) the placement preferences of Minnesota Statutes, section 260.181, subdivision 3, must be followed.

E. If a child is placed outside the home in a family foster home of a different racial or ethnic background, the local agency shall review the placement after 30 days and each 30 days thereafter for the first six months to determine whether there is another available placement that would best meet the requirements in Minnesota Statutes, section 257.071, subdivision 1a.

9560.0226 INFORMATION PROVIDED REPORTERS.

Subpart 1. Voluntary reporters. Upon request, the local agency shall provide a voluntary reporter; upon request, a concise summary after the assessment or investigation of a report of maltreatment has been completed. A concise summary is limited to:

[For text of items A and B, see M.R.]

Subp. 2. Mandated reporters. Upon request, the local agency shall provide a mandated reporter; upon request, a summary consisting of:

[For text of items A to D, see M.R.]

[For text of subp 3, see M.R.]

9560.0228 PROTECTIVE SERVICES.

Subpart 1. General requirement. The local agency shall ensure that protective services are provided according to a written protective services plan meeting the criteria under subpart 2, item B, to every child and family who are residents of the county when:

[For text of items A and B, see M.R.]

Subp. 2. Written protective services plan. The written protective services plan of protective services based on the risk assessment in part 9560.0216 must be prepared within 60 days after the assessment is completed. The written protective services plan must meet the criteria in items A and B to D:

A. A child protection worker shall work with the family unit, and, if applicable, custodians, guardians ad litem, and, if a tribe has intervened, tribal representatives to formulate the protective services plan and shall provide the family unit with a copy of the protective services plan signed by the family unit and the child protection worker. If the family unit does not sign the plan, the child protection worker shall document the reasons why the family unit did not sign.

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B. The written protective services plan must identify:

- (1) family needs and family strengths;
- (2) the reasons why for provision of protective services are being provided;
- (2) achievable family unit goals to reduce risk of harm to the child, and observable behaviors and timelines that will demonstrate achievement of these goals;
- (3) the specific services expected to ameliorate the conditions that present harm to children; examples include individual or family counseling, home management services, family based or in home services, parent support organizations, and parenting courses;
- (4) the service provider or providers;
- (5) the amount, frequency, and duration of services;
- (6) goals for reducing risk of harm to children that are achievable by the family, or alternative permanency planning goals for children and the basis for determining that the family lacks capacity to reduce the risk of harm to children;
- (7) specific behaviors that evidence achievement of goals;
- (8) (4) specific tasks to be performed by each appropriate family member, the child protection worker, and other service providers;
- (9) the purpose and frequency of scheduled contacts between the family, the child protection worker, and other service providers;
- (10) estimated time required to achieve goals;
- (11) (5) consequences of failure to comply with the written protective services plan; and
- (12) (6) a timetable projected date for the quarterly reassessment under subpart 5.

C. For children in out-of-home placement, the local agency may use a substitute care plan under *Minnesota Statutes*, section 257.071, or a court ordered in lieu of a written protective services plan that meets the criteria in items A and B.

D. When a family unit has at least one child residing in the home who requires child protective services and at least one child in out-of-home placement, the local agency shall develop both a protective services plan that meets the criteria in items A and B and a substitute care plan under Minnesota Statutes, section 257.071.

[For text of subp 3, see M.R.]

Subp. 4. **Monitoring services.** The local agency shall monitor the provision of services in accordance with items A to C to assure compliance with the written protective services plan.

A. When ~~the~~ a child remains in the home while protective services are being provided, the child protection worker shall:

[For text of subitem (1), see M.R.]

- (2) contact the family at least monthly and ensure that a service provider meets with the family at least monthly; and
- (3) contact the family consult with other service providers, if any, at least monthly quarterly.

B. ~~The child protection worker shall consult with other service providers at least quarterly.~~

C. When a child remains in the home while protective services are being provided, the child protection worker's supervisor shall conduct a review at least semiannually. This review ~~shall~~ must consist of:

- (1) a review of the written protective services plan ~~of protective services~~ or other records relating to the family;
- (2) a supervisory conference with the child protection worker; or
- (3) attendance at the administrative or court review required for a child in substitute care; or
- (4) any equivalent method of determining whether appropriate services are being provided.

C. When a child is in out-of-home placement, the local agency shall monitor services in accordance with part 9560.0580.

Subp. 5. **Quarterly reassessment.** The child protection worker and the family shall meet at least quarterly to jointly assess the written protective services plan ~~of protective services~~ at least quarterly to:

- A. assess family progress in achieving goals and objectives; and
- B. ~~delete~~ modify goals, behaviors, tasks, and services that have been achieved or found to be inappropriate; and
- C. ~~add~~ add behaviors or tasks necessary to achieve goals.

Subp. 6. **Termination of protective services.** A risk assessment tool under part 9560.0220, subpart 6, item B, must be used when the local agency considers termination of protective services. Protective services to a family must be terminated when the local agency determines:

A. the goals in the plan of written protective services plan have been accomplished and the family no longer needs protective services; or

B. the family fails to achieve goals and there are insufficient legal grounds to proceed with court action that would authorize the local agency to provide involuntary protective services, unless the family unit agrees to voluntary protective services.

9560.0230 OFFICIAL RECORDS.

[For text of subps 1 and 2, see M.R.]

Subp. 3. **Disclosure of report records.** The local agency may disclose report records to:

A. members of the case consultation committee of a multidisciplinary child protection team established under Minnesota Statutes, section 626.558; and

B. a family court services agency in accordance with Minnesota Statutes, section 626.556, subdivision 10h.

Subp. 4. **Nondisclosure of reporter's identity.** The local agency shall not disclose the identity of the person making the report of maltreatment while the assessment or investigation is being conducted. After the assessment or investigation is completed, the local agency shall not disclose the identity of the person reporting the maltreatment without:

A. the reporter's written consent, ~~in writing~~, to disclosure; or

[For text of item B, see M.R.]

Subp. 5. **Notice of determinations.** Within ten working days after the assessment or investigation is completed, the local agency shall notify the parent or guardian of the child reported to be maltreated ~~and, the alleged offender, and, in facility investigations, the director of the facility~~ in writing of the following:

[For text of items A and B, see M.R.]

[For text of subps 6 and 7, see M.R.]

9560.0232 ADMINISTRATIVE REQUIREMENTS.

[For text of subps 1 to 3, see M.R.]

Subp. 4. **Child protection team.** ~~Where The county has established~~ shall establish a multidisciplinary child protection team under Minnesota Statutes, section 626.558, subdivision 1, and the local agency:

[For text of items A to C, see M.R.]

Subp. 5. Child mortality review panel.

A. For purposes of this subpart, "local review panel" means a local multidisciplinary child mortality review panel.

B. Under the commissioner's authority in Minnesota Statutes, section 256.01, subdivision 12, paragraph (b), each county shall establish a local review panel and shall participate on the local review panel. The local agency's child protection team may serve as the local review panel. The local review panel shall require participation by professional representatives, including professionals with knowledge of the child mortality case being reviewed.

C. The local review panel shall:

(1) have access to not public data under Minnesota Statutes, section 256.01, subdivision 12, paragraph (c), maintained by state agencies, statewide systems, or political subdivisions that are related to a child's death or circumstances surrounding the care of the child;

(2) conduct a local review of the case within 60 days of the death of a child if:

(a) the death was caused by maltreatment;

(b) the manner of death was due to sudden infant death syndrome or was other than by natural causes, and the child was a member of a family receiving social services from a local agency, a member of a family that received social services during the year before the child's death, or a member of a family that was the subject of a child protection assessment; or

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(c) the death occurred in a facility licensed by the department if the manner of death was by other than natural causes;
and

(3) submit a report of the review to the department within 30 days of completing subitem (2).

A review may be delayed if there is pending litigation or an active assessment or investigation.

D. Under Minnesota Statutes, section 256.01, subdivision 12, paragraph (d):

(1) data acquired by the local review panel in the exercise of its duty is protected nonpublic or confidential data as defined in Minnesota Statutes, section 13.02, but may be disclosed as necessary to carry out the purposes of the local review panel. The data is not subject to subpoena or discovery; and

(2) the commissioner may disclose conclusions of the local review panel, but shall not disclose data classified as confidential or private on decedents under Minnesota Statutes, section 13.10, or data classified as private, confidential, or protected nonpublic in the disseminating agency.

E. Persons attending the local review panel meeting, members of the local review panel, persons who presented information to the local review panel, and all data, information, documents, and records pertaining to the local review panel must comply with the requirements under Minnesota Statutes, section 256.01, subdivision 12, paragraph (e).

F. When the department notifies the local agency that a state review will be conducted under Minnesota Statutes, section 256.01, subdivision 12, paragraph (a), the local agency shall submit a copy of the social service file within five working days.

REPEALER. Minnesota Rules, parts 9560.0214, subpart 9; and 9560.0222, subpart 9, are repealed.

Department of Revenue

Appeals, Legal Services, and Criminal Investigation Division

Proposed Permanent Rules Relating to Sales and Use Tax; Charitable, Religious, and Educational Organizations

Notice of Intent to Adopt an Amended Rule Without a Public Hearing

The Department of Revenue intends to adopt an amended permanent rule without a public hearing following the procedures set forth in the Administrative Procedures Act, *Minnesota Statutes*, section 14.22 to 14.28. You have 30 days to submit written comments on the proposed amended rule and may also request that a hearing be held on the proposed amended rule.

Agency Contact Person. Comments or questions on the proposed amended rule and written requests for a public hearing on the proposed amended rule must be submitted to:

Joan Tujetsch, Attorney
Minnesota Department of Revenue
Appeals, Legal Services,
and Criminal Investigation Division
10 River Park Plaza
Mail Station 2220
St. Paul, MN 55146-2220
(612) 296-1902, Extension 125
Fax (612) 296-8229

Subject of Rule and Statutory Authority. The proposed amended rule is about Sales and Use Tax on Charitable, Religious, and Educational Organizations. The statutory authority to adopt the rule is *Minnesota Statutes*, section 270.06. A copy of the proposed amended rule is published in the *State Register* and attached to this notice. A free copy of the proposed amended rule is available upon request from the agency contact person listed above.

Comments. You have 30 days until 4:30 p.m., February 3, 1993, in which to submit written comment in support of or in opposition to the proposed amended rule and any part or subpart of the proposed amended rule. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed amended rule addressed, the reason for the comment, and any change proposed.

Request for a Hearing. In addition to submitting comments, you may also request that a hearing be held on the proposed amended rule. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on February 3, 1993.

Your written request for a public hearing must include your name and address. You are encouraged to identify the portion of the proposed amended rule which caused your request, the reason for the request, and any changes you want made to the proposed amended rule. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

Modifications. The proposed rule may be modified as a result of public comment. The modifications must be supported by data and views submitted to the agency and may not result in a substantial change in the proposed amended rule as attached and printed in the *State Register*. If the proposed amended rule affects you in any way, you are encouraged to participate in the rulemaking process.

Statement of Need and Reasonableness. A statement of need and reasonableness is now available from the agency contact person. This statement describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule.

Small Business Considerations. The effect of this proposed amended rule on small business has been considered. The agency has determined that this rule will not have an effect on small businesses as contemplated by *Minnesota Statutes*, section 14.115, subdivision 4.

Expenditure of Public Money by Local Public Bodies and Impact on Agricultural Lands. The adoption of this proposed rule will neither require expenditures of public monies by local bodies nor have any impact on agricultural land; therefore, *Minnesota Statutes*, section 14.11, subdivisions 1 and 2 are inapplicable.

Adoption and Review of Rule. If no hearing is required, after the end of the comment period, the agency may adopt the proposed amended rule. The proposed amended rule and supporting documents will then be submitted to the attorney general for review as to legality and form to the extent form relates to legality. You may request to be notified of the date the proposed amended rule is submitted to the attorney general or be notified of the attorney general's decision on the proposed amended rule. If you wish to be so notified, or wish to receive a copy of the adopted amended rule, submit your request to the agency contact person listed above.

Dated: 15 December 1992

Dorothy A. McClung
Commissioner of Revenue
State of Minnesota

Rules as Proposed

8130.6200 CHARITABLE, RELIGIOUS, AND EDUCATIONAL ORGANIZATIONS.

Subpart 1. **In general Applicable law.** *Minnesota Statutes*, section 297A.25, subdivision 1, ~~paragraph (p)~~ 16, exempts from sales and use tax, "the gross receipts from the sale of tangible personal property to, and storage, use, or other consumption of such property by, any corporation, society, association, foundation, or institution organized and operated exclusively for charitable, religious, or educational purposes if the property ~~... purchased~~ is to be used in the performance of charitable, religious, or educational functions ~~... The property purchased must be used in the performance of the charitable, religious, or educational function of the tax exempt organization.~~

For example, furniture purchased by a church for use in its parsonage is exempt since it is purchased for use by persons that administer religious activities to the congregation. These items are not purchased for the personal use of any one specific person but rather for the operation of a religious organization. However, purchases of bingo equipment such as bingo cards and accessory bingo equipment by churches for fund raising are taxable as being property purchased for use in nonreligious functions.

No part of the net earnings may inure to the benefit of any private shareholders.

Sales of telephone service, electricity, gas, water, or steam pursuant to *Minnesota Statutes*, section 297A.01, subdivision 3, paragraph (f), and admission to places of amusement, recreational areas, or athletic events and the use of amusement devices and

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athletic or other facilities as provided for in Minnesota Statutes, section 297A.01, subdivision 3, paragraph (d), are included in this exemption.

This exemption does not apply to the following sales or purchases:

A. Building, construction, or reconstruction materials purchased by a contractor or a subcontractor as a part of a lump-sum contract or similar type of contract with a guaranteed maximum price covering both labor and materials for use in the construction, alteration, or repair of a building or facility.

B. Construction materials purchased by exempt organizations or their contractors to be used in constructing buildings or facilities which will not be used principally by the exempt organizations.

C. Lease or purchase of a motor vehicle, as defined in Minnesota Statutes, section 297B.01, subdivision 5.

D. Meals and lodging. Although the furnishing of meals, ~~admissions~~, and lodgings are defined in Minnesota Statutes, section 297A.01, subdivision 3, paragraphs (c), ~~(d)~~, and (e), as sales, they are not sales of tangible personal property and cannot be exempted under Minnesota Statutes, section 297A.25, subdivision 4, ~~paragraph (p)~~ 16, when purchased by a charitable, religious, or educational organization. See subpart 11.

E. Solid waste collection and disposal services pursuant to Minnesota Statutes, section 297A.01, subdivision 3, paragraph (j), clause (vii).

For purposes of brevity and convenience, charitable, religious, or educational purposes will be referred to as "exempt purposes," and ~~an~~ a nonprofit organization, society, association, foundation, or institution organized and operated exclusively for exempt purposes will be referred to as an "exempt organization."

Subp. 2. **Charitable defined organizations.** "Charitable" is used in its generally accepted legal sense ~~and to mean a gift, to be applied consistently with existing laws, for the benefit of an indefinite number of persons.~~ Charitable includes relief of the poor, underprivileged, ~~and~~ distressed, ~~and defective~~, the care of the sick, the infirm, or the aged; ~~the erection or maintenance~~ maintaining of public buildings and monuments; lessening of the burdens of government; lessening of neighborhood tensions; elimination of prejudice and discrimination; defense of human and civil rights secured by law; and combating of community deterioration and juvenile delinquency. To determine whether an organization qualifies for the charitable exemption, the factors in items A to G will be considered:

A. it must be organized and operated for charitable purposes;

B. it must be conducted without a view to profit;

C. it must be supported and maintained in part by benevolent contributions;

D. it must be open to the public generally without restriction;

E. it must be operated so as to lessen the burdens of government;

F. it must be organized and operated so that its charitable aids reach an indefinite number of people;

G. it must be so organized and operated that its commercial activities are subordinate to or incidental to any possible charitable activities.

Subp. 3. **Religious defined organization.** "Religious" refers to an institution that conducts worship services at regular intervals ~~in a structure at an established place of worship that is owned, leased, or borrowed for that purpose, and organizations affiliated with or related thereto to that institution,~~ which exist exclusively for the furtherance of the religious purposes of the institution. The specific merits of a particular religion will not be compared or considered by the department when determining whether an organization is an exempt religious organization for purposes of the Minnesota sales and use tax. An organization claiming exempt status as a religious organization must be able to affirmatively establish its right to the exemption. Only if an organization clearly demonstrates that it is an organization created exclusively for religious purposes will it meet the requirements for tax-exempt status under Minnesota sales and use tax statutes. The criteria the department will use to determine whether an organization is a religious organization includes the criteria in items A to N; no single factor can be considered as controlling when making a determination of tax-exempt status:

A. a distinct legal existence;

B. a recognized creed and form of worship;

C. a definite and distinct ecclesiastical government;

D. a formal code of doctrine and discipline;

E. a distinct religious history;

F. a membership not associated with any other church or denomination;

G. a complete organization of ordained ministers ministering to their congregations;

H. ordained ministers selected after completing prescribed courses of study;

- I. a literature of its own;
- J. established places of worship;
- K. regular congregations;
- L. regular religious services;
- M. Sunday schools for the religious instruction of the young;
- N. schools for the preparation of its ministers.

Subp. 4. **Educational defined organization.** "Educational" ~~relates to~~ means the instruction or training of individuals to improve or develop their capabilities, or the instruction of the public on subjects useful to the individual and beneficial to the community. Examples of educational institutions are primary and secondary schools, colleges and universities, and nonprofit professional and trade schools having a regularly scheduled curriculum, a regular faculty, and a regularly enrolled body of students in attendance at a place where the educational activities are regularly carried on. Educational organizations include PTA, Boy Scouts, Girl Scouts, Camp Fire Girls, YMCA, YWCA, 4-H Clubs, and youth athletic and recreational programs such as Little League. Other educational institutions include museums, zoos, planetariums, symphony orchestras, historical societies, and other similar organizations.

An organization may be educational even though it advocates a particular position or viewpoint, so long as it presents a sufficiently full and fair exposition of the pertinent facts as to permit an individual or the public to form an independent opinion or conclusion.

Subp. 5. **Organization and operational tests.** No organization will be considered exempt as a charitable, religious, or educational organization for sales and use tax purposes unless it is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986, as amended through December 31, 1986. However, the determination of the Internal Revenue Service that an organization is a nonprofit and tax-exempt organization under the Internal Revenue Code, section 501(c)(3), for purposes of income taxation is not controlling on the issue of whether the organization is an exempt organization for sales and use tax purposes. Likewise, determinations by the Minnesota Department of Revenue that an organization is an exempt organization for income tax purposes does not, by itself, entitle the organization to an exemption from payment of sales and use tax. In order to be an exempt organization, an organization must be organized and operated exclusively for exempt purposes. The following tests will be used in determining whether or not an organization qualifies as an exempt organization:

A. An exempt organization may not be organized or operated for the purpose of making a profit which inures to the benefit of any private shareholder or individual. The organization must be able to demonstrate by its articles of incorporation or if unincorporated, a certified copy of its constitution and bylaws, and its financial statements that:

(1) no part of the net earnings of its activities inures to the benefit of any private shareholder, or individual member, and no part of its assets will directly or indirectly be transferred, in the event of dissolution of a corporation or termination of an unincorporated association, to its members, founders, or shareholders;

(2) it is supported and maintained at least in part by benevolent contributions, that is, one of its sources of support is donations, income from donations, and contributions and dues of members for which they receive no direct benefit.

The fact that an organization may receive voluntary contributions from those who benefit from its activities will not necessarily prevent its being an exempt organization. But if it is determined that the services rendered by the organization are conditioned upon the receipt of a contribution the services rendered may be regarded as a commercial activity. If this commercial activity is not subordinate to or incidental to the organization's charitable, religious, or educational activities, the organization does not qualify as an exempt organization since it is not organized or operated exclusively for exempt purposes.

The fact that an organization is nonprofit does not necessarily make it an exempt organization. The following are examples of nonprofit organizations ~~which do that~~ may not qualify for exemption: organizations attempting to influence legislation or participating in political campaigns; fraternal or beneficial societies; clubs organized and operated for pleasure, recreation, social, or other similar purposes; ~~and business associations; cemetery associations; civic and business clubs; homeowner's associations; lake improvement associations; professional and trade associations; retail and credit trade associations; trade unions; volunteer employee benefit associations; and veterans organizations.~~ Thus, such organizations as Masons, Knights of Columbus, B'nai B'rith, League of Women Voters, Chambers of Commerce, ~~retail and credit trade associations,~~ and American Legion, alumni clubs, computer clubs, fraternities and sororities, Jaycees, Lions Clubs, Odd Fellows, Orders of Eastern Star, ski clubs, unions, and VFW Posts are not exempt organizations.

B. If an organization, by the terms of its articles, has purposes that are broader than the exempt purposes specified in *Minnesota*

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Proposed Rules

Statutes, section 297A.25, subdivision 1, ~~paragraph (p)~~ 16, the fact that its actual operations have been exclusively in furtherance of exempt purposes is not sufficient to make it an exempt organization. Similarly, an organization that is organized exclusively for exempt purposes is not an exempt organization if a significant part of its operations are not in furtherance of its exempt purposes.

C. An organization is not an exempt organization if it is either organized or operated to make substantial attempts to influence legislation or intervene or participate in a political campaign (including the publishing or distributing of statements).

D. An exempt organization must serve a public rather than a private interest. Thus, to gain exemption an organization must establish that it is not organized or operated for the benefit of private interests such as designated individuals, the ~~creator~~ founder or organizer or ~~his~~ their family, shareholders of the organization, or persons controlled directly or indirectly by such private interests. An organization which is organized or operated primarily for the benefit of its individual nonexempt members rather than for the benefit of the general welfare does not qualify for exemption.

E. The assets of an exempt organization must be dedicated to an exempt purpose. An organization is not an exempt organization if its net earnings are used in whole or in part to the benefit of shareholders or individuals who have a personal or private interest in the activities of the organization.

F. ~~Effective July 1, 1977, an exempt organization will lose its status as an exempt organization under Minnesota Statutes, section 297A.25, subdivision 1, paragraph (p), if the employer, who employs ten or more individuals who are residents of the state, fails to provide qualified health insurance for its employees pursuant to Laws of Minnesota 1976, chapter 296.~~

Subp. 6. **Derivative organizations.** An organization may qualify derivatively for exemption if its members are exempt organizations and the organization is organized and operated exclusively to assist its member organizations in carrying out their exempt purposes.

Subp. 7. **Exemption certificates.** Items A to C apply to the application for and the furnishing of exemption certificates.

A. A religious or educational organization may furnish properly completed certificates of exemption, forms ST-3, in making exempt purchases of tangible personal property. ~~A Charitable organization and youth athletic organizations~~ must apply for and receive a certificate of exempt status, form ST-17, and furnish copies of that certificate in making exempt purchases of tangible personal property. As a matter of convenience for themselves and their suppliers, religious and educational organizations may also apply for and receive certificates of exempt status.

(1) Organizations that may furnish either form ST-3 or form ST-17 include churches, schools, and educational organizations such as scouts, 4-H Clubs, YMCAs, YWCAs, and PTAs.

(2) Organizations that must furnish form ST-17 include charitable organizations such as hospitals, nursing homes, day activity centers, United Way agencies, senior citizen groups, and youth athletic programs such as Little League and hockey.

B. The application for certificate of exempt status, form ST-16, is available upon request from the ~~Sales and Use Tax~~ Taxpayer Information Division. The application ~~should~~ must be fully executed and submitted with the necessary supporting documents. No charitable organization making purchases ~~after July 1, 1969~~, shall be entitled to make ~~such~~ those purchases exempt from the sales and use tax unless a certificate of exempt status has been issued by the commissioner of revenue.

C. If the department is provided information sufficient to establish that an organization is organized and operated exclusively for an exempt purpose, exemption will be granted to the organization regardless of the purpose indicated in its application for certificate of exempt status. For example, if an organization claims exemption on the grounds that it is educational, exemption will not be denied if it is, in fact, charitable.

Subp. 8. **Taxable sales to exempt organizations.** Certain sales and rentals to exempt organizations remain taxable. Exempt organizations still owe the sales tax when purchasing meals, drinks, lodging, motor vehicles, or waste collection services, or when renting motor vehicles. Sales to exempt organizations are taxable if the items purchased are not used in the performance of the charitable, religious, or educational functions of the exempt organization. The benefits of tax-exempt status are confined strictly to the legal entity that has qualified for such status. Thus, sales to individuals who are affiliated with an exempt organization are taxable even if the sales would be exempt if made directly to the exempt organization.

Items A to D are examples of taxable sales.

A. A sale of bingo equipment and supplies to a church for use on its monthly bingo night is subject to tax because the property will not be used in the performance of religious functions.

B. Furniture purchased by a church for use in its parsonage is exempt since it is purchased for use by persons that administer religious activities to the congregation. These items are not purchased for the personal use of any one specific person but rather for the operation of a religious organization.

C. Handbooks, leaders' workbooks, and camping equipment purchased by a Girl Scout troop in its own name and with troop funds are exempt. However, these items are taxable if sold directly to an individual scout.

D. An exempt organization buys two cases of soft drinks for a retirement party given for a staff member. The soft drinks are

taxable as the party is not furthering the exempt purpose of the organization.

Subp. 9. Sales by exempt organizations. No organization is exempt from collecting the tax on taxable retail sales. If an exempt organization makes taxable retail sales, it must collect and remit tax on these sales unless the sales are exempt fundraising sales as provided for in Minnesota Statutes, section 297A.25, subdivision 2, clause (1), or 297A.256, or the sales are otherwise exempt under Minnesota Statutes, chapter 297A.

A. Examples of taxable sales:

- (1) craft or workshop items, including those sold by hospital auxiliaries and senior citizen clubs;
- (2) religious books and cards;
- (3) used, obsolete, or surplus merchandise sold on a regular basis, such as surplus office equipment or used library books;
- (4) taxable meals. (See subpart 11, item E.)

B. Examples of nontaxable sales:

- (1) land and buildings;
- (2) membership dues, retreat fees;
- (3) newspapers and magazines (published at least quarterly);
- (4) textbooks sold to enrolled students and prescribed for use in a course of study;
- (5) tuition, including day care and nursery school charges;
- (6) nontaxable meals. (See subpart 11, item E.)

Subp. 10. Volunteer fire departments. Volunteer fire departments may qualify for a Certificate of Exempt Status, form ST-17, if they qualify as a charitable organization and are a separate organization from the city. To be considered separate from the city, they must have either their own constitution or articles of incorporation. If a volunteer fire department has been approved for a Certificate of Exempt Status, its purchases are exempt in the manner provided in items A and B.

A. Exempt volunteer fire departments may purchase property exempt from sales tax and use tax if it is to be used exclusively to prevent fires in the community or to protect property in the community from fire. Subitems (1) to (6) are examples of items that an exempt volunteer fire department may purchase exempt:

- (1) fire trucks, ambulances, and accessories;
- (2) repair and replacement parts for fire trucks and ambulances;
- (3) fire protection clothing;
- (4) hand tools;
- (5) conversion equipment installed on an existing fire truck if the equipment purchased is used for the prevention of or protection from fire of property in the community;
- (6) water used to fill pumper fire trucks. The organization must be able to determine the amount of water that is used for general purposes if water from the station house is used. If the amount of water used for general purposes cannot be determined, the entire amount is taxable. If the amount of exempt water can be determined, the fire department could purchase all its water exempt from the sales tax and report use tax on the portion used for general purposes or it could file a statement with the seller claiming a partial exemption. This statement must certify:

- (a) they are a volunteer fire department;
- (b) the percentage of water that is used to fill pumper fire trucks; and
- (c) a statement describing how this percentage was determined. The seller should exempt the portion claimed and charge sales tax on the remaining charge for water purchased.

B. Purchases made by an exempt volunteer fire department that are not used exclusively to prevent fires in the community or to protect property in the community from fire are taxable. For example, a washing machine used to wash fire protection clothing is taxable.

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Proposed Rules

Subp. 11. Related information.

A. The exemption from tax does not extend to building, construction, or reconstruction materials purchased by a contractor under an agreement to erect a building or to alter, repair, or improve real estate for an exempt organization. See part 8130.1200

B. Many senior citizen groups are exempt from the sales and use tax. See part 8130.6900 and Minnesota Statutes, section 297A.25, subdivision 16.

C. Sales of tangible personal property to veterans organizations or their auxiliaries are exempt provided the property is used for charitable, civic, educational, or nonprofit uses and the organization is exempt from federal taxation pursuant to section 501(c), clause 19, of the Internal Revenue Code, as amended through December 31, 1986. See Minnesota Statutes, section 297A.25, subdivision 25.

D. Sales of sacramental wine for sacramental purposes in religious ceremonies are exempt if the wine is purchased from a nonprofit religious organization or from the holder of a sacramental wine license. See Minnesota Statutes, section 297A.25, subdivision 46.

E. Meals and lodging purchased or sold by an exempt organization are generally taxable. See part 8130.0800.

(1) Sales of meals by exempt organizations are generally taxable. For example, taxable meals include meals sold by civic clubs, fraternal and social groups, scout troops, and similar community associations. Meals sold by churches are also taxable, including meals sold at the Minnesota State Fair, at county festivals, or at a retreat center.

(2) Nontaxable meals are those sold: at qualified fundraising events sponsored by certain nonprofit organizations; at schools, colleges, and universities; by hospitals, sanitariums, nursing homes, and senior citizens' homes; and by and at children's camps licensed under Minnesota Statutes, sections 144.71 to 144.76. Meals or drinks served to individuals who are 60 years of age or over and their spouses, or to the handicapped and their spouses by exempt organizations under a program funded by the federal government under United States Code, title 42, sections 3001 to 3045, wherever delivered, prepared, or served are not taxable. See Minnesota Statutes, section 297A.01, subdivision 3, paragraph (c), clause (2).

(3) Purchases of meals by an exempt organization are generally taxable. For example, restaurant meals purchased for meetings are taxable when sold to an exempt organization.

(4) Charges for lodging sold to or purchased by exempt organizations are taxable unless furnished under an enforceable agreement for a continuous period of 30 days or more. See part 8130.1000. For example, the sale of lodging by a church to its members at a retreat center is taxable. Purchases of lodging by an exempt organization for conventions are also taxable. Lodging provided by children's camps licensed under Minnesota Statutes, sections 144.71 to 144.76, is not taxable. See part 8130.0800, subpart 6.

F. The sale of memberships to camps or other recreation facilities for educational and social activities for young people primarily age 18 and under are exempt if they are owned and operated by an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1986, as amended through December 31, 1986. See Minnesota Statutes, section 297A.01, subdivision 3, paragraph (1), clause (2). The sale of memberships to an association incorporated under Minnesota Statutes, section 315.44, YMCAs, and YWCAs, are exempt. This includes one-time initiation fees and periodic membership dues. All separate charges for the privilege of having access to and the use of the association's sports and athletic facilities are taxable. See Minnesota Statutes, section 297A.25, subdivision 37.

G. While purchases of admissions provided for in Minnesota Statutes, section 297A.01, subdivision 3, paragraph (d), are not taxable when purchased by exempt organizations, sales of admissions by exempt organizations are generally taxable. The following sales of admissions in subitems (1) to (3) are exempt.

(1) Tickets or admission to artistic performances sponsored by qualified tax-exempt organizations are exempt. This exemption includes sales of tickets or admission by public schools, private schools, colleges, and universities for concerts, plays, and similar artistic events sponsored by the schools. Admission tickets for athletic games or events are not included in this exemption. See part 8130.0900 and Minnesota Statutes, section 297A.25, subdivision 24.

(2) Tickets or admission to regular season school games, events, and activities are exempt. See Minnesota Statutes, section 297A.25, subdivision 30.

(3) Admission to the premises of or events sponsored by a nonprofit arts organization are exempt from imposition of local government sales tax. See part 8130.0900 and Minnesota Statutes, section 297A.141.

H. Receipts from bingo, raffles, and other gambling activities are subject to the tax imposed on lawful gambling. See Minnesota Statutes, section 349.212.

I. A nonprofit organization that is exempt from federal income taxation under subchapter F of the Internal Revenue Code is not considered to be a trade or business. Therefore, sales of items previously used in the operation of the exempt organization may

still qualify for the isolated or occasional sale exemption. However, if an exempt organization operates a trade or business that has little or no relationship to its exempt purposes except to provide funds to carry out those purposes, these activities are considered to be a trade or business. In these instances, the sale of any equipment sold in connection with the trade or business operated by an exempt organization is taxable. See part 8130.5800 and Minnesota Statutes, section 297A.25, subdivision 12.

Adopted Rules

The adoption of a rule becomes effective after the requirements of Minn. Stat. §14.14-14.28 have been met and five working days after the rule is published in *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. §14.33 and upon the approval of the Revisor of Statutes as specified in §14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under §14.18.

Board of Chiropractic Examiners

Adopted Permanent Rules Relating to Record Keeping

The rules proposed and published at *State Register*, Volume 17, Number 12, pages 597-598, September 21, 1992 (17 SR 597), are adopted with the following modifications:

Rules as Adopted

RECORD KEEPING

2500.5000 RECORD KEEPING.

In order to justify the need for chiropractic care, a chiropractor must obtain information necessary to generate and maintain documents that indicate the information in items A to H.

H. Results of all examinations performed by other health care providers for the condition being treated by the chiropractor when the chiropractor uses that information in connection with the patient's treatment.

Board of Chiropractic Examiners

Adopted Permanent Rules Relating to License Renewal and Continuing Education

The rules proposed and published at *State Register*, Volume 17, Number 13, pages 659-662, September 28, 1992 (17 SR 659), are adopted with the following modifications:

Rules as Adopted

2500.0400 PROHIBITED ADVERTISEMENTS.

Advertisements are designed to appeal to and obtain the attention of the public and are designed, paid for, or published with a view to close analysis by the reader at whose attention they are aimed.

The law prohibits the use of the terms "cure" or "guarantee to cure" or similar terms and declares such to be fraudulent and misleading to the general public.

The use of testimonials, whether single or in groups, or summaries of types of treatment or examples of treatment as used in the

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Adopted Rules

advertiser's office carry with them an implication that the conditions described in the advertisement have been or will be cured by the practitioner and are fraudulent and misleading to the general public.

The advertising by any means of chiropractic practice or treatment or advice in which untruthful, improbable, misleading, or impossible statements are made is obviously contrary to the law.

2500.1150 FEES.

The fees charged by the board are fixed at the following rates:

J. computer lists, \$100; and

K. computer printed labels, \$150; and

~~L. address update late charge, \$10 per day.~~

2500.1200 CONTINUING EDUCATION.

Subp. 4. **Schedule of required continuing education units.** Beginning January 1, 1992, all chiropractors licensed prior to January 1, ~~1993~~ 1992, must obtain 40 continuing education units by December 31, 1993, in order to receive a license to practice during the calendar year 1994, and every two calendar years thereafter.

Chiropractors who are licensed after January 1, 1992, during any even-numbered calendar year will be required to obtain at least 20 continuing education units, with at least three of those continuing education units devoted to education in radiographic safety, technique, or interpretation, by the end of the biennial continuing education requirement period in which they are licensed. Chiropractors who are licensed after January 1, 1992, during any odd-numbered calendar year will not be required to obtain any continuing education units during the biennial continuing education requirement period in which they are licensed. For example, anyone licensed between January 1, 1992, and December 31, 1992, would be required to obtain 20 continuing education units, as described in this subpart, by December 31, 1993, in order to obtain a license to practice chiropractic for the year 1994. Anyone licensed between January 1, 1993, and December 31, 1993, would not be required to obtain any continuing education units prior to receiving a license to practice chiropractic for the year 1994.

After a licensed chiropractor has gone through the biennial education cycle in which the chiropractor is licensed, that chiropractor will be required to attend 40 continuing education units of continuing education courses every two calendar years.

2500.1500 PROGRAM APPROVAL CRITERIA.

The sponsor shall employ the following criteria in determining whether a continuing education program shall be approved and the number of continuing education units for which approval is granted:

D. whether the program ~~will~~ may improve the practitioner's ability to keep records necessary to substantiate the need for chiropractic care.

Minnesota Housing Finance Agency

Adopted Permanent Rules Relating to Publicly Owned Transitional or Battered Women or Other Crime Victims Housing Program

The rules proposed and published at *State Register*, Volume 17, Number 10, pages 471-473, September 8, 1992 (17 SR 471) and Volume 17, Number 13, pages 663-665, September 28, 1992 (17 SR 663), are adopted as proposed.

Revenue Notices

Effective July 1, 1991, the Department of Revenue has authority to issue revenue notices. A revenue notice is a policy statement made by the department that provides interpretation, details, or supplementary information concerning the application of law or rules. This authority was provided by the Legislature in 1991 Session Laws Chapter 291, article 21, section 6 and will be codified at *Minnesota Statutes* section 270.0604.

Department of Revenue

Revenue Notice #93-1: Special Taxes—Bad Debt Deduction on Cigarette and Tobacco Products Tax Returns

Minnesota Statutes, sections 297.031 and 297.321 provide a refund of the cigarette or tobacco products tax paid if the tax qualifies

as a bad debt for federal income tax purposes. This law became effective July 1, 1992. This revenue notice is meant to highlight the department's policy on this subject.

1. What bad debts qualify?

Bad debts qualify for a cigarette or tobacco products tax refund only if they qualify as bad debts for federal income tax purposes under section 166(a) of the Internal Revenue Code.

2. When can a claim for refund be filed?

A claim can be made once the bad debt has been identified as one that will qualify as a federal income tax deduction. It must be filed no later than one year after the federal income tax return is filed on which the bad debt is claimed.

3. What if the bad debt is recovered?

The tax attributable to the bad debt recovered must be returned to the department.

4. What if the Internal Revenue Service denies or reduces the federal bad debt deduction?

If the bad debt deduction on the income tax return is denied or reduced, the amount of cigarette or tobacco products tax attributable to the adjustment must be returned to the department within 90 days of the federal adjustment.

5. Does the cigarette or tobacco products tax refund impact federal income tax liability?

Yes, the amount of the federal income tax bad debt deduction should be reduced by the amount of cigarette or tobacco products tax recovered from the department.

6. Must the commissioner pay interest on a bad debt credit or refund?

No, the tax does not become creditable or refundable until the taxpayer files a claim with the commissioner.

Dated: 4 January 1993

Department of Revenue

Revenue Notice #93-2: Corporations—Safe Harbor Leasing (Apportionment Factors)

This revenue notice states the Minnesota Department of Revenue position with respect to the use of property subject to a safe harbor lease in the property factor of the three factor formula set forth in *Minnesota Statutes* § 290.191.

In a safe harbor lease transaction a corporation in a loss position "sells" property subject to depreciation to a profitable corporation, who in turn leases the property back to the loss corporation. Through this transaction the corporation acquires the tax attributes of the safe harbor lease property. The tax attributes are in substance the subject of a safe harbor lease transaction.

Tax attributes are of course an intangible. Because the tax attributes are an intangible, the property subject to a safe harbor lease is not to be included in either the numerator or denominator of the purchaser lessor. The property subject to a safe harbor lease, however, should be included in the property factor of the seller lessee under any view of a safe harbor lease.

The receipts factor should reflect the payments made by the seller lessee to the purchaser lessor in the purchaser lessor's receipts factor only if the purchaser lessor is in the business of leasing property.

Because the purchaser lessor's interest in the safe harbor lease is in substance an intangible, the presence of the property subject to a safe harbor lease in Minnesota will not in and of itself confer jurisdiction to tax the purchaser lessor in Minnesota.

This revenue notice is effective for tax years beginning after December 31, 1992.

Dated: 4 January 1993

Department of Revenue

Revenue Notice #93-3: Sales and Use Tax—Application of Tax to the Printing Industry

The following technical information generally applies to persons who, in the normal course of business, are engaged in printing or

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Revenue Notices

in a step in the printing process. The printing process includes preparing copy, artwork and photographs, film assembly, platemaking, actual printing or presswork, binding, and other finishing operations.

Sales

1. **Taxable sales.** The following sales are taxable:

- **Sales of tangible personal property.** This includes charges for printing, lithography, photolithography, gravure, rotogravure, screen printing, electronic and jet printing, copying and duplicating, imprinting, multilithing, multigraphing, mimeographing, photostats, steel die engraving, and similar operations.

- **Sales of services.** Sales tax applies to the total retail charge for services that are a part of the sale of printed material. For example, die cutting, slitting, embossing, and other binding and finishing operations, including scoring, folding, collating, stitching, and trimming are taxable.

- **Labor charges.** Sales tax applies to charges that result in the alteration, modification or assembly of raw materials.

2. **Exempt sales.** Certain sales made by a printer may be exempt if the purchaser provides the printer with a properly completed exemption certificate. For example, sales of identification labels or name plates to a person who will affix them to a product intended for sale are exempt from sales tax if the purchaser provides you with a properly completed exemption certificate. Likewise, sales of direction sheets, instruction books, warranties, and other printed matter packaged with or available only with the purchase of products held for sale are not taxable. Again, the purchaser must provide a properly completed exemption certificate.

Other sales made by a printer are exempt from sales tax under specific provisions of the law. For example, advertising circulars, catalogs and newsletters distributed to the general public are publications if regularly issued at intervals of three months or less.

Purchases

1. **Taxable purchases.** Items that are not used in the production process are taxable. For example, items used in administrative functions, utilities used in non-production functions, and cleaning solvents used to clean equipment and accessories while the production process is shut down are taxable.

2. **Exempt purchases.** Items purchased by a printer that are used or consumed in the production of tangible personal property intended to be sold at retail are exempt from sales and use tax. For example, cleaning solvents such as blanket and roller wash, dampener cleaner, plate cleaner, and copper wash are exempt as being consumed in industrial production if these products are used during the actual production process. But note that these items are taxable if the property is being produced for the printer's own use rather than for sale.

3. **Maintenance contracts** for equipment represent charges for services and are exempt from sales and use tax provided the charges are stated separately on the invoice. If the maintenance contract for equipment covers the entire cost of parts to maintain the item covered by the contract, the company providing the service is responsible for paying the sales or use tax on their cost of parts used in repairing the equipment. If there is a charge to the customer for repair parts used under the contract, the charges for those parts are taxable.

4. **Installation and Repair.** Charges for labor that do not result in a new or changed product are not taxable provided they are stated separately from charges for taxable items on the customer's invoice. This includes charges for travel expenses and repair and installation labor. Any parts or materials used to repair tangible personal property are taxable.

PRINTING INDUSTRY GUIDELIST

Composition—Text Copy/Art Preparation

Taxable items are: canned software; computer/data storage equipment; floppy/rigid disks, magnetic tape; foundry type (re-usable); line-up tables, chairs, desks; linotype/intertype magazines; matrices; personal computers; phototypesetting machines and parts, imaging systems (printout devices), input devices, editing equipment; reusable press lock-up parts for metal composition (chase, furniture, quoins, etc.); saws; telecommunications modems and equipment; T-squares, rules and composing sticks; type gauge; typesetting machinery and parts (hot or cold type); word processors. **Exempt** items are: custom software; exposure chemicals; film negatives; film positives; ink; lubricating oils and greases; masking tape; phototypesetter supplies (photographic paper, film, offset paper plate); process lettering and photodisplay tape; purchased author alterations; purchased compositions (machine or hand set); purchased phototypesetting; TTS tapes; utilities used in production (electricity, gas, water, steam, etc.)

Composition—Commercial Art Department

Taxable items are: air brushes; brushes; cameras, parts and attachments; dispensers for tape, ink, etc. (when purchased separately from supply item); drawing boards; enlargers; photo processing equipment; scissors; T-squares. **Exempt** items are: art board; blow-ups; ink paste; marking pencils; mat service; paper, film, acetate; photo prints and photostats; photographic supplies (film, exposure chemicals, etc.); screen tints; strip type; spray, such as fixative; tape; tissue overlay; utilities used in production (electricity, gas, water, steam, etc.).

Graphic Arts Photography and Film Assembly

Taxable items include air brushes; anti-static devices; automatic plate processor; copyboard; densitometer; diffusion transfer system; dispensers for supply items (when purchased separately from supply items); electronic pre-press system and parts; electronic scanning equipment and parts; film dryer equipment; film processors; film punch; glass screens; graphic arts cameras, parts and attachments; knives and scissors; laser imaging devices; light fixtures; light tables; off-press color proofing system and parts; photo composing machines; pin register devices; projection system equipment and parts for automated stripping; proof presses and parts; roller coater; sinks; step and repeat machines and parts; whirlers. **Exempt** items include: acids, developers, fix, chemicals; anti-halation backing; carbon tissue (drawings, keylines, photographs); color filter; color separations; contacts and duplicate prints or films; diazo coatings; electrotypes; exposure light bulbs and arcs; goldenrod paper; gum, ink, masks; litho wipes (like Webril); masking tape; metal-toner; mylar; opaque, film, process paper; photographic materials (paper, plastic film desensitizer, emulsion); photopolymer coatings; plastic plates; platemaking (see below); proofing paper and process printing supplies (color key); purchased paste-up and keylines; purchased stripping; repro proofs; rubber plates; stereotype mats and mat service; utilities used in production (electricity, gas, water, steam, etc.).

Platemaking

An exemption is provided for accessory tools equipment and other short lived items that meet the following criteria: 1) separate detachable unit; 2) produces a direct effect on the product; and 3) has an ordinary useful life of less than 12 months. The Department of Revenue considers all printing plates to meet the criteria in #1 and #2, so the test for taxability or exemption is based on "ordinary useful life" in #3. **Ordinary useful life is measured by the length of time an item would last if used continuously in production under the normal conditions of the user.** Platemaking-related exempt items and services include: contact negatives/positives; continuous tone separations; creative art; dot etching; halftone negatives/positives; line negatives/positives; masking paper; opaquing; proof press plates; proof processes such as opaquing, proof press plates, proof processes such as blue prints, color key, cromalin, dry key, ozalid, photostats, poly proofs, silver prints, technifax; repro proofs; stripping; tape.

Pressroom

Taxable items include: coating machines; drum and pail pumps; electronic printers; hand cleaner; ink curing equipment; offset duplicators; pail rack; press machinery and parts (all processes) including calendar rolls, grippers, feeders, guides, cylinders, rollers, bearers, ink fountains, sheet detectors; quality control equipment and instruments including densitometers, paper hygrosopes, gauges, magnifying glasses, control targets (reusable), inkometers, tackoscopes, fadometer, psychrometer; roller metal core (shafts); scissors, knives, tools; tables, desks. **Exempt** items include: acids and glues; anti-static spray, blanket coating; blanket saver; blankets; bronze powder; custom die-cutting materials; dampener sleeves; dampening solution; disposal gloves; etch solutions; flying pasters, inks and varnishes; reducers, toners, driers, additives, conditioners, and concentrates; lubricating oils and greases; non-offset spray; padding compound; paper roller cores; paper stock; PH indicator sticks (used once); plates (see Platemaking under Graphic Arts Photography); press wash (used during production only); presspack; pumice powder; roller covering, including molletron which has a direct effect on the product (covering for rollers that feed or transport the product during production and do not modify or change the product is taxable); types, including splicing tape; tympan and drawsheets; utilities used in production (electricity, gas, water steam, etc.).

Bindery, Mailing Rooms & Shipping Rooms

Taxable items include: banding machinery (excluding metal bands used); clipboards; collators; cutters and trimmers (including original knife); die cutting jackets; folding machines; glue brushes, pots; labeling plates; Mullen tester; staplers (dispenser); stitchers; tape dispensers; trucks and handling equipment. **Exempt** items include: back lining; cartons (non-returnable) packaging bindery and mailing materials; cartons, wrapping paper, chipboard; knives, dies, punches, cutting rules, press punches, perforating rules, blades, etc. used in cutting, scoring, slitting, perforating, collating and stitching, which 1) are separate detachable tools, 2) produce a direct effect on product, and 3) have an ordinary useful life of less than 12 months when used continuously in production; labeling mats and supplies; lubricating oils and greases; metal banding; paste and glue used in production; rubberbands, tapes (including carton sealing tape), suction cups used in production; signature boards; skids and tops shipped with job (non-returnable); staples and refills; stitching and tying wire, cord, string; utilities (electric power) used in production; wire, cording and string used in production.

Dated: 4 January 1993

Department of Revenue**Revenue Notice #93-4: MinnesotaCare****INTRODUCTION**

This revenue notice deals with the two percent tax that is imposed on the total amounts (gross revenues) received by hospitals for inpatient and outpatient services. Hospitals will have to pay the tax on gross revenues generated by services performed after December 31, 1992.

Revenue Notices

INPATIENT AND OUTPATIENT SERVICES

1. Items and Services

Minnesota Statutes, section 295.52, subd. 1 provides that the tax imposed on each hospital is equal to two percent of its gross revenues. Section 295.50, subd. 3(1) and (2) defines gross revenue as the total amounts received in money or otherwise by hospitals for inpatient or outpatient services as defined in *Minnesota Rules* 4650.0102, subp. 21 and 29.

It is the position of the Department of Revenue that inpatient and outpatient services mean both items and services furnished by the hospital to an inpatient or an outpatient. The following are examples of items that are taxable when furnished to an inpatient or outpatient of the hospital:

- Drugs—prescription and nonprescription drugs.
- Supplies—Examples: bandages, slings, diapers, heat and cold application devices.
- Appliances and Equipment—Examples: crutches, walkers, prosthetic devices.

2. Emergency Room Services

Emergency room services are taxable to a hospital. Services include both services and items.

3. Prepayments for Services

Generally obligation for the tax arises when payments are received by the hospital. However, payments may have been made on or before December 31, 1992 for services to be administered after December 31, 1992.

All gross revenues generated by services performed after December 31, 1992 are subject to the tax regardless of when payments were made. Payments made on or before December 31, 1992 will be considered as January 1993 receipts for estimated tax purposes.

4. Combined Operations

A hospital may be under joint ownership with business entities that are not subject to tax in 1993 (e.g., clinics, ambulance services or other health care providers). Only the gross revenues generated by the hospital's inpatient and outpatient services are subject to tax in 1993.

Dated: 4 January 1993

Errata

Department of Labor & Industry

Proposed Workers' Compensation Rules

Correction of Title of Notice of Hearing

The Notice of Hearing published by the Department of Labor and Industry appearing in the *State Register* on Monday, December 21, 1992, Vol. 17, No. 25, page 1494, incorrectly listed the title of the rule as; "Proposed Permanent Rules Relating to Workers' Compensation Safety Account Grant and Loan Program." The toll title as listed in the *State Register* index and in bold subtitles in the Notice of Hearing, is as follows:

Proposed Permanent Rules Relating to Workers' Compensation: Safety Account Grant and Loan Program; Safety and Health Committees; Fraud Unit; Insurance Verification; Permanent Partial Disability Schedules; Rehabilitation Services.

The title "Proposed Permanent Rules Relating to Workers' Compensation Account Grant and Loan Program" should appear on page 1497 as the title of the first set of rules following the Notice of Hearing.

Official Notices

Pursuant to the provisions of Minnesota Statutes § 14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

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

Department of Health

Notice of Solicitation of Outside Information or Opinions in the Matter of the Proposed Adoption of Rules of the Minnesota Department of Health Relating to Ionizing Radiation, parts 4730.1475, 4730.1510, 4730.1655, 4730.1691, 4730.1750, 4730.1950, 4730.2050, and 4730.2150

NOTICE IS HEREBY GIVEN that the Minnesota Department of Health is seeking information or opinions from sources outside the Department in preparing to amend rules governing sources of ionizing radiation. The department is soliciting comment on the following rule provisions:

Part 4730.1475 VARIANCES;

Part 4730.1510 REGISTRANT'S SAFETY REQUIREMENTS, subpart 4, **Procedures and safety instruction**, subpart 8, **Holding**, and subpart 10, **Radiological practice standards**;

Part 4730.1655 REQUIRED QUALITY ASSURANCE PROGRAM PROCEDURES, subpart 3, **Quality control measurements for all diagnostic x-ray facilities**;

Part 4730.1691 DIAGNOSTIC QUALITY CONTROL TESTS FOR A QUALITY ASSURANCE PROGRAM, subpart 2, **Automatic processing**, subpart 3, **Manual processing**, subpart 4, **All diagnostic radiographic tubes**, subpart 5, **For facilities with fluoroscopes and C-arm fluoroscopes, except radiation therapy simulators**, subpart 6, **For facilities with mammography systems**, subpart 10, **For facilities with cardiac catheterization systems**, subpart 11, **For facilities with dental intraoral systems**, and subpart 12, **For facilities with dental extraoral systems including panoramic systems**;

Part 4730.1750 GENERAL EQUIPMENT REQUIREMENTS FOR ALL DIAGNOSTIC RADIOGRAPHIC SYSTEMS, subpart 15, **Additional requirements applicable only to certified x-ray systems**;

Part 4730.1950 INTRAORAL DENTAL RADIOGRAPHIC SYSTEMS, subpart 4, **Safety controls**;

Part 4730.2050 VETERINARY MEDICINE RADIOGRAPHIC INSTALLATIONS; and

Part 4730.2150 FLUOROSCOPIC X-RAY SYSTEMS, subpart 11, **Control of scattered radiation**.

The adoption of rules is authorized by *Minnesota Statutes*, sections 144.05, 144.12 and 144.121.

The Minnesota Department of Health requests information and opinions concerning the subject matter of the rules. Interested or affected persons or groups may submit data or views of the subject matter of concern in writing or orally. Written statements should be addressed to:

Susan McClanahan
Minnesota Department of Health
Division of Environmental Health
925 Southeast Delaware Street P.O. Box 59040
Minneapolis, Minnesota 55459-0040

Oral statements will be received during regular business hours over the telephone at (612) 627-5068 by Ms. McClanahan and in person at the above address.

All statements of information and opinions shall be accepted until further notice is published in the *State Register* or the Notice of Hearing or Notice of Intent to Adopt Rules Without a Hearing is published in the *State Register*. Any written material received by the Minnesota Department of Health becomes part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted.

Dated: 22 December 1992

Marlene E. Marschall
Commissioner of Health

Department of Human Services

Exemption to Permanent Rules Governing Second Surgical Opinion Under the Medical Assistance and General Assistance Medical Care Programs

The purpose of this notice is to provide information concerning a change that affects regulatory procedures and thus, coverage of surgical procedures under the Medical Assistance (MA) and General Assistance Medical Care (GAMC) programs. This notice eliminates the 48-hour post event deadline for obtaining second surgical opinion (SSO) exemption waivers, as follows. The limitations are currently governed by *Minnesota Rules* (Rule 48 and Rule 68), Parts 9505.0520 and 9505.5096.

The authority for this change is *Minnesota Sessions Laws*, 1992, Chapter 513, Article 7, Section 22, which states in part: "the commissioner may establish exemptions to specific requirements based on diagnosis, procedure, or service after notice in the *State Register* and a 30-day comment period." The changes are effective for surgical procedures occurring on or after February 3, 1993.

With specific exceptions, *Minnesota Rules* (Rule 48), Part 9505.0520 currently requires that hospitals or admitting physicians obtain a waiver of second surgical opinion requirements for inpatient hospital services within 48 hours of an admission to be eligible for MA/GAMC payment. This deadline currently is applicable to requests for exemptions from second surgical opinion requirements for the following surgical procedures:

A. The surgical procedure is a consequence of, or a customary and accepted practice as an incident to, a more major surgical procedure. *Minnesota Rules*, Part 9505.5040, item B.

B. The surgical procedure is an emergency. *Minnesota Rules*, Part 9505.5040, item C.

This requirement has resulted in the denial of SSO exemptions when requested after the post admission deadline without regard to whether the services were medically necessary. The result of the deadline is to burden providers by denying payment in situations where the services were medically necessary.

Therefore, effective for surgical procedures subject to the provisions of *Minnesota Rules*, Parts 9505.5035 to 9505.5105, that are provided on or after February 3, 1993, a request for an exemption from the SSO requirements for a surgical procedure that meets the requirements of *Minnesota Rules*, Part 9505.5040, item B or C is no longer subject to the 48-hour post event deadline contained in *Minnesota Rules*, Part 9505.0520, subpart 4, but is still required prior to submitting a claim for payment to the Department of Human Services.

MA and GAMC providers remain subject to all other provisions of *Minnesota Rules*, Part 9505.0520 and to the 12-month claim submission requirements of *Minnesota Rules*, Part 9505.0450.

Questions or comments concerning the SSO change should be directed to:

Chris Dobbe (612) 296-2811
Minnesota Department of Human Services
Health Care Management Division—3853
444 Lafayette Road
St. Paul, Minnesota 55155

Minnesota Department of Human Services

Health Care Management Division

Notice of Possible Reduction in Disproportionate Population Adjustment

The purpose of this notice is to provide information concerning the need to reduce the disproportionate population adjustment (DPA) under the Medical Assistance (MA) program. The DPA under the General Assistance Medical Care program is not affected by this notice.

Minnesota Statutes, section 256.969, subdivision 9 was amended during the 1992 session to provide for increased DPA payments and to make more hospitals eligible for a DPA effective for admissions occurring on or after October 1, 1992. The DPA is calculated as the difference between an individual hospital's utilization rate and the mean utilization rate of all hospitals. The MA DPA for a hospital with a utilization rate that is above the mean plus one standard deviation is increased by 10 percent. The inpatient total rate of each hospital is increased by the resulting DPA percentage. The Department provided notice of the revisions in the September 14, 1992 *State Register* and in Informational Bulletin #92-21A dated July 10, 1992.

The notice also included information concerning constraints on the ability to sustain payments under the enhanced methodology. This included information concerning federal legislation that limited DPA payments in each state to an allotment from a national pool of monies based on historical payments and growth factors. The allocation that was available to Minnesota was unknown at the time.

Subsequently, however, the Health Care Financing Administration issued interim final rules and notified the state that the federal share of DPA payments will be limited to the level of payments prior to October 1, 1992. In addition, *Minnesota Statutes* 256.969, subdivision 9 provides for a rateable decrease in the DPA if the federal matching share of DPA payments is not available and payments are expected to exceed the allotment.

Due to the federal action, it may be necessary to reduce DPA payments in order to be in compliance with state law and to avoid paying the federal share from state resources. A specific method for implementing a rateable reduction, however, has not been determined and the department is open to comments. It is anticipated that a rateable reduction would take place on a prospective basis that compensates for an effective date of October 1, 1992 after federal rules are finalized in late January 1993. Notice of any changes will be provided.

Questions or comments may be directed to:

Paul Olson
Department of Human Services
444 Lafayette Road
St. Paul, Minnesota 55155-3836
(612) 296-5620

Department of Human Services

Chemical Dependency Program Division

Notice of Intent to Identify the Need for a Competitive Bid Process on Existing Grants

The Chemical Dependency Program Division (CDPD) of the Department of Human Services is considering the continuation of the grant award to the Minnesota Prevention Resource Center (MPRC) as the State's clearinghouse for alcohol and drug prevention materials.

The CDPD will open these grants to competitive selection if requested to do so by a qualified potential vendor. The potential vendor must demonstrate its capability to deliver an equal or superior service at a comparable cost.

Potential vendors should submit a letter outlining their qualifications to provide the services described to Sharon Johnson, Minnesota Department of Human Services, Chemical Dependency Program Division, 444 Lafayette Road, St. Paul, MN 55155-3823 no later than close of business (4:20 p.m.) Monday, January 18, 1993.

The grant to the MPRC is for approximately \$474,000. The purpose of this grant with MPRC is to provide a state clearinghouse of alcohol and drug abuse prevention education materials to Minnesota communities. Activities include: a library of prevention programs, films, and materials including the distribution of this material to community groups, schools and interested individuals; community assistance in prevention planning, training, awareness and skills building in chemical abuse prevention; development of public education prevention products; 25 trained consultants available throughout the state; coordination of prevention messages through the media and other outreach sources; provision of a "Drug Talk" phone line through a toll-free phone system; production of a prevention newsletter available to anyone in the state; production of a newsletter for multidisciplinary prevention professionals throughout the state; conducting three statewide prevention conferences with assistance from the CDPD office and other appropriate agencies; provision of exhibits at appropriate conferences such as the Minnesota Chemical Dependency Fall Conference and the School Health Conference; and maintaining a working relationship with appropriate public and private organizations and agencies. The vendor will update the materials in the current collection and develop new materials as needs are identified by MPRC and the CDPD.

The vendor will maintain the coordination and distribution of materials for the Regional Alcohol and Drug Awareness Resource (RADAR), the resource network for the National Clearinghouse for Alcohol and Drug Information (each state has a designated RADAR agency). The vendor will acquire, review and select new NCADI publications and replenish inventory as necessary. The vendor will also maintain weekly communication with other members of the network.

The vendor will provide alcohol and other drug (AOD) prevention resources to the six post-secondary institutions in the state—the University of Minnesota, the public and private colleges, the technical colleges, the community colleges and the two-year institutions. Activities include: producing a quarterly newsletter to facilitate networking among post-secondary staff, faculty and students; producing a welcome week kit for incoming students regarding AOD awareness; MPRC community consultants conducting four regional awareness workshops; and providing a brochure for students that defines the AOD problem as it relates to students, applicable laws and tips for reducing a student's risk of becoming a victim of chemical abuse-related sexual assault.

The vendor will also maintain a recordkeeping system on grant-related activity.

Official Notices

Labor Standards Division

Notice of Prevailing Wage Certifications for Construction Projects

Effective January 4, 1993 prevailing wage rates are certified for commercial construction projects in: Kandiyohi county: Reroof Powerhouse Building at Willmar Regional Treatment Center; Crow Wing county: Repair 2 Freight Elevators in Building 2—Brainerd R.H.S.C.; Pine county: Pine City Elementary Reroofing; St. Louis county: Ault Town Hall.

Copies of the certified wage rates for these projects may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306. The charge for the cost of copying and mailing are \$1.36 per project. Make check or money order payable to the State of Minnesota.

John B. Lennes, Jr.
Commissioner

Human Services

Minnesota Early Childhood Care and Education Council (ECCE)

Notice of Meetings

The Minnesota Early Childhood Care and Education Council (ECCE) has scheduled the following meetings which will be held at the Hennepin Technical College, 9000 Brooklyn Boulevard, Brooklyn Park, Minnesota, Room H-117, on January 11, 1993. Direct inquiries to Executive Director, Minnesota Early Childhood Care and Education Council, Third Floor Ford Building, 117 University Avenue, St. Paul, MN 55155; Phone: 612/296-4738.

WORKSHOP—PLANNING SESSION—9 a.m. to 11 a.m.—To refine council objectives and develop a process for establishing council positions.

ECCE REGULAR FULL COUNCIL MEETING—11 a.m. to 3:00 p.m.

Minnesota State Lottery

Notice of Request for Proposal

The Minnesota State Lottery intends to issue a Request for Proposal on January 11, 1993 for the distribution of lottery tickets and related materials to retailers statewide. Proposals must be submitted to the Lottery by 4:30 p.m. on February 18, 1993. Persons interested in obtaining a copy of the RFP may call or write:

Tom Barrett
Administrative Services Manager
Minnesota State Lottery
2645 Long Lake Road
Roseville, Minnesota 55113
(612) 635-8108
Fax #: (612) 297-7497

Office of the Secretary of State

Notice of Vacancies in Multi-Member Agencies

Notice is hereby given to the public that vacancies have occurred in multi-member state agencies, pursuant to *Minnesota Statutes* 15.0597, subdivision 4. Application forms may be obtained from the Office of the Secretary of State, Open Appointments, 180 State Office Building, St. Paul, MN 55155-1299; (612) 297-5845, or in person at Room 174 of the State Office Building. More specific information about these vacancies may be obtained from the agencies listed below. These vacancies will remain open for application through January 26, 1993. Appointing Authorities may also choose to review applications received after that date. Applications are kept on file for a one year period.

The 1992 Annual Compilation and Statistical Report is available from the Minnesota Bookstore. This publication includes a complete listing of state boards and councils that follow the Open Appointments process, descriptions of these agencies and their memberships, and statistical information about appointments and vacancies made during the 1992 fiscal year. The 1992 Annual Compilation also indicates members with terms scheduled to end in January 1993. Many of these positions may still be open for application. The cost

of the 1992 Annual Compilation is \$5.50 per copy plus sales tax. There is a \$2.00 charge for mailing per order; an order may include any number of copies. To order copies of the 1992 Annual Compilation please call the Minnesota Bookstore at 297-3000 or 1-800-657-3757.

ALCOHOL AND OTHER DRUG ABUSE ADVISORY COUNCIL

Chemical Dependency Program Division, 444 Lafayette Rd., St. Paul, MN 55155-3823. 612-296-3991
Minnesota Statutes 254A.04

APPOINTING AUTHORITY: Commissioners of Health/Human Services. **COMPENSATION:** \$55 per diem plus expenses.

VACANCY: One vacancy: members shall be individuals whose interest or training are in the field of alcohol dependency or abuse; at least five whose interests are in the field of dependency and abuse of drugs other than alcohol.

The council advises the commissioner concerning problems of alcohol and other drug dependency and abuse. The council consists of ten members including five members appointed by the commissioner of Human Services with terms ending in even-numbered years and five members appointed by the commissioner of Health with terms ending in odd-numbered years. This includes five with interest in alcohol dependency and abuse, and five interested in abuse of drugs other than alcohol. One member must be over 60 years of age. Monthly meetings.

MARKET DEVELOPMENT COORDINATING COUNCIL

MN Office of Waste Management, 1350 Energy Lane, St. Paul, MN 55108. 612-649-5750
Minnesota Statutes 115A.12(1)

APPOINTING AUTHORITY: Office of Waste Management. **COMPENSATION:** Expenses.

VACANCY: Two vacancies: representatives of private recycling collectors, private recycling markets and local government. Knowledge of recycling, recycling markets or recycled products is desired.

The council develops and coordinates statewide strategy for developing markets for recyclable materials and advises the Office of Waste Management on expenditure of Market Development funds. The council consists of not less than nine nor more than eighteen members: one representative each from the Department of Trade and Economic Development, Department of Administration, Pollution Control Agency, Greater Minnesota Corporation, Metropolitan Council, Legislative Commission on Waste Management; also representation from local government, private recycling markets and collectors. Monthly meetings at the Office of Waste Management in St. Paul.

METROPOLITAN AIRPORTS COMMISSION

6040 28th Ave. S., Mpls., MN 55450. 612-726-8100
Minnesota Statutes 473.603

APPOINTING AUTHORITY: Governor. **COMPENSATION:** \$50 per diem.

VACANCY: One vacancy: Applicants must be residents of cities, towns or counties containing an intermediate airport.

The commission promotes air transportation locally, nationally, and internationally by developing the Twin Cities as an aviation center. The commission consists of fifteen members including the chair and twelve members appointed by the governor, including eight residing in precincts determined by the governor, and four residing outside the metro area, two from cities, towns or counties containing a key airport, and two from cities, towns or counties containing an intermediate airport. The mayors of Minneapolis and St. Paul, or designees, are ex-officio members. The chair receives \$20,226. per year plus expenses and serves at the pleasure of the governor. Monthly meetings. Members must file with the Ethical Practices Board.

MN BOARD OF CHIROPRACTIC EXAMINERS PEER REVIEW COMMITTEE

2700 University Ave. W., Suite 20, St. Paul, MN 55114-1089. 612-642-0591
Minnesota Statutes 148.01-148.106

APPOINTING AUTHORITY: Executive Director, State Board of Chiropractic Examiners. **COMPENSATION:** \$55 per diem.

VACANCY: One vacancy: Professional member, appointee would be expected to attend first meeting on Tuesday, February 9, 1993 at 12:30 p.m.

The committee makes determinations of whether or not certain chiropractors properly utilized services rendered or ordered appropriate treatment or service, and if the cost of treatment was unconscionable. The committee consists of seven members, including five chiropractors and two consumer members. Terms are varied.

MN EARLY CHILDHOOD CARE & EDUCATION COUNCIL

Dept. of Human Services, 444 Lafayette Rd., St. Paul, MN 55155-3832. 612-296-5288
Laws of 1991, Chpt. 292, Section 62

APPOINTING AUTHORITY: Governor. **COMPENSATION:** \$55. per diem, plus expenses.

VACANCY: One vacancy: business representative, corporate executive.

Official Notices

The council is to collaborate child care programs statewide and plans for allocating state and federal funds; develop a biennial plan for early childhood care and education in Minnesota; advocate for a coordinated child care system, and provide a report to the legislature on January 1st of every odd-numbered year describing work plan and legislative recommendations of council. Nineteen members to represent parents, family and center child care providers, private foundations, corporate executives, small business owners, and public school districts; also includes the commissioners of two Minnesota counties, three members from child care resources and referral programs, one from county operated resource and referral, one from rural location, one from metro area, and a community group representative. The governor shall consult with state councils of color to ensure council ethnic and racial representation. Meeting schedule and location undetermined at this time.

PESTICIDE APPLICATOR EDUCATION AND EXAMINATION REVIEW BOARD

90 W. Plato Blvd., St. Paul, MN 55107. 612-297-7175

Minnesota Statutes 18B.035, Sec. 34. s3

APPOINTING AUTHORITY: Commissioner of Agriculture. **COMPENSATION:** None.

VACANCY: One vacancy: Please see the description of this board.

The Board reviews, revises and updates pesticide applicator training manuals and examinations, and discusses topics of concern that can be incorporated into pesticide applicator training. The board consists of fifteen members, representing industry, private, nonprofit organizations, and other governmental agencies, including the University of Minnesota, the Pollution Control Agency, Department of Health, Department of Natural Resources, and Department of Transportation. Membership on the board must include representatives from environmental protection organizations. The terms of members are indefinite. Quarterly meetings of approximately three hours, specific dates are set by the board. Meetings are held at the MN Department of Agriculture.

PIPELINE SAFETY ADVISORY COUNCIL

Dept. of Public Safety, 211 Transportation Bldg., St. Paul, MN 55155. 612-296-6642

Minnesota Statutes 299J.06

APPOINTING AUTHORITY: Commissioner of Public Safety. **COMPENSATION:** \$55 per diem plus expenses.

VACANCY: One vacancy: public member.

The council advises the commissioner, director and other appropriate federal, state, and local government agencies and officials on matters relating to pipeline safety and operation. The council consists of nine members including one member from the hazardous liquid pipeline industry, one member from the gas pipeline industry, one member from personnel who design or construct pipelines, three members who are state or local government employees, and three members who are state residents unaffiliated with state or local government or the pipeline or utility industries.

REGIONAL TRANSIT BOARD

Mears Park Centre, 230 E. Fifth St., St. Paul, MN 55101. 612-292-8789

Minnesota Statutes 473.373

APPOINTING AUTHORITY: Governor, Metropolitan Council. **COMPENSATION:** \$50 per diem plus expenses.

VACANCY: Two vacancies: One member from District H, must be an elected official—includes the communities of Mendota Heights, West St. Paul, South St. Paul, Inver Grove Heights, Eagan, Apple Valley, Rosemount, Hastings, Farmington, Woodbury, Cottage Grove, Afton, Marine on the St. Croix, Baytown, Lake Elmo, Oakdale, St. Paul Park, and all of the townships located in or around these communities. One member from District G, must be an elected official—includes the counties of Carver and Scott, excluding the city of New Prague; that part of the county of Dakota consisting of the cities of Burnsville and Lakeville; and that part of the city of Chanhassen which is in Hennepin county as well as Bloomington and Richfield in Hennepin county.

The board coordinates transit programs, conducts transit research and evaluation, and implements short to mid-range planning consistent with the long-range transit plans of the Metropolitan Council. The board consists of eleven members, including eight members appointed by the Metropolitan Council, one from each metropolitan agency district, six of the eight members are to be elected city, town, or county officials; three members appointed by the governor, including a chair, one person age 65 or older, and one person with a disability. Appointments are with the advice and consent of the senate. Members must file with the Ethical Practices Board. Meetings at 4:00 every 1st and 3rd Monday at Mears Park Centre.

SMALL BUSINESS PROCUREMENT ADVISORY COUNCIL

112 Administration Bldg., St. Paul, MN 55155. 612-297-4412

Minnesota Statutes 16B.20

APPOINTING AUTHORITY: Commissioner of Administration. **COMPENSATION:** \$55 per diem.

VACANCY: One vacancy.

The council advises on the small business procurement program, reviews complaints from vendors, and reviews compliance reports. The council consists of thirteen members.

WASTE EDUCATION COALITION

Office of Waste Management, Waste Education Program, 1350 Energy Lane, St. Paul, MN 55108. 612-649-5750
Minnesota Statutes 115A.072

APPOINTING AUTHORITY: Office of Waste Management. **COMPENSATION:** Expenses.

VACANCY: Two vacancies: One member to represent private industry, with knowledge of or expertise in recycling and solid waste management, one member to be a teacher or representative of the teaching profession, to provide perspective of formal education in the state's waste education program.

The coalition is to advise and assist the staff of the Office of Waste Management to develop, implement, and coordinate state and regional resources in an integrated long-term waste education program which encourages the reduction, reuse, resource recovery, and proper management of solid and hazardous wastes. Eighteen members: one member each from the Pollution Control Agency, Metropolitan Council, Dept. of Education, Dept. of Agriculture, Environmental Education Board, Environmental Quality Board, educational institutions, other public agencies with responsibility for waste management or public education, and three persons representing private recycling or solid waste industries. Meeting schedule: monthly, 3 hrs/mo., at the Office of Waste Management.

Department of Transportation

Aeronautics Division

Notice of Advertisement for Engineering Services

The Minnesota Department of Transportation, Office of Aeronautics is accepting qualification statements from engineering firms in selecting a consultant to update the Minnesota Airport Pavement Management System. The current system in place is AIRPAV which is owned by Eckrose/Green and is operating on a network with IBM PS2 workstations. Our current AIRPAV system contains the following modules: AIRPCI, AIRFIL, AIRPMS, AUTOCIP, AIRCIP, AIRNET, APMSETUP and AIRCAP.

The proposed project is as follows:

1. Evaluate the pavement surfaces at approximately 101 paved airports in Minnesota in 1993-4, using the PCI method as detailed in FAA Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements".
2. Update the database, modify some of the modules and expand the current AIRPAV software with modules such as AIRQUERY and AIRQUERY MAP. An equivalent system would also be considered.
3. Update and add to the current graphic files of the airport pavements at approximately 101 airports on the Intergraph Microstation system.

Eligible firms desiring to be considered for this statewide pavement evaluation project are asked to submit a Statement of Qualifications (SOQ), to include Federal Forms 254 and 255, to Mr. David Nybakken, Director of Airport Development Section, Minnesota Department of Transportation, Office of Aeronautics, 222 East Plato Blvd., St. Paul, Minnesota 55107. Identify personnel to conduct the work and detail their training and experience. SOQ's will be received until 3:00 p.m., January 19, 1993.

A selection board will evaluate and rank the SOQ's and then select firms for final consideration. These finalists will be requested to submit detailed proposals and may be requested to interview before the selection board at 222 E. Plato Blvd., St. Paul.

State Grants

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant 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 notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Minnesota Housing Finance Agency

Request for Proposals

Housing Trust Fund Housing Program

The Minnesota Housing Finance Agency (MHFA) and the Housing Trust Fund Advisory Committee (HTFAC) announce the availability of \$1,000,000 in loan funds to eligible sponsors to assist them in the development, construction, acquisition, preservation and rehabilitation of affordable rental housing, limited equity cooperative housing, and homes for ownership by low income persons.

State Grants

These funds were generated by interest earning on real estate brokers' trust accounts; interest accrued on revenue bond application fees and forfeited fees; and state appropriated funds.

FORM OF AWARDS: Funds are awarded to projects in the form of a zero interest deferred loan. To encourage the long term affordability of the housing provided under this program, a thirty year repayment schedule is used. The loan must be repaid in full if the project fails to operate as affordable housing for low income persons during the first ten years of the loan. During the next twenty years, five percent of the loan is forgiven each year provided that the housing remains affordable for low income persons and families.

SET ASIDE: Up to twenty percent (approximately \$200,000) of the total funds available may be used for projects that are not compatible with the 30 year repayment schedule. Within the twenty percent set aside, up to \$100,000 will be available for home ownership projects. The MHFA's and the HTFAC's intent is to use this set aside of funds to encourage innovative proposals which would otherwise not be possible to fund given the 30 year use commitment. Applications submitted under the set aside will be evaluated with all applications received in response to the Request for Proposals.

ELIGIBLE APPLICANTS: Eligible applicants are individuals, for-profit entities, nonprofit entities, Minnesota Cities, joint power boards established by two or more cities, and Minnesota Housing and Redevelopment Authorities.

ELIGIBLE PROJECTS: The legislation requires that the funds from the trust fund account be used "to provide loans or grants for projects for the development, construction, acquisition, preservation, and rehabilitation of low income rental and limited equity cooperative housing units and homes for ownership. At least 75 percent of the rental and cooperative units, and 100 percent of the homes for ownership, must be rented to or cooperatively owned, or owned by persons and families whose income does not exceed 30 percent of the median family income for the metropolitan area." (*Minnesota Statutes*, section 462A.201 Subd. 2.) As of February 1992, 30 percent of the Minneapolis/St. Paul area median income was \$15,300.

It is the desire of the MHFA and the HTFAC to use the Housing Trust Fund Housing Program to encourage and support innovative approaches to housing problems which provide affordable housing with strong local support. It is expected that these funds will be used to leverage other funds or to provide the final piece of a financing package. They can be used in conjunction with other MHFA, State, or Federal programs as appropriate.

The MHFA, during this funding round, will not be accepting applications for developments which would provide long term care group living housing.

APPLICATION PROCESS: Applicants should request application packets from MHFA staff:

Minnesota Housing Finance Agency	St. Paul, MN 55101
40 Sibley Street, Suite 300	(612) 296-9844

If after reviewing the application materials there are any questions concerning the Housing Trust Fund Housing Program or the application process they should be directed to Denise Holter (612) 297-4294. Samples of successful applications are available for review at the MHFA offices. Applicants are encouraged to discuss the feasibility of their project proposal with MHFA staff prior to submitting an application for funds.

The original and two (2) copies of the application are due by 4:30 p.m. on Friday, February 26, 1993. The Housing Trust Fund Advisory Committee will review the applications and should make funding recommendations to the MHFA Board by April 23, 1993.

This Request for Proposals (RFP) is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA reserves the right to modify or withdraw this RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of applications.

Department of Human Services

Family and Children's Services Division

Notice of Request for Proposals for Federal Child Care and Development Block Grant Funding

The Department of Human Services is soliciting proposals from private and public agencies to develop and improve child care services in Minnesota through funding from the federal Child Care Block Grant Act, Public Law 101-508. Minnesota's federally approved state plan allocates grants as follows:

- | | |
|---|-----------|
| 1. Accreditation, Certification, and Professional Development | \$415,847 |
| 2. Development of Special Needs Child Care | \$260,149 |
| 3. Start Up of Before and After School Programs | \$497,931 |

The Department of Human Services is interested in proposals in the following three areas:

1. Accreditation, certification and training of family child care providers and child care center staff.
2. Development of child care for children with special needs in existing child care centers and family child care homes, and through agencies placing special needs coordinators to work with clusters of providers.
3. Start up of new school age child care programs or the addition of new components to existing programs such as summer programming, inclusion of a different age group or a new geographic area than currently served.

Priority for geographic distribution of grants is determined by eligibility for Chapter I funds. Proposals will be reviewed and rated based on the following criteria:

1. (25%) Focus on culturally responsive and anti bias services.
2. (20%) Program design and feasibility.
3. (15%) Applicant's experience in providing similar services.
4. (15%) Demonstration of partnership efforts and community support.
5. (15%) Innovative and creative approaches using existing resources.
6. (10%) Design and methods for evaluating results of programs.

For complete information regarding the Request for Proposals, contact Barbara O'Sullivan, Child Care Grants Administrator, at (612) 296-8540, Department of Human Services, Family and Children's Services Division, 444 Lafayette Road, St. Paul, MN 55155-3832. **Proposals are due by March 11, 1993.**

Department of Jobs and Training

Community Based Services Division

Notice of Request for Proposal and a Public Hearing on the Selection of a New Delivery Agency for the Department of Jobs and Training's "Weatherization Assistance for Low-Income Persons Program" for Hennepin County Excluding the City Limits of Minneapolis

NOTICE IS HEREBY GIVEN that the Department of Jobs and Training, Community Based Services Division is asking for Requests for Proposals from Community Action Agencies or other Public or Nonprofit Entities to deliver the Department's "Weatherization Assistance for Low-Income Persons Program" for Hennepin County excluding the city limits of Minneapolis. The program must be operated according to U.S. Department of Energy (DOE), Office of Conservation and Renewable Energy Rules 10 CFR Part 440. The new program delivery agency must be able to start the program up on April 1, 1993 for the new DOE FY 1993 Program Year. Expected funding for the FY 1993 program year is \$622,391 to weatherize approximately 331 low-income houses. **Proposals will be accepted until 12:00 p.m. (noon), Friday, January 22, 1993.**

For a copy of the Request for Proposal Package, you may contact:

Weatherization Subgrantee Request for Proposal
Barb Krech
Minnesota Department of Jobs and Training
Community Based Services
390 North Robert Street
St. Paul, Minnesota 55101
(612) 296-4658

NOTICE IS HEREBY GIVEN that a public hearing on the selection of a delivery agency for the Department of Jobs and Training's "Weatherization Assistance for Low-Income Persons Program" for Hennepin County, excluding the Minneapolis city limits. **The hearing will be held on January 28, 1993 in the Shady Oak Room, Minnetonka Community Center, 14600 Minnetonka Boulevard, Minnetonka, Minnesota 55345, Telephone (612) 933-1545.** The hearing is conducted pursuant to Department of Energy (DOE), Office of Conservation and Renewable Energy Rules 10 CFR Part 440.15 Subgrantees. The hearing will begin at 9:00 a.m. and continue until all interested and affected persons have had an opportunity to participate. The hearing will end no later than 12:00 p.m. The Department will make an affirmative presentation of the Proposals received under the Notice of Request for Proposals at the hearing and oral and/or written testimonies may be submitted at the hearing from interested parties. In addition, written testimony will be accepted by the Department until 12:00 p.m. (noon), Friday, February 5, 1993. Additional written testimony may be submitted to:

State Grants

Weatherization Hearing Testimony
Mark Kaszynski
Department of Jobs and Training
Community Based Services
390 North Robert Street
St. Paul, Minnesota 55101
(612) 297-2590

Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

Department of Health

Notice of Availability: Grants for Immunization Action Plan Activities

Purpose

The Minnesota Department of Health (MDH) is seeking proposals from community health boards to develop and implement community-based plans to achieve age-appropriate immunization of infants and other preschool children in their service areas. Immunization activities proposed must not supplant the current local immunization program.

The applicants must use the MDH-provided immunization survey results, based on retrospective reviews of kindergarten enrollees, in planning or improving immunization activities. In addition, the applicants are encouraged to develop the proposal in coordination with local medical, education, and social service providers. The services should be designed to foster collaboration among existing agencies and community-based organizations (e.g., describe the current working relationship with programs such as WIC and how immunization education and services will be offered or expanded through these efforts).

Duration

The projects will be 18 months in duration: July 1, 1993–December 30, 1994. The term of the grant may be extended contingent on federal funding levels and local project performance.

Budget

A total of \$900,000 is available on a competitive basis.

Notice of Intent

Community Health Boards interested in applying for funds should notify Diane C. Peterson at the address below by **4:30 p.m., Friday, January 29, 1993** to assist MDH in prioritizing data analysis for agencies who intend to apply for funding; however, this notification is not required for application. The letter must include the name, address, and telephone number of the contact person for the grant application.

Application Preparation and Submission

Complete application materials and the criteria for review of applications are being mailed to all Community Health Boards. Additional copies are available upon request from Diane Peterson at the address and phone number below. Submit 3 unbound copies of the application by **4:30 p.m. on Friday, April 30, 1993, to:**

Diane C. Peterson, Chief
Acute Disease Programs
Minnesota Department of Health
717 S.E. Delaware Street
P.O. Box 9441
Minneapolis, MN 55440-9441
612/623-6237

Proposals submitted after the deadline will be considered only if funds remain after decisions have been made for applications that met the submission deadline. Applications may not be taxed and will not be accepted in MDH District offices. Funding decisions will be announced by June 1, 1993, for projects to begin approximately on July 1, 1993.

Minnesota Department of Revenue

Local Government Services

Scope of Project:

The purpose of this project is to develop a detailed overview and evaluation of the theory and practice of applying the capitalized income valuation technique to the valuation of utilities and railroads. The information on capitalized income valuation techniques will be used by the department to develop strategies which will aid in producing a market value for railroads and utilities which will serve as a basis for the ad valorem tax.

This study will include a comprehensive literature search and analysis that will further department efforts to improve the valuation levels of various railroads and utilities.

This request for proposal does not obligate the state to complete the project, and the state reserved the right to cancel the solicitation if it is considered to be in its best interest.

Project Goals:

Main objective is the preparation of a comprehensive report identifying key issues in the theory and use of the capitalized earnings concept as it could be applied to the valuations of railroads and utilities. The report should also recommend viable strategies to the department which will provide direction in the use of this technique in valuing railroads and utilities.

Project Tasks:

1. Literature research that covers the following aspects of using capitalized income in the valuation process.
 - A. Appropriateness of using capitalized income techniques to value utilities and railroads.
 - B. Development of the appropriate income stream to be capitalized.
 - C. Development of the appropriate capitalization rate to be applied to the income stream.
 - D. Role of deferred taxes in the establishment of the capitalization rate.
2. Evaluation and analysis of valuation concepts listed in #1.
3. Comprehensive written report including the above recommendations for effective strategies to be used by the department in valuing utilities and railroad.

Responder may propose additional tasks or activities if they will substantially improve the results of the project.

Department Contacts:

If there are questions regarding this request for proposal, please call or write Jerry Garski, Minnesota Department of Revenue, 10 River Park Plaza, St. Paul, Minnesota 55146-3340. (612) 296-0205.

Please note that other department personnel are not allowed to discuss the project with responders before the deadline for submitting proposals.

Submission of Proposals:

All proposals must be sent to and received by Jerry Garski, Assistant Director of Local Government Services, Minnesota Department of Revenue, 10 River Park Plaza, St. Paul, Minnesota 55146-3340 no later than 5:30 p.m., January 25, 1993.

Late proposals will not be accepted. Submit two copies of proposal. Proposals are to be sealed in mailing envelopes or packages with responder's name and address clearly written on the outside. Each copy of the proposal must be signed in ink by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the length of the proposal.

Project Costs:

The department has estimated that the cost of this project should not exceed \$4,500.

Project Completion Date:

The report should be completed by May 30, 1993.

Proposal Contents:

The following will be considered minimal contents of the proposal:

1. A restatement of the objectives, goals and tasks to demonstrate the responder's view of the nature of the project.
2. Identification and description of the items to be provided by the responder.
3. An outline of the responder's background and experience with particular emphasis on previous valuation efforts. Identify

Professional, Technical & Consulting Contracts

the personnel who will be working on the project, and their background. No change in personnel assigned to the project will be permitted without the approval of the State Project Director/Manager.

4. A detailed cost and work plan which will identify the major tasks to be accomplished and which will be used as a scheduling and managing tool as well as a basis of invoicing.

5. Identification of the level of the department's participation in the project as well as any other services to be performed by the department.

Evaluation:

All proposals received by the deadline will be evaluated by representatives of the Department of Revenue. In some instances, an interview will be part of the evaluation process. Factors upon which proposals will be judged include, but are not limited to the following:

1. Expressed understanding of the project objectives (35%)
2. Project work plan (15%)
3. Project detail (15%)
4. Qualifications of both company and personnel. (35%)

Evaluation and selection may be completed by February 12, 1993. Results will be sent immediately by mail to all responders.

Department of Human Services

Coordinated Health Care Delivery Programs

Long Term Care Options Project

Notice of Availability of Contract for Assistance in Establishing Rates for Primary, Acute and Long Term Care Managed Care Demonstration

Notice is hereby given that the Minnesota Department of Human Services is seeking applications for professional services from recognized experts in health care policy, health plan rate setting, long term care rate setting, and actuarial science to develop a rate setting methodology for the Long Term Care Options Project funded by the Robert Wood Johnson Foundation. The foundation has provided funding for the design and development of an innovative managed care system, incorporating primary, acute and long term care services for elderly persons dually eligible for Medicaid and Medicare, into one managed care system. The rate setting methodology will be submitted to the Health Care Financing Administration (HCFA) as part of a proposal to demonstrate a new approach to financing and delivery of a broad range of health and long term care services at several sites in Minnesota. Necessary waivers will be requested from HCFA.

The population involved will include persons over 65 who are dually eligible for the Medicare and Medicaid programs and who reside within counties involved in four to six service sites to be selected as part of the development phase. The population will include persons residing both in nursing homes and within the community including those currently requiring a variety of long term care services and those who may not be currently utilizing services.

This request for proposals does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

I. Purpose of the Project

The purpose of the project is to combine the financing and delivery of primary, acute and long term care services of community-based and institutionalized elders eligible for Medicaid and Medicare services. The goals are to provide services necessary to maximize independence of elders living in the community and to provide a coordinated services delivery system to those residing in nursing homes, as well as to ensure that services are provided in the most cost effective alternative setting feasible. Medicare and Medicaid services and funding are to be combined and utilized in conjunction with existing community services to provide a total care package for enrolled elders. The State will contract with a managed care organization (MCO) at each site to manage and deliver primary, acute and long term care services to enrolled elders. The MCO will consist of a partnership between local health and community service providers including physician, nursing facility and hospitals, and the county. The State will act as the overall insurer and will pay a combined Medicare/Medicaid capitation to the MCO to cover all Medicare and Medicaid covered services including nursing facility care and other long term care services.

Care delivery will be managed through a clinical management team including professionals such as physicians, nurse practitioners, RNs, and social workers. Emphasis will be on prevention and improved health outcomes and cost effective services for both community based and institutionalized elders.

Professional, Technical & Consulting Contracts

The Robert Wood Johnson Foundation has provided the State of Minnesota with a grant for \$235,000 for development and design of a proposal to the Health Care Financing Administration to demonstrate this model. The development phase is funded through December 31, 1993. The amount of the contract for development of a rate setting methodology will not exceed \$40,000 for the period January 30, 1993 through December 31, 1993.

B. Scope of this Request for Assistance

The actuarial contractor will participate in a Design Team headed by Peter Fox, PDF Incorporated, principal consultant, and including state staff with expertise in long term care rate setting and managed care, as well as other professional consultants in research and evaluation, geriatrics, and marketing to further delineate the model to be demonstrated. The actuarial contractor will assist in designing a Medicare capitation rate methodology and Medicaid capitation rate methodology, will make recommendations for risk sharing arrangements and estimating equitable premiums for stop loss arrangements with MCOs, and prepare cost savings estimates to be included in a proposal to the Health Care Financing Administration for the demonstration phase.

In designing the rate methodologies, the contractor must consider measures of case mix for nursing home and long term care populations, as well as state of the art research and methodologies designed to predict primary and acute care utilization patterns among elderly Medicare beneficiaries. It is recognized that because of the innovative nature of this project, some unique approaches may be required.

C. Project Tasks

The following project tasks will be completed:

1. Meet with the state staff, Design Team, and other project participants according to an established schedule and as needed to clarify project goals, issues, covered services, populations, etc.
2. Identify appropriate data sources to be utilized in ratesetting development.
3. Design and development of a Medicare capitation rate methodology appropriate to the population and services included.
4. Design and development of a Medicaid capitation rate methodology appropriate to the population and services included.
5. Recommendations for risk sharing arrangements between the State and the MCOs and for estimating equitable premiums for stop loss arrangements.
6. Development of cost savings estimates and methodologies for such estimates for demonstration of the LTCOP model.

D. Project Cost

The cost of this project will not exceed \$40,000 for services rendered on an as needed basis. Average hourly costs must not exceed \$200.

II. Description of the Proposal

A. A proposal submitted in response to this RFP must include the following:

1. A statement of respondents' understanding of the project objectives, goals, tasks and timetables.
2. A preliminary outline of issues and major tasks to be addressed in the project.
3. Names and credentials of individual who will be providing consulting services. Particular emphasis should be given to background which demonstrates understanding of managed care rate setting innovations, state of the art research in service utilization patterns and predictors and case mix methodologies for Medicare and Medicaid beneficiaries, long term care rate setting methodologies, geriatric care network provider incentives and behavior, and familiarity with Medicaid and Medicare data bases. Access to actuarial services should be included.
4. A cost proposal outlining professional work hours by specific individual, rates, expenses and overhead rates.
5. A reference list of previous clients and types of projects completed including contact person and telephone numbers.
6. A writing sample that communicates how analysis of various rate setting methodologies was performed and the outcome/ or recommendation given to the client based on the analysis.

B. Criteria for Selection

The contract will be awarded on the basis of the following criteria:

1. Relevant education, knowledge, experience and qualifications of individual consultants.
2. Demonstrated understanding of the innovative and experimental nature of the project and demonstration of willingness to work flexibly with the Design Team and state staff in order to address issues and problems arising out of this unique model.
3. Completeness of proposal in addressing required RFP elements.
4. Cost effectiveness of proposal, i.e., effective use of contract resources as demonstrated in the cost proposal.

Professional, Technical & Consulting Contracts

5. Demonstrated experience with relevant Medicaid and Medicare data bases.
6. Demonstrated understanding of unique issues involved in identifying long term care rates and primary, acute care services rates and subsequent effects on rate setting requirements for this project.
7. Knowledge of and understanding of various case mix and utilization adjusters/methodologies for both long term care and acute care service sectors.

C. Workers Compensation Requirement

The successful responder will be required to submit acceptable evidence of compliance with state requirements for workers compensation insurance coverage prior to execution of the contract.

D. Data Privacy

The contractor will be required to comply with state and federal regulations and laws governing any data shared by the State with the contractor, including the Minnesota Government Data Practices Act, *Minnesota Statutes*, Chapter 13.

E. Proposal Submission

Please submit three copies of the proposal to the contact person listed below by 4:30 p.m. on January 29, 1993. Each copy must be signed by an authorized member of the firm or by the person making the bid. Terms of the proposal must be valid for the length of the project.

Proposals will be evaluated and a contractor selected by February 8, 1993. All respondents will receive a written notice of the results of the process. In some instances, an interview may be requested. The Department reserves the right to reject all proposals, if such action is deemed to be in the best interest of the Department.

F. Department Contact

Please direct all inquiries and responses to:

Susan McCreary
Minnesota Department of Human Services
444 Lafayette Road

St. Paul, Minnesota 55155-3852
Phone: (612) 296-1724

Non-State Public Bids and Contracts

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *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 project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

Metropolitan Council

Request for Proposals to Prepare a Land Use and Transportation Plan for the Interstate Hwy. 35E (I-35E) Corridor

The Metropolitan Council is requesting proposals to prepare a multi-jurisdictional land use and transportation plan for the I-35E corridor. The approximate study area boundaries are between Interstate Hwy. 694 and Ramsey County Road J.

Ten copies of the proposal should be submitted to the Metropolitan Council, Mears Park Centre, 230 E. Fifth St., St. Paul, MN 55101, attention: Ann Braden. The deadline for submission is 4:00 p.m., January 29, 1993.

Request a copy of the RFP from Ann Braden at 612/291-6525.

Metropolitan Transit Commission

Proposals Sought for ADA Accessibility Assessment

NOTICE IS HEREBY GIVEN that the Metropolitan Transit Commission will receive proposals at the office of the Metropolitan

Non-State Public Bids and Contracts

Transit Commission, 560 6th Avenue North, Minneapolis, Minnesota 55411-4398, until 2:00 p.m. on January 12, 1993 for Professional Services (Architectural/Engineering) to prepare an assessment of all MTC facilities in relation to providing accessibility for individuals with disabilities. Reference MTC Project No. 10-3243-503-03-3440.

Project will include surveying and evaluating 11 MTC facilities, which include lease spaces. To assure that they are in compliance with the local or ADA accessibility requirements.

The A/E shall complete a survey form for each facility. The forms shall become part of a final report that includes a recommendation and/or summary.

The A/E Recommendation should include a narrative of each facility listing the requirements needed to bring facility into compliance, including a construction cost estimate based on these requirements.

Building access survey forms are available from the MTC or Minnesota State Council on Disability, 121 East 7th Place, Suite 145, Metro Square Building, St. Paul, Minnesota 55101 (612-296-6785).

A/E firms will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

The Metropolitan Transit Commission hereby notifies all bidders that in regard to any contract entered into pursuant to this notification for bids, disadvantaged (minority) and women businesses will be afforded full opportunity to submit bids in response, and will not be subject to discrimination on the basis of race, color, sex or national origin in consideration for an award.

Minnesota Zoo

Request for Proposal

NOTICE IS HEREBY GIVEN that the Minnesota Zoo is seeking proposals to conduct complete field surveys of the public and non-public areas of the zoo facilities in order to determine compliances with Americans with Disabilities Act (ADA).

Proposals must be submitted by 3:30 p.m. CDT, Wednesday, January 13, 1992.

For a copy of the complete Request for Proposal or for further information contact:

Robert K. Wallace, Zoo Projects Supervisor, (612) 431-9302
Minnesota Zoological Garden
13000 Zoo Boulevard
Apple Valley, MN 55124

Northern States Power Company

Qualification Statements Sought for Construction Services on Energy Efficiency Improvement on State of Minnesota Owned or Leased Buildings in the NSP Service Territory

Northern States Power, in conjunction with the Department of Administration, requests qualification statements from contractors to provide construction services primarily for mechanical and electrical systems within State-owned buildings.

Background

NSP, with the Commissioner of Administration, in consultation with the Department of Public Service, will conduct an energy conservation program on state owned buildings and wholly-leased buildings. 300 buildings and 20 million square feet may be retrofitted through this program. A 5 year program is anticipated to complete the retrofits.

Scope of Services

Contractors will be engaged to perform the following type of work:

1. Furnish and erect lighting retrofits
2. Furnish and erect HVAC, Motor and Variable Speed Drive modifications
3. Design, furnish and erect Energy Management systems
4. Furnish and erect hot water, steam and cooling system retrofits
5. Furnish and erect boiler modification.

Timing of the Program

Completed Qualification Statements must be mailed to Northern States Power at the above address by January 29, 1993. The

Non-State Public Bids and Contracts

program is in its beginning phase at this time, however, it is anticipated the program will ultimately construct about 250,000 square feet each month. This program will be continuous when in full operation so it will not be necessary to repeat the qualification process unless there are significant changes in the capabilities of the firm.

Construction services will be required on a building or facility basis from February, 1993 through July, 1996.

Selection of Contractors

1. Interested consultants should mail a letter of interest with descriptive information on the company to NSP at the address below.
2. Along with more information on the scope of the program, NSP will return a qualification statement form to request more specific information.
3. Contractors will be evaluated and a limited number will be invited to submit specific proposals for those projects where their qualifications and size are appropriate. The request for proposals for specific projects will be separate process.
4. NSP specifically invites minority, women-owned and disabled person-owned firms to submit Qualification Statements.

Request for Qualification Statement forms and letter of interest should be sent to:

Northern States Power
414 Nicollet Mall, RS-9
Minneapolis, MN 55401
Attn: Bruce Zirbes

Awards of State Contracts and Advertised Bids

Pursuant to the provisions of Minn. Stat. § 14.10, an agency must make reasonable effort to publicize the availability of any services contract or professional and technical services contract which has an estimated cost of over \$2,000.

Commodities contracts with an estimated value of \$15,000 or more are listed under the Materials Management Division, Department of Administration. All bids are open for 7-10 days before bidding deadline. For bid specifics, time lines, and other general information, contact the appropriate buyers whose initials appear in parentheses next to the commodity for bid, by calling (612) 296-6152.

Materials Management Division—Department of Administration:

Contracts and Requisitions Open for Bid: Call 296-2600 for information on a specific bid, or to request a specific bid.

COMMODITY CODE KEY

A = Sealed Bid
B = Write for Price
C = Request for Proposal
D = Request for Information
E = \$0-\$1,500 Estimated Dollar Value
F = \$1,500-\$5,000 Estimated Dollar Value

G = \$5,000-\$15,000 Estimated Dollar Value
H = \$15,000-\$50,000 Sealed Bid
I = \$50,000 and Over Sealed Bid/Human Rights Compliance Required

J = Targeted Vendors Only
K = Local Service Needed
L = No Substitute
M = Installation Needed
N = Pre-Bid Conference
O = Insurance or Bonding Required

Item: Fixture, Store Display
Req.#: 99997-30015-01
Awarded to: Fasteners for Retail, Cleveland, OH
Awarded amount: \$140.64
Awarded date: December 23, 1992
Expir/deliv date: January 4, 1993
Shipped to: Minnesota State Lottery

Item: Chromatograph, Liquid
Req.#: 12400-14705-01
Awarded to: Varian Instrument Group, Sugarland, TX
Awarded amount: \$43,009.95
Awarded date: December 23, 1992
Expir/deliv date: March 10, 1993
Shipped to: Minnesota Department of Health

Item: Recorder, Video Tape/Disc
Req.#: 21200-53237-01
Awarded to: Studer Revox American, Inc., Nashville, TN
Awarded amount: \$10,115.30
Awarded date: December 23, 1992
Expir/deliv date: January 15, 1993
Shipped to: Various Locations

Awards of State Contracts and Advertised Bids

Item: Cart, Powered, 3 Wheel, Personal
Req.#: 21604-91567-01
Awarded to: APA Medical,
Minneapolis, MN
Awarded amount: \$2,250.00
Awarded date: December 23, 1992
Expir/deliv date: January 24, 1993
Shipped to: Various Locations

Item: Office Machines, Miscellaneous
Req.#: 26071-16083-01
Awarded to: Signature Systems, Inc.,
Fredricksburg, VA
Awarded amount: \$3,995.00
Awarded date: December 23, 1992
Expir/deliv date: December 30, 1992
Shipped to: Mankato State University

Item: Software, Custom
Req.#: 26073-24294-01
Awarded to: MAC Warehouse, South
Norwalk, CT
Awarded amount: \$385.00
Awarded date: December 23, 1992
Expir/deliv date: January 8, 1993
Shipped to: St. Cloud State University

Item: Laboratory/Science Supplies
Req.#: 26073-24338-01
Awarded to: Bio Quip Products,
Gardena, CA
Awarded amount: \$345.60
Awarded date: December 23, 1992
Expir/deliv date: January 18, 1993
Shipped to: St. Cloud State University

Item: Electrical Supplies, Miscellaneous
Req.#: 26175-03294-01
Awarded to: Minnesota Electric Supply,
Marshall, MN
Awarded amount: \$349.85
Awarded date: December 23, 1992
Expir/deliv date: January 6, 1993
Shipped to: Southwest State University

Item: Arts & Crafts Supplies,
Miscellaneous
Req.#: 27152-47028-01
Awarded to: Gabbert Cullet Company,
Williamtown, WV
Awarded amount: \$2,001.24
Awarded date: December 23, 1992
Expir/deliv date: January 15, 1993
Shipped to: Anoka Ramsey Community
College

Item: Furniture, Office, Miscellaneous
Req.#: 27151-93113-01
Awarded to: C & G Office Products,
St. Paul, MN
Awarded amount: \$3,319.32
Awarded date: December 23, 1992
Expir/deliv date: February 2, 1993
Shipped to: Minneapolis Community
College

Item: Laboratory/Science Supplies
Req.#: 27148-61075-01
Awarded to: Frey Scientific Company,
Mansfield, OH
Awarded amount: \$607.04
Awarded date: December 23, 1992
Expir/deliv date: January 18, 1993
Shipped to: Rochester Community
College

Item: Audio/Video Equipment,
Miscellaneous
Req.#: 27147-47501-01
Awarded to: Perpich TV & Music,
Virginia, MN
Awarded amount: \$1,120.00
Awarded date: December 23, 1992
Expir/deliv date: January 3, 1993
Shipped to: Vermilion Community
College

Item: Audio/Video Equipment,
Miscellaneous
Req.#: 27147-47504-01
Awarded to: Perpich TV & Music,
Virginia, MN
Awarded amount: \$750.00
Awarded date: December 23, 1992
Expir/deliv date: January 3, 1993
Shipped to: Vermilion Community
College

Item: Tennis, Table, Equipment
Req.#: 37001-30662-01
Awarded to: Nicklasson Athletic
Company, New Ulm, MN
Awarded amount: \$480.00
Awarded date: December 23, 1992
Expir/deliv date: January 10, 1993
Shipped to: Minnesota Academy for the
Deaf

Item: Scale, Miscellaneous
Req.#: 55105-09280-01
Awarded to: Toledo Scale, Mankato,
MN
Awarded amount: \$1,285.00
Awarded date: December 23, 1992
Expir/deliv date: January 16, 1993
Shipped to: St. Peter Regional
Treatment Center

Item: Telephone System, Voice Mail/
Response
Req.#: 64100-01137-01
Awarded to: Integrated, Minnetonka,
MN
Awarded amount: \$10,245.84
Awarded date: December 23, 1992
Expir/deliv date: December 28, 1992
Shipped to: State Treasurer's Office

Item: Plumbing Supplies, Miscellaneous
Req.#: 78620-00480-02
Awarded to: Capitol Supply, St. Paul,
MN
Awarded amount: \$358.90
Awarded date: December 23, 1992
Expir/deliv date: December 30, 1992
Shipped to: Minnesota Correctional
Facility

Item: Television
Req.#: 78760-03247-01
Awarded to: Dons Television, Inc., Red
Wing, MN
Awarded amount: \$960.00
Awarded date: December 23, 1992
Expir/deliv date: January 18, 1993
Shipped to: Minnesota Correctional
Facility

Item: Cleaning Compounds,
Miscellaneous
Req.#: 78830-11572-01
Awarded to: Globe Inc., St. Cloud, MN
Awarded amount: \$706.00
Awarded date: December 23, 1992
Expir/deliv date: January 10, 1993
Shipped to: Minnesota Correctional
Facility

Awards of State Contracts and Advertised Bids

Item: Fixture, Lighting, Indoor
Req.#: 78830-11577-01
Awarded to: Northland Electric Supply,
Minneapolis, MN
Awarded amount: \$765.00
Awarded date: December 23, 1992
Expir/deliv date: January 30, 1993
Shipped to: Minnesota Correctional
Facility

Item: Chemicals, Industrial
Req.#: 78830-11583-01
Awarded to: National Purity, Inc.,
Minneapolis, MN
Awarded amount: \$420.00
Awarded date: December 23, 1992
Expir/deliv date: December 28, 1992
Shipped to: Minnesota Correctional
Facility

Item: Plumbing Supplies, Miscellaneous
Req.#: 78830-11579-01
Awarded to: A Tu Zee, Inc., St. Paul,
MN
Awarded amount: \$433.58
Awarded date: December 23, 1992
Expir/deliv date: January 30, 1993
Shipped to: Minnesota Correctional
Facility

Item: Blower, Portable, Outdoor Cleanup
Req.#: 79382-02550-01
Awarded to: Brissman Kennedy
Company 2, Duluth, MN
Awarded amount: \$453.90
Awarded date: December 23, 1992
Expir/deliv date: January 15, 1993
Shipped to: Minnesota Department of
Transportation

Item: Service, Janitorial
Req.#: 79500-23507-01
Awarded to: Classic Cleaning Company,
Plymouth, MN
Awarded amount: \$2,143.75
Awarded date: December 23, 1992
Expir/deliv date: December 23, 1992
Shipped to: Minnesota Department of
Transportation

Item: Service, Freight; Total for All Line
Items
Req.#: 79500-23504-02
Awarded to: Rudie Engineering &
Supply, Osseo, MN
Awarded amount: \$300.00

Awarded date: December 23, 1992
Expir/deliv date: December 30, 1992
Shipped to: Minnesota Department of
Transportation

Item: Wheelchair
Req.#: 02305-33977-01
Awarded to: Stat Medical, Inc., Eden
Prairie, MN
Awarded amount: \$1,434.70
Awarded date: December 22, 1992
Expir/deliv date: December 28, 1992
Shipped to: Minnesota Veterans Home

Item: Computer, Mainframe
Req.#: 02410-32411-01
Awarded to: IBM Corporation,
Minneapolis, MN
Awarded amount: \$4,434,175.00
Awarded date: December 22, 1992
Expir/deliv date: January 4, 1993
Shipped to: State of Minnesota

Item: Auto, (Contract)
Req.#: 07500-42113-01
Awarded to: Superior Ford,
Minneapolis, MN
Awarded amount: \$407,200.00
Awarded date: December 22, 1992
Expir/deliv date: April 21, 1993
Shipped to: Various Locations

Item: Auto, (Contract)
Req.#: 07500-42114-01
Awarded to: Superior Ford,
Minneapolis, MN
Awarded amount: \$190,875.00
Awarded date: December 22, 1992
Expir/deliv date: April 21, 1993
Shipped to: Various Locations

Item: Auto Parts & Supplies,
Miscellaneous
Req.#: 07500-42115-01
Awarded to: Superior Ford,
Minneapolis, MN
Awarded amount: \$25,615.00
Awarded date: December 22, 1992
Expir/deliv date: April 21, 1993
Shipped to: Various Locations

Item: Service, Computer Related Repair/
Installation
Req.#: 21200-53582-01
Awarded to: Technoserve, Inc.,
Minnetonka, MN

Awarded amount: \$3,675.00
Awarded date: December 22, 1992
Expir/deliv date: January 19, 1993
Shipped to: Minnesota Department of
Jobs and Training

Item: Handicapped Device, Visual
Req.#: 21701-53571-01
Awarded to: Telesensory Systems, Inc.,
Mountain View, CA
Awarded amount: \$3,255.00
Awarded date: December 22, 1992
Expir/deliv date: January 15, 1993
Shipped to: Minnesota Department of
Jobs and Training

Item: Van, (Contract)
Req.#: 26070-14954-01
Awarded to: Coon Rapids Chrysler,
Coon Rapids, MN
Awarded amount: \$15,495.00
Awarded date: December 22, 1992
Expir/deliv date: April 15, 1993
Shipped to: Bemidji State University

Item: Television
Req.#: 37001-30661-01
Awarded to: Folsoms Communications,
Faribault, MN
Awarded amount: \$699.00
Awarded date: December 22, 1992
Expir/deliv date: January 10, 1993
Shipped to: Minnesota Academy for the
Deaf

Item: Truck, Light, (Contract)
Req.#: 78630-11065-01
Awarded to: Brookdale Pontiac GMC,
Minneapolis, MN
Awarded amount: \$13,433.00
Awarded date: December 22, 1992
Expir/deliv date: February 1, 1993
Shipped to: Minnesota Correctional
Facility

Item: Plumbing Supplies, Miscellaneous
Req.#: 78830-11586-01
Awarded to: Duncan Company,
Minneapolis, MN
Awarded amount: \$482.63
Awarded date: December 22, 1992
Expir/deliv date: January 30, 1993
Shipped to: Minnesota Correctional
Facility

Awards of State Contracts and Advertised Bids

Item: Saw Blade, Diamond
Req. #: 79000-32819-01
Awarded to: Carlson Equipment,
Company, St. Paul, MN
Awarded amount: \$1,032.00
Awarded date: December 22, 1992
Expir/deliv date: January 17, 1993
Shipped to: Minnesota Department of
Transportation

Item: Plumbing Supplies, Miscellaneous
Req. #: 79000-32513-01
Awarded to: Goodin Company, St. Paul,
MN
Awarded amount: \$1,474.00
Awarded date: December 22, 1992
Expir/deliv date: February 12, 1993
Shipped to: Minnesota Department of
Transportation

Item: Tool, Measuring, Precision
Req. #: 79382-02551-01
Awarded to: Cascade Marketing
Association, Wenatchee, WA
Awarded amount: \$12,451.00
Awarded date: December 22, 1992
Expir/deliv date: January 15, 1993
Shipped to: Various Locations

Item: Welding Equipment, Electric Arc
Req. #: 79000-32504-01
Awarded to: Reynolds Welding Supply,
Mankato, MN
Awarded amount: \$5,001.95
Awarded date: December 22, 1992
Expir/deliv date: January 8, 1993
Shipped to: Minnesota Department of
Transportation

Item: Paint
Req. #: 79900-23503-01
Awarded to: Sewall Brothers Industrial,
Arden Hills, MN
Awarded amount: \$450.00
Awarded date: December 22, 1992
Expir/deliv date: January 3, 1993
Shipped to: Minnesota Department of
Transportation

Item: Laboratory/Science Supplies
Req. #: 26073-24331-01
Awarded to: DJ Mineral Kit Company,
Butte, MT
Awarded amount: \$610.00
Awarded date: December 22, 1992
Expir/deliv date: January 18, 1993
Shipped to: St. Cloud State University

Item: Hardware, Miscellaneous
Req. #: 26073-24296-01
Awarded to: Olson David Sales,
Minneapolis, MN
Awarded amount: \$1,403.00
Awarded date: December 22, 1992
Expir/deliv date: January 8, 1993
Shipped to: St. Cloud State University

Item: Copy Machine, High Speed; Over
50 CPM:
Req. #: 27142-42304-01
Awarded to: Copy Corner, Fergus Falls,
MN
Awarded amount: \$92,798.46
Awarded date: December 22, 1992
Expir/deliv date: January 15, 1993
Shipped to: Fergus Falls Community
College

Item: Weight Training/Exercise
Equipment
Req. #: 27157-48993-01
Awarded to: Stairmaster, W. Chicago,
IL
Awarded amount: \$2,425.00
Awarded date: December 22, 1992
Expir/deliv date: January 30, 1993
Shipped to: Inver Hills Community
College

Item: Laboratory/Science Equipment,
Miscellaneous
Req. #: 27155-55217-01
Awarded to: Fisher Scientific Company,
Chicago, IL
Awarded amount: \$550.40
Awarded date: December 22, 1992
Expir/deliv date: January 8, 1993
Shipped to: Rainy River Community
College

Item: Auto, New
Req. #: 29000-59975-01
Awarded to: Thane Hawkins Polar
Chevrolet, White Bear Lake, MN
Awarded amount: \$15,479.00
Awarded date: December 22, 1992
Expir/deliv date: March 1, 1993
Shipped to: Department of Natural
Resources—Southern Service Center

Item: Auto, New
Req. #: 29000-59976-01
Awarded to: Thane Hawkins Polar
Chevrolet, White Bear Lake, MN
Awarded amount: \$15,479.00
Awarded date: December 22, 1992
Expir/deliv date: March 1, 1993
Shipped to: Department of Natural
Resources—Southern Service Center

Item: Auto, New
Req. #: 29000-59977-01
Awarded to: Thane Hawkins Polar
Chevrolet, White Bear Lake, MN
Awarded amount: \$15,479.00
Awarded date: December 22, 1992
Expir/deliv date: March 1, 1993
Shipped to: Department of Natural
Resources—Southern Service Center

Item: Paint
Req. #: 79900-73504-01
Awarded to: Sewall Brothers Industrial,
Arden Hills, MN
Awarded amount: \$1,440.00
Awarded date: December 22, 1992
Expir/deliv date: January 3, 1993
Shipped to: Minnesota Department of
Transportation

Item: Drive, Disk or Tape, Computer
Req. #: 79000-32586-01
Awarded to: RCM Data Corporation,
Bloomington, MN
Awarded amount: \$710.00
Awarded date: December 22, 1992
Expir/deliv date: December 30, 1992
Shipped to: Minnesota Department of
Transportation

Item: Auto, (Contract)
Req. #: 26071-43250-01
Awarded to: Becker Ron, Hastings, MN
Awarded amount: \$8,681.0
Awarded date: December 21, 1992
Expir/deliv date: March 1, 1993
Shipped to: Mankato State University

Item: Reader & Printer, Micrographic
Req. #: 26073-24277-01
Awarded to: Mid American Business
Systems, Minneapolis, MN
Awarded amount: \$18,256.20
Awarded date: December 21, 1992
Expir/deliv date: December 30, 1992
Shipped to: St. Cloud State University

Awards of State Contracts and Advertised Bids

Item: Service, Telephone Repair/
Maintenance
Req. #: 26074-14833-01
Awarded to: Executone Systems of, St.
Paul, MN

Awarded amount: \$1,700.00
Awarded date: December 21, 1992
Expir/deliv date: January 17, 1993
Shipped to: Winona State University

Item: Cleaner, Vacuum, Commercial
Req. #: 27148-61083-01
Awarded to: Hillyard Floor Care,
Hutchinson, MN
Awarded amount: \$1,250.80
Awarded date: December 21, 1992
Expir/deliv date: January 18, 1993
Shipped to: Rochester Community
College

Item: Cleaner, Vacuum, Commercial
Req. #: 27148-61076-01
Awarded to: Dalco, Rochester, MN
Awarded amount: \$1,193.40
Awarded date: December 21, 1992
Expir/deliv date: January 18, 1993
Shipped to: Rochester Community
College

Item: Footwear, Waders
Req. #: 29006-31019-01
Awarded to: Continental Safety
Equipment, Eagan, MN
Awarded amount: \$608.28
Awarded date: December 21, 1992
Expir/deliv date: January 4, 1993
Shipped to: Department of Resources—
Southern Service Center

Item: Truck, Light, (Contract)
Req. #: 29000-59978-01
Awarded to: Thane Hawkins Polar
Chevrolet, White Bear Lake, MN
Awarded amount: \$20,750.00
Awarded date: December 21, 1992
Expir/deliv date: March 1, 1993
Shipped to: Department of Resources—
Southern Service Center

Item: Copy Machine, Medium Speed; 15
to 50 CPM
Req. #: 42202-18778-01
Awarded to: Stringer Business Systems,
St. Paul, MN

Awarded amount: \$883.80
Awarded date: December 21, 1992
Expir/deliv date: January 17, 1993
Shipped to: Various Locations

Item: Lawn and Garden Devices and
Supplies
Req. #: 02307-34305-01
Awarded to: Langula Hardware, West
St. Paul, MN

Awarded amount: \$3,791.58
Awarded date: December 21, 1992
Expir/deliv date: December 31, 1992
Shipped to: Department of
Administration

Item: Battery, Industrial
Req. #: 07500-42097-01
Awarded to: Alexander Batteries, Mason
City, IA
Awarded amount: \$2,521.70
Awarded date: December 21, 1992
Expir/deliv date: January 2, 1993
Shipped to: Department of Public Safety
Warehouse

Item: Service, Aircraft, Repair/
Maintenance
Req. #: 07500-42066-01
Awarded to: Elmo Air Center, Inc., St.
Paul, MN
Awarded amount: \$5,500.00
Awarded date: December 21, 1992
Expir/deliv date: January 4, 1993
Shipped to: Department of Public
Safety/State

Item: Engine, Aircraft
Req. #: 07500-42071-01
Awarded to: Omniflight Helicopters,
Janesville, WI
Awarded amount: \$41,847.00
Awarded date: December 21, 1992
Expir/deliv date: December 31, 1992
Shipped to: Various Locations

Item: Engine, Aircraft
Req. #: 07500-42065-01
Awarded to: Keystone Helicopter
Corporation, W. Chester, PA
Awarded amount: \$99,000.00
Awarded date: December 21, 1992
Expir/deliv date: December 31, 1992
Shipped to: Various Locations

Item: Telephone System, Electronic Key
(EKS)
Req. #: 12000-15285-01
Awarded to: JWP Telecom, Inc.,
Oakbrook Terrace, IL
Awarded amount: \$83,304.00
Awarded date: December 21, 1992
Expir/deliv date: January 16, 1993
Shipped to: Minnesota Department of
Health

Item: Furniture, Office, Miscellaneous
Req. #: 21200-53515-01
Awarded to: Office Machine Sales,
St. Paul, MN
Awarded amount: \$6,654.00
Awarded date: December 21, 1992
Expir/deliv date: February 18, 1993
Shipped to: Minnesota Jobs and
Training—North St. Paul

Item: Reader, Micrographic
Req. #: 26070-14945-01
Awarded to: Abaci, Inc., St. Paul, MN
Awarded amount: \$2,660.00
Awarded date: December 21, 1992
Expir/deliv date: December 31, 1992
Shipped to: Bemidji State University

Item: Cleaner, Vacuum, Commercial
Req. #: 43000-70431-01
Awarded to: Miller B Products,
Hibbing, MN
Awarded amount: \$1,373.00
Awarded date: December 21, 1992
Expir/deliv date: February 1, 1993
Shipped to: Ironworld USA

Item: Service, Bus Charter
Req. #: 55000-32227-01
Awarded to: Safeway Bus, Inver Grove
Heights, MN
Awarded amount: \$5,078.58
Awarded date: December 21, 1992
Expir/deliv date: January 5, 1993
Shipped to: Department of Human
Services

Item: Service, Bus Charter
Req. #: 55000-32227-02
Awarded to: Action I Travel, Anoka,
MN
Awarded amount: \$3,200.00
Awarded date: December 21, 1992
Expir/deliv date: January 5, 1993
Shipped to: Department of Human
Services

Awards of State Contracts and Advertised Bids

Item: Dairy Products
Req. #: 55101-03165-01
Awarded to: Oak Grove Dairy,
 Norwood, MN
Awarded amount: \$21,810.05
Awarded date: December 21, 1992
Expir/deliv date: January 2, 1993
Shipped to: Fergus Falls Regional
 Treatment Center

Item: Contractor, Sprinkler System, Fire
Req. #: 75200-80327-01
Awarded to: Grinnell Fire Protection,
 Minneapolis, MN
Awarded amount: \$1,500.00
Awarded date: December 21, 1992
Expir/deliv date: January 1, 1993
Shipped to: Minnesota Veterans Home

Item: Cabinet, Storage Locker
Req. #: 78770-03597-01
Awarded to: North School Supply
 Company, Fargo, ND
Awarded amount: \$1,780.00
Awarded date: December 21, 1992
Expir/deliv date: January 8, 1993
Shipped to: Minnesota Correctional
 Facility

Item: Van, (Contract)
Req. #: 78790-30707-01
Awarded to: Becker Ron, Hastings, MN
Awarded amount: \$12,240.00
Awarded date: December 21, 1992
Expir/deliv date: February 15, 1993
Shipped to: Minnesota Correctional
 Facility—Farmington

Item: Van, (Contract)
Req. #: 78790-30708-01
Awarded to: Brookdale Pontiac GMC,
 Minneapolis, MN
Awarded amount: \$14,312.50
Awarded date: December 21, 1992
Expir/deliv date: March 15, 1993
Shipped to: Minnesota Correctional
 Facility—Farmington

Item: Plumbing Supplies, Miscellaneous
Req. #: 78830-11585-01
Awarded to: State Supply Company,
 Inc., St. Paul, MN
Awarded amount: \$400.80
Awarded date: December 21, 1992
Expir/deliv date: December 28, 1992
Shipped to: Minnesota Correctional
 Facility

Item: Ammunition
Req. #: 78830-11589-01
Awarded to: Pony Express Reloaders,
 St. Paul, MN
Awarded amount: \$827.00
Awarded date: December 21, 1992
Expir/deliv date: January 4, 1993
Shipped to: Minnesota Correctional
 Facility

Item: Lift, Hydraulic, Vehicle, Repair/
 Maintenance
Req. #: 79000-32510-01
Awarded to: Acme Electric Motor, Inc.,
 Grand Forks, ND
Awarded amount: \$1,889.00
Awarded date: December 21, 1992
Expir/deliv date: February 5, 1993
Shipped to: Minnesota Department of
 Transportation

Item: Welding Equipment,
 Miscellaneous
Req. #: 79000-32505-01
Awarded to: Wojack Welding Supply,
 Minneapolis, MN
Awarded amount: \$3,899.00
Awarded date: December 21, 1992
Expir/deliv date: January 8, 1993
Shipped to: Various Locations

Item: Lettering Machine Supplies
Req. #: 79000-32507-01
Awarded to: St. Louis County Auditor,
 Duluth, MN
Awarded amount: \$2,000.00
Awarded date: December 21, 1992
Expir/deliv date: January 8, 1993
Shipped to: Minnesota Department of
 Transportation

Item: Lift, Hydraulic, Vehicle, Repair/
 Maintenance
Req. #: 79000-32509-01
Awarded to: PJ Distributing Company,
 Mound, MN
Awarded amount: \$3,487.08
Awarded date: December 21, 1992
Expir/deliv date: February 19, 1993
Shipped to: Various Locations

Item: Radio, 2-Way, Stationary
 Equipment (Over \$500)
Req. #: 79000-32627-01
Awarded to: IFR Inc., Wichita, KS

Awarded amount: \$45,983.37
Awarded date: December 21, 1992
Expir/deliv date: February 17, 1993
Shipped to: Various Locations

Item: Blade, Cutting Edge (26),
 $\frac{3}{4}$ x 8 x 4', Hardened
Req. #: 79300-09340-03
Awarded to: Paper Calmenson
 Company, St. Paul, MN
Awarded amount: \$729.80
Awarded date: December 21, 1992
Expir/deliv date: January 20, 1993
Shipped to: Minnesota Department of
 Transportation

Item: Desk, Office
Req. #: 79800-04120-01
Awarded to: Buyers Choice Office, St.
 Paul, MN
Awarded amount: \$911.00
Awarded date: December 21, 1992
Expir/deliv date: January 4, 1993
Shipped to: Minnesota Department of
 Transportation

Item: Blade, Cutting Edge (09),
 $\frac{1}{2}$ x 6 x 9', Steel
Req. #: 79900-23504-03
Awarded to: Spec. Materials Inc.,
 Vadnais Heights, MN
Awarded amount: \$1,400.20
Awarded date: December 21, 1992
Expir/deliv date: January 10, 1993
Shipped to: Minnesota Department of
 Transportation

Item: Tag/Seal, Animal
Req. #: 04131-31659-01
Awarded to: Dickey Manufacturing
 Company, St. Charles, IL
Awarded amount: \$2,738.00
Awarded date: December 24, 1992
Expir/deliv date: January 30, 1993
Shipped to: Minnesota Department of
 Agriculture

Item: Projector, Motion Picture
Req. #: 07500-42069-01
Awarded to: Audio Visual Wholesalers,
 Plymouth, MN
Awarded amount: \$1,740.00
Awarded date: December 24, 1992
Expir/deliv date: January 10, 1993
Shipped to: Department of Public Safety

Awards of State Contracts and Advertised Bids

Item: Computer, Personal
Req.#: 21605-97806-01
Awarded to: Augsburg College Books,
Minneapolis, MN
Awarded amount: \$1,564.00
Awarded date: December 24, 1992
Expir/deliv date: January 8, 1993
Shipped to: Various Locations

Item: Reader and Printer, Micrographic
Req.#: 21200-53554-01
Awarded to: Abaci, Inc., St. Paul, MN
Awarded amount: \$1,883.00
Awarded date: December 24, 1992
Expir/deliv date: January 13, 1993
Shipped to: Minnesota Department of
Jobs and Training

Item: Handicapped Device, Visual
Req.#: 21701-53532-01
Awarded to: Telesensory Systems, Inc.,
Mountain View, CA
Awarded amount: \$3,255.00
Awarded date: December 24, 1992
Expir/deliv date: January 30, 1993
Shipped to: Minnesota Department of
Jobs and Training

Item: Handicapped Device, Visual
Req.#: 21701-53533-01
Awarded to: Telesensory Systems, Inc.,
Mountain View, CA
Awarded amount: \$3,255.00
Awarded date: December 24, 1992
Expir/deliv date: January 30, 1993
Shipped to: Minnesota Department of
Jobs and Training

Item: Handicapped Device, Visual
Req.#: 21701-53534-01
Awarded to: Telesensory Systems, Inc.,
Mountain View, CA
Awarded amount: \$3,255.00
Awarded date: December 24, 1992
Expir/deliv date: January 30, 1993
Shipped to: Minnesota Department of
Jobs and Training

Item: Handicapped Device, Visual
Req.#: 21701-53535-01
Awarded to: Telesensory Systems, Inc.,
Mountain View, CA
Awarded amount: \$3,255.00
Awarded date: December 24, 1992
Expir/deliv date: January 30, 1993
Shipped to: Minnesota Department of
Jobs and Training

Item: Handicapped Device, Visual
Req.#: 21701-53536-01
Awarded to: Telesensory Systems, Inc.,
Mountain View, CA
Awarded amount: \$4,055.00
Awarded date: December 24, 1992
Expir/deliv date: January 30, 1993
Shipped to: Minnesota Department of
Jobs and Training

Item: Handicapped Device, Visual
Req.#: 21701-53538-01
Awarded to: Telesensory Systems, Inc.,
Mountain View, CA
Awarded amount: \$3,255.00
Awarded date: December 24, 1992
Expir/deliv date: January 15, 1993
Shipped to: Minnesota Department of
Jobs and Training

Item: Handicapped Device, Visual
Req.#: 21701-53539-01
Awarded to: Telesensory Systems, Inc.,
Mountain View, CA
Awarded amount: \$2,940.00
Awarded date: December 24, 1992
Expir/deliv date: January 30, 1993
Shipped to: Minnesota Department of
Jobs and Training

Item: Handicapped Device, Visual
Req.#: 21701-53541-01
Awarded to: Telesensory Systems, Inc.,
Mountain View, CA
Awarded amount: \$2,490.00
Awarded date: December 24, 1992
Expir/deliv date: January 30, 1993
Shipped to: Minnesota Department of
Jobs and Training

Item: Handicapped Device, Visual
Req.#: 21701-53452-02
Awarded to: Humanware, Inc., Loomis,
CA
Awarded amount: \$3,820.00
Awarded date: December 24, 1992
Expir/deliv date: January 30, 1993
Shipped to: Minnesota Department of
Jobs and Training

Item: Handicapped Device, Visual
Req.#: 21701-53540-01
Awarded to: Humanware, Inc., Loomis,
CA
Awarded amount: \$2,780.00
Awarded date: December 24, 1992
Expir/deliv date: January 15, 1993
Shipped to: Minnesota Department of
Jobs and Training

Item: Printer, Computer
Req.#: 26137-02146-02
Awarded to: North Country Business,
Bemidji, MN
Awarded amount: \$987.00
Awarded date: December 24, 1992
Expir/deliv date: January 8, 1993
Shipped to: Bemidji State University

Item: Television
Req.#: 26071-26370-01
Awarded to: EPA Audio Visual,
Rockford, MN
Awarded amount: \$1,897.23
Awarded date: December 24, 1992
Expir/deliv date: January 5, 1993
Shipped to: Mankato State University

Item: Audio/Video Equipment,
Miscellaneous
Req.#: 26071-26380-01
Awarded to: Best Buy Company,
Bloomington, MN
Awarded amount: \$1,778.00
Awarded date: December 24, 1992
Expir/deliv date: December 31, 1992
Shipped to: Mankato State University

Item: Recorder, Video Tape/Disc
Req.#: 26073-24280-01
Awarded to: Alpha Video and Audio,
Bloomington, MN
Awarded amount: \$1,894.00
Awarded date: December 24, 1992
Expir/deliv date: December 30, 1992
Shipped to: St. Cloud State University

Item: Recorder, Video Tape/Disc
Req.#: 26073-24279-01
Awarded to: EPA Audio Visual,
Rockford, MN
Awarded amount: \$1,889.61
Awarded date: December 24, 1992
Expir/deliv date: December 30, 1992
Shipped to: St. Cloud State University

Awards of State Contracts and Advertised Bids

Item: Material Handling Equipment, Miscellaneous
Req.#: 26073-24288-01
Awarded to: Pogleasa R J Company, Inc., Arden Hills, MN
Awarded amount: \$2,380.00
Awarded date: December 24, 1992
Expir/deliv date: January 28, 1993
Shipped to: St. Cloud State University

Item: Laboratory/Science Equipment Miscellaneous
Req.#: 27147-47509-01
Awarded to: Vessco, Inc., Eden Prairie, MN
Awarded amount: \$660.97
Awarded date: December 24, 1992
Expir/deliv date: January 10, 1993
Shipped to: Vermilion Community College

Item: Safe
Req.#: 29002-23058-01
Awarded to: Parker Association, Wayzata, MN
Awarded amount: \$1,092.00
Awarded date: December 24, 1992
Expir/deliv date: January 29, 1993
Shipped to: Department of Natural Resources

Item: Laundry and Dry Cleaning Equipment, Miscellaneous
Req.#: 55105-09269-01
Awarded to: Sears Roebuck and Company, Mankato, MN
Awarded amount: \$2,484.43
Awarded date: December 24, 1992
Expir/deliv date: January 22, 1993
Shipped to: St. Peter Regional Treatment Center

Item: Labels, Office Supplies
Req.#: 67420-53416-01
Awarded to: Bergstrom and Company, Minneapolis, MN
Awarded amount: \$1,975.30
Awarded date: December 24, 1992
Expir/deliv date: January 15, 1993
Shipped to: Department of Revenue, Support

Item: Shelving, Storeroom
Req.#: 67120-53471-01
Awarded to: Midwest Container Systems, Minneapolis, MN

Awarded amount: \$1,375.26
Awarded date: December 24, 1992
Expir/deliv date: January 8, 1993
Shipped to: Department of Revenue, Support

Item: Lumber, Softwood
Req.#: 78830-11578-01
Awarded to: Mathew Hall Lumber Company, St. Cloud, MN
Awarded amount: \$2,795.00
Awarded date: December 24, 1992
Expir/deliv date: December 31, 1992
Shipped to: Minnesota Correctional Facility

Item: Envelope, Office Supplies
Req.#: 78830-11592-01
Awarded to: Quality Park Products, St. Paul, MN
Awarded amount: \$1,353.00
Awarded date: December 24, 1992
Expir/deliv date: January 4, 1993
Shipped to: Minnesota Correctional Facility

Item: Camera, Video Tape
Req.#: 79000-32772-01
Awarded to: Alpha Video and Audio, Bloomington, MN
Awarded amount: \$1,527.00
Awarded date: December 24, 1992
Expir/deliv date: January 10, 1993
Shipped to: Minnesota Department of Transportation

Item: Photo Developing Supplies, Miscellaneous
Req.#: 07500-42106-01
Awarded to: Streicher Don Guns, Minneapolis, MN
Awarded amount: \$2,854.70
Awarded date: December 28, 1992
Expir/deliv date: January 10, 1993
Shipped to: Department of Public Safety Warehouse

Item: Dictating/Transcribing Equipment
Req.#: 07500-42100-01
Awarded to: Lanier Business Products, Minneapolis, MN
Awarded amount: \$2,565.00
Awarded date: December 28, 1992
Expir/deliv date: January 4, 1993
Shipped to: Department of Public Safety

Item: Fixture, Store Display
Req.#: 99997-30015-01
Awarded to: Fasteners for Retail, Cleveland, OH
Awarded amount: \$6,515.00
Awarded date: December 28, 1992
Expir/deliv date: January 4, 1993
Shipped to: Minnesota State Lottery

Item: Buildings, Prefabricated
Req.#: 29002-22962-01
Awarded to: Contech Construction Products, Shakopee, MN
Awarded amount: \$7,595.00
Awarded date: December 28, 1992
Expir/deliv date: May 3, 1993
Shipped to: Department of Natural Resources

Item: Kitchen Devices and Supplies
Req.#: 55105-09270-01
Awarded to: Heritage Food Service Equipment, Fort Wayne, IN
Awarded amount: \$985.30
Awarded date: December 28, 1992
Expir/deliv date: January 14, 1993
Shipped to: St. Peter Regional Treatment Center

Item: Van, (Contract)
Req.#: 79382-02532-03
Awarded to: Midway Ford, Roseville, MN
Awarded amount: \$15,028.00
Awarded date: December 28, 1992
Expir/deliv date: March 15, 1993
Shipped to: Minnesota Department of Transportation

Item: Truck, Light, (Contract)
Req.#: 79382-02536-01
Awarded to: Midway Ford, Roseville, MN
Awarded amount: \$15,901.00
Awarded date: December 28, 1992
Expir/deliv date: March 15, 1993
Shipped to: Minnesota Department of Transportation

Item: Truck, Light, (Contract)
Req.#: 79382-02536-02
Awarded to: GMAC, Duluth, MN
Awarded amount: \$13,403.00
Awarded date: December 28, 1992
Expir/deliv date: March 15, 1993
Shipped to: Minnesota Department of Transportation

Awards of State Contracts and Advertised Bids

Item: Van, (Contract)
Req.#: 79382-02532-02
Awarded to: Thane Hawkins Polar
Chevrolet, White Bear Lake, MN
Awarded amount: \$48,470.00
Awarded date: December 28, 1992
Expir/deliv date: March 15, 1993
Shipped to: Minnesota Department of
Transportation

Item: Van, (Contract)
Req.#: 79382-02532-04
Awarded to: Grossman Chevrolet,
Burnsville, MN
Awarded amount: \$58,796.00
Awarded date: December 28, 1992
Expir/deliv date: March 15, 1993
Shipped to: Minnesota Department of
Transportation

Item: Van, (Contract)
Req.#: 79382-02532-01
Awarded to: Brookdale Pontiac GMC,
Minneapolis, MN
Awarded amount: \$86,458.00
Awarded date: December 28, 1992
Expir/deliv date: March 15, 1993
Shipped to: Minnesota Department of
Transportation

Item: Calculator
Req.#: 79000-32940-01
Awarded to: Browns Office Machines,
St. Paul, MN
Awarded amount: \$845.00
Awarded date: December 28, 1992
Expir/deliv date: January 31, 1993
Shipped to: Minnesota Department of
Transportation

Item: Battery, Industrial
Req.#: 79000-32920-01
Awarded to: Isco, Inc., Lincoln, NE
Awarded amount: \$615.00
Awarded date: December 28, 1992
Expir/deliv date: January 14, 1993
Shipped to: Minnesota Department of
Transportation

Department of Administration: Print Communications Division

Printing Contracts Awarded

Item: 1993-4 Highway Map
Req.#: 25464
Awarded to: Vicking Press, Eden Prairie
Amount: \$91,590.00
Date: December 10, 1992
Deliver to: Various Locations
Delivery date: 21 days

Item: DL Renewal Reminder Form
Req.#: 26851
Awarded to: Financial Forms,
Minneapolis
Amount: \$2,947.66
Date: December 9, 1992
Deliver to: Public Safety Department
Delivery date: A/R

Item: 1993 MN Boating Guide
Req.#: 26625
Awarded to: American Spirit Graphics,
Minneapolis
Amount: \$21,508.74
Date: December 9, 1992
Deliver to: Department of Natural
Resources
Delivery date: A/R

Item: Authorization
Req.#: 26831
Awarded to: Financial Forms,
Minneapolis

Amount: \$2,237.78
Date: December 9, 1992
Deliver to: Jobs and Training
Department
Delivery date: A/R

Item: Physician's Order Sheet
Req.#: 26810
Awarded to: Royal Business Forms,
Brooklyn Center
Amount: \$544.32
Date: December 9, 1992
Deliver to: Minnesota Veterans Home
Delivery date: A/R

Item: Check Mailer Assembly
Req.#: 26816
Awarded to: Bann Division, St. Paul
Amount: \$537.51
Date: December 9, 1992
Deliver to: Jobs and Training
Department
Delivery date: A/R

Item: Daanes Forms DHS-2600, 01, 02
Req.#: 26756
Awarded to: Paragon Forms, Brooklyn
Center
Amount: \$5,420.85
Date: December 9, 1992
Deliver to: Human Services Department
Delivery date: 30 days

Item: Notice of Overweight
Req.#: 26780
Awarded to: Royal Business Forms,
Brooklyn Center
Amount: \$201.02
Date: December 9, 1992
Deliver to: Public Safety Department
Delivery date: 30 days

Item: Investigation of Overweight
Req.#: 26773
Awarded to: Royal Business Forms,
Brooklyn Center
Amount: \$235.45
Date: December 9, 1992
Deliver to: Public Safety Department
Delivery date: 30 days

Item: Adult Immunization History
Req.#: 26791
Awarded to: Applied Power Products
Amount: \$405.77
Date: December 9, 1992
Deliver to: Health Department
Delivery date: 21 days

Awards of State Contracts and Advertised Bids

Item: Fixed Asset Property Label
Req.#: 26719
Awarded to: Applied Power Products,
St. Paul
Amount: \$1,742.07
Date: December 9, 1992
Deliver to: Central Stores
Delivery date: 21 days

Item: Self Sticking Labels
Req.#: 26736
Awarded to: Applied Power Products,
St. Paul
Amount: \$317.90
Date: December 9, 1992
Deliver to: Jobs and Training
Department
Delivery date: 21 days

Item: Payroll Envelope
Req.#: 26753
Awarded to: Quality Park Envelope,
St. Paul
Amount: \$475.68
Date: December 9, 1992
Deliver to: Jobs and Training
Department
Delivery date: 20 days

Item: Report to the Governor
Req.#: 26605
Awarded to: Printing Enterprises,
New Brighton
Amount: \$7,646.70
Date: December 9, 1992
Deliver to: Higher Education
Coordinating Board
Delivery date: A/R

Item: Blank Prebill-yellow strip
Req.#: 26714
Awarded to: Royal Business Forms,
Brooklyn Center
Amount: \$271.79
Date: December 9, 1992
Deliver to: Public Safety Department
Delivery date: 30 days

Item: Payroll Envelope
Req.#: 26751
Awarded to: Envelope Specialties Inc.,
St. Paul
Amount: \$328.55
Date: December 9, 1992
Deliver to: Jobs and Training
Department
Delivery date: A/R

Item: MA for Nursing Home Residents
Req.#: 26658
Awarded to: Printing Resources,
Shoreview
Amount: \$3,825.48
Date: December 9, 1992
Deliver to: Human Services Department
Delivery date: A/R

Item: Certificate of Live Birth
Req.#: 26792
Awarded to: Custom Business Forms
Amount: \$4,036.35
Date: December 9, 1992
Deliver to: Health Department
Delivery date: 15 days

Item: Tourism #10 Envelopes
Req.#: 26554
Awarded to: Design Press, St. Paul
Amount: \$441.98
Date: December 17, 1992
Deliver to: DTED—Tourism
Delivery date: A/R

Item: 1992 MN State Parks' Guide
Req.#: 26946
Awarded to: Johnson Litho Graphics,
Eau Claire, WI
Amount: \$7,571.09
Date: December 17, 1992
Deliver to: Department of Natural
Resources
Delivery date: 15 days

Item: Spring Road Restriction Map
Req.#: 26966
Awarded to: Printing Resources,
Shoreview
Amount: \$1,866.95
Date: December 17, 1992
Deliver to: Department of
Transportation
Delivery date: A/R

Item: Violation Warning
Req.#: 26884
Awarded to: Royal Business Forms,
Brooklyn Center
Amount: \$4,048.07
Date: December 17, 1992
Deliver to: Public Safety Department
Delivery date: 30 days

Item: Minnesota Explorer
Req.#: 26867
Awarded to: St. Cloud Times, St. Cloud
Amount: \$154,347.26
Date: December 17, 1992
Deliver to: DTED—Tourism
Delivery date: 30 days

Item: Winona State University 93 Spring
Schedule
Req.#: 26888
Awarded to: House of Print, Madelia
Amount: \$1990.00
Date: December 17, 1992
Deliver to: Winona State University
Delivery date: A/R

Item: 1993 Spring Turkey Tag
Req.#: 26847
Awarded to: Acme Tag Company,
Minneapolis
Amount: \$1,936.49
Date: December 18, 1992
Deliver to: Department of Natural
Resources
Delivery date: 21 days

Human Services Laws and Rules

Human Services Laws 1991

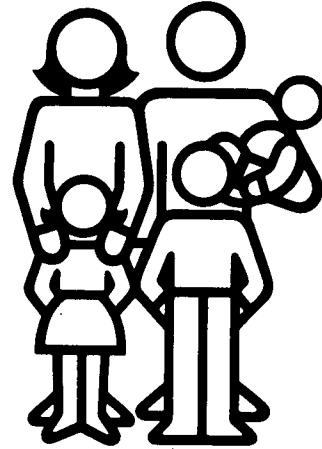
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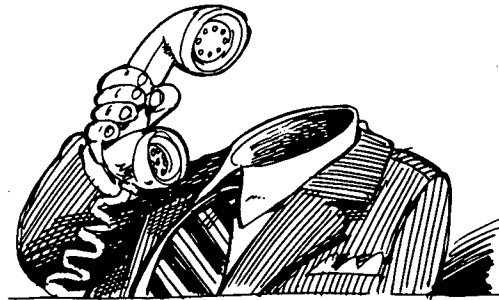


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