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The Minnesota  
**State  
Register**

Department of Administration—Print Communications Division

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Rules edition  
Published every Monday  
(Tuesday if Monday is a holiday)

**Monday 6 December 1993**  
**Volume 18, Number 23**  
**Pages 1433-1460**

# 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, professional, technical and consulting contracts, non-state bids and public contracts, and grants.

A *Contracts Supplement* is published Tuesday, Wednesday and Friday and contains bids and proposals, including printing bids.

### Printing Schedule and Submission Deadlines

Vol. 18 Issue Number	PUBLISH DATE	Submission deadline for Adopted and Proposed Rules	*Submission deadline for: Emergency Rules, Executive Orders, Commissioner's Orders, Revenue Notices, Official Notices, State Grants, Professional, Technical and Consulting Contracts, Non-State Bids and Public Contracts
23	Monday 6 December	Monday 22 November	Monday 29 November
24	Monday 13 December	Monday 29 November	Monday 6 December
25	Monday 20 December	Monday 6 December	Monday 13 December
26	Monday 27 December	Monday 13 December	Thursday 16 December

The *State Register* is published by the State of Minnesota, Department of Administration, Print Communications Division, 117 University Avenue, St. Paul MN 55155, pursuant to *Minnesota Statutes* § 14.46.

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Both editions are delivered postpaid to points in the United States, second class postage paid for the *State Register* at St. Paul, MN, first class for the *Contracts Supplement*. 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.

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# Minnesota Rules: Amendments and Additions

## NOTICE: How to Follow State Agency Rulemaking in the *State Register*

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 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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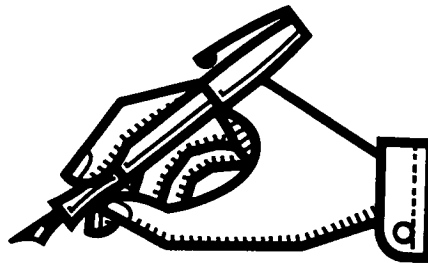
# Minnesota Rules: Amendments and Additions

## Human Services Department (Continued)

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## 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 Veterans Affairs

### Proposed Permanent Rules Relating to the County Veterans Service Officer Operational Improvement Grant Program

#### Notice of Intent to Adopt Rules Without a Public Hearing

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

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

Terrence A. Logan  
Director, Veterans Programs  
Minnesota Department of Veterans Affairs  
20 West 12th Street  
St. Paul, Minnesota 55155  
(612) 296-6728 Fax (612) 296-3954

**Subject of Rules and Statutory Authority.** The proposed rules are about the County Veterans Service Officer Operational Improvement Grant Program. The statutory authority to adopt these rules is *Minnesota Statutes* 197.608. A copy of the proposed rules are published in the *State Register* and attached to this notice as mailed.

**Comments.** You have until 4:30 p.m., January 5, 1994 to submit written comment in support or in opposition to the proposed rules and any part or subpart of the rules. 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 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 rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m., January 5, 1994. Your written request for a public hearing must include your name and address. You are encouraged to identify the portion of the proposed rule which caused your request, and any changes you want made to the proposed 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 rule as attached and as printed in the *State Register*. If the proposed 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

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## Proposed Rules

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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.

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

Bernie Melter  
Commissioner  
Minnesota Department of Veterans Affairs

### Rules as Proposed (all new material)

#### 9055.0500 AUTHORITY, PURPOSE.

Subpart 1. **Authority.** The terms in parts 9055.0500 to 9055.0610 implementing the county veterans service officer grant program, are adopted by the department pursuant to authority granted by *Minnesota Statutes*, sections 196.04, subdivisions 1 and 2, and 197.608, subdivision 2.

Subp. 2. **Purpose.** Parts 9055.0500 to 9055.0610 provide the procedures for awarding county veterans service officer operational improvement grants.

#### 9055.0510 NOTICE.

The department shall annually provide notice of the time period during which applications will be accepted. The application period may not be less than 30 days, nor more than 60 days. Notices must be sent to all Minnesota county veterans service officers and others who request notification.

#### 9055.0520 ELIGIBILITY.

Subpart 1. **Eligible applicants.** A certified county veterans service officer or county veterans service officer who is serving an initial probationary period is eligible to apply for a grant under parts 9055.0500 to 9055.0610.

Subp. 2. **Eligible projects.** A project designed to improve management, efficiency, or capacity or otherwise to improve the delivery of benefits and services to Minnesota's veterans and their dependents is eligible for funding.

Subp. 3. **Ineligible projects.** The following activities or expenditures are not eligible for funding:

A. projects which do not directly support or improve the operation of the county veterans service office, including acquisition of capital equipment;

B. projects or programs that would be used to supplement the salary of a county veterans service officer or employees of the county veterans service office;

C. projects or programs which would be used to supplement or supplant the normal operating budget of the county veterans service office; and

D. projects or programs that would be used to supplement or supplant existing federal, state, or county programs.

Subp. 4. **Deadline.** Applications, on forms supplied by the department, must be received by the department before 4:30 p.m. on the last day of the application period, as stated in the notice. Applications must be submitted by certified mail. Applications submitted by other means are not acceptable and must be returned.

Subp. 5. **Categories.** Pursuant to *Minnesota Statutes*, section 197.608, grant applications will be categorized based upon the veteran population of the applicant county. These categories are county veterans populations of: less than 1,000 veterans; 1,000 or more veterans but less than 3,000 veterans; 3,000 or more veterans but less than 10,000 veterans; and 10,000 or more veterans.

#### 9055.0530 APPLICATION.

Subpart 1. **Required elements.** An application must be submitted to the department for purposes of determining eligibility and priority of funding within the time frames provided in the notice. The application must be in a form and manner prescribed by the department and contain all information required by parts 9055.0500 to 9055.0610 and governing statutes, including the following:

A. name of applicant county;

B. statement of intended purpose of the grant; and

C. signature of the county veterans service officer.

Subp. 2. **Format of applications.** The application must contain the following:



- A. a statement that explains the need for the grant, the purpose of the grant, and the means the applicant shall undertake to meet the needs of the grant;
- B. a description of the activities that the grant will accomplish, identifying the intended results of the grant and including expected completion dates;
- C. designation of an individual who will be responsible for implementation of the grant;
- D. a detailed description of any capital equipment, including computer equipment or other hardware, or goods or services to be purchased by the grant recipient;
- E. a statement that any capital equipment purchased by the grant recipient will be retained by the grant recipient for the exclusive use of the county veterans service office and used only to support the activities of the county veterans service officer operations; and
- F. a schedule of implementation of the activities listed in the final grant application.

**9055.0540 APPLICATIONS; REVIEW, APPROVAL, REJECTION.**

Subpart 1. **Review.** The department shall have 30 days after receipt of the application to review the application. Applications shall be reviewed for completeness and compliance with the rules of this grant program. The department shall either approve and accept or reject all applications within this 30-day time period.

Subp. 2. **Approve and accept.** Applications which are approved and accepted by the department shall be retained by the department and shall continue as final applications for funding consideration. Applicant counties shall be notified by the department that their application has been approved and accepted for further consideration.

Subp. 3. **Rejection.** Ineligible applications will be rejected and returned to the applicant with a written statement of reasons for rejection. A rejected application may be resubmitted to the department within 30 days of the date that the application was rejected and returned to the county. Applicants may appeal the commissioner's decision to reject an application as provided in part 9055.0080.

Subp. 4. **Resubmitted applications.** Resubmitted applications shall be reviewed using the same criteria required for initial applications. If approved, resubmitted applications shall be ranked in priority with other accepted applications, by date of receipt and shall be awarded a grant if funds are available.

Subp. 5. **Priority counties.** Consistent with priorities established in *Minnesota Statutes*, section 197.608, priority shall be given to counties which have not previously received funding for the improvement of their county veterans service office operations.

**9055.0550 GRANT AWARDS.**

Grants must be awarded on a first-come, first-served basis to counties submitting applications which meet all the criteria established in parts 9055.0500 to 9055.0610.

**9055.0560 GRANT CONTRACT.**

Subpart 1. **Final step.** The final step in the awarding of a county veterans service officer operational improvement grant is the execution of a grant contract between the applicant and the department.

Subp. 2. **Contract contents.** The grant contract must specify the amount of the grant to the county for the improvement of the operation of the county veterans service office, the manner and process of making payments to the county and the requirements for accounting, auditing, reporting required of the county by the department, and the time frame within which the intended purposes will be accomplished.

Subp. 3. **Amendments.** Amendments must be mutually agreed to by both parties, must be in writing and must be signed by both parties.

Subp. 4. **Resolution of support.** An application may be accepted by the department only if accompanied by a resolution of support for the grant passed at an official meeting of the county board and signed by the county board chair.

**9055.0570 TIMELY EXPENDITURE REQUIRED.**

Recipients of a grant under parts 9055.0500 to 9055.0610 must spend all grant money, according to the terms of the grant con-

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## Adopted Rules

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tract, within 180 days of the date that the funds are transferred to the recipient. Money not spent within this time must be returned to the department and shall be reallocated to eligible applicants.

### 9055.0580 REPORT REQUIRED.

Within 180 days of the effective date of a grant award, each grantee shall submit to the department a written report containing:

- A. a description of the grant project, to include actual costs incurred and expenses paid;
- B. participants in the project;
- C. results of the project;
- D. plans for continuation of the grant project, if any;
- E. source and amount of funds, if any, used in addition to the grant received from the department; and
- F. receipts for all expenditures made under the grant contract.

### 9055.0590 RECORDS.

The grantee shall maintain, for a period of not less than three years from the effective date of the grant, all records relating to the receipt and expenditure of grant money.

### 9055.0600 MONITORING GRANT RESULTS.

As a condition of accepting a grant, a grantee shall submit a report to the department, within one year of the effective date of the grant, detailing the effects of the grant upon the operation of the county veterans service office operation.

### 9055.0610 TERMINATION; RECAPTURE.

If the department finds that there has been a failure to comply with the provisions of the grant agreement, that reasonable progress has not been made in implementing the provisions of the grant, or that the purposes for which the funds were granted have not been or will not be fulfilled, the department must take action to protect the interests of the state of Minnesota. This action will require the return of part or all of the funds already disbursed and informing the legislative auditor of the recovery action.

## 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 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 Assessors

### Adopted Permanent Rules Relating to Licensing Requirements for Certified and Accredited Minnesota Assessors

The rules proposed and published at *State Register*, Volume 18, Number 10, pages 767-771, September 7, 1993 (18 SR 767), are adopted as proposed.

## Department of Public Service

### Energy Division

#### Adopted Permanent Rules Relating to Once-Through Cooling System; Energy Efficiency

The rules proposed and published at *State Register*, Volume 18, Number 9, pages 670-672, August 30, 1993 (18 SR 670), are adopted with the following modifications:

##### Rules as Adopted

##### 7685.0130 ENERGY EFFICIENCY CRITERIA.

Subpart 1. **Cooling efficiency.** All systems must meet the cooling efficiency criteria established in this subpart.

A. The cooling efficiency of a new centrifugal or rotary screw chiller must be 0.61 kW/ton or less (or equivalent if other energy sources are used) at standard rating conditions specified in ARI Standard 550-1992.

B. The cooling efficiency of a previously used (existing) centrifugal or rotary screw chiller that has been rebuilt or modified must be 0.70 kW/ton or less (or equivalent if other energy sources are used) at standard rating conditions specified in ARI Standard 550-1992.

## MAILING LISTS GALORE

### Successful business means successful sales

The Print Communications Division has a variety of mailing lists of licensed professionals and permit holders that will enable you to focus your marketing efforts on a targeted audience.

Types of lists available are: registered nurses, real estate agents, physicians, insurance agents, boat owners, hunters, cosmetologists, teachers, and many more! And you can get them on printouts, cheshire/pressure sensitive labels, as well as 9-track magnetic tapes.

What's more, you can choose from several selection capabilities. You will find our selections most helpful and beneficial to your business when you learn that you can acquire names and addresses of individuals in the areas you need to target most.

Find out more about our mailing lists by writing for our free mailing list catalog. In a hurry? Call (612) 296-0930 for more information. Requests can be sent to: Print Communications Division, Mailing List Service, 117 University Avenue, St. Paul, MN 55155. FAX: (612) 297-8260.

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# ERRATA - Proposed Rules

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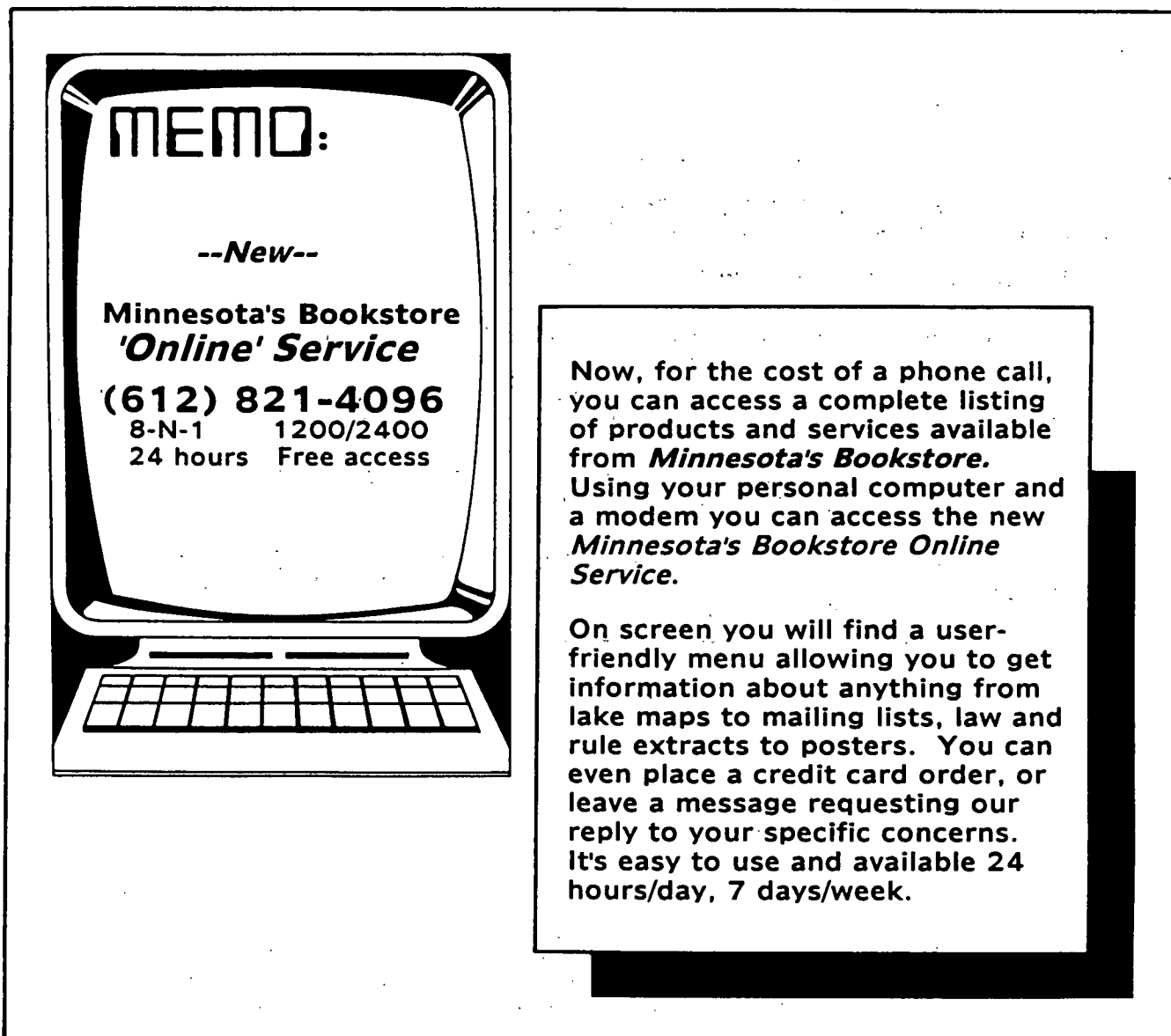
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## Proposed Rule Notice of Extension

### Department of Transportation

#### Corrected Dual Notice of Intent to Adopt Rules Without a Public Hearing Unless 25 or More Persons Request a Hearing, and Notice of Hearing if 25 or More Requests for Hearing are Received in the Matter of the Proposed Permanent Rules Relating to Standards for Mailbox Installations and Supports.

The proposed rules captioned above appeared in the *State Register* on Monday, November 29, 1993 (18 S.R. 1406.) Through oversight the notice misstated that the period to request a public hearing and give comment would end on December 22, 1993. This date appears in the paragraphs entitled Introduction, Comments, Request for Hearing, and Cancellation of Hearing. Please take notice that the correct date through which a hearing may be requested or to make comment on the proposed rules is **December 29, 1993**.



The advertisement is enclosed in a large rectangular border. On the left side, there is a graphic of a computer monitor and keyboard. The monitor screen displays the word "MEMO:" at the top, followed by "--New--", and then the text: "Minnesota's Bookstore 'Online' Service", "(612) 821-4096", "8-N-1 1200/2400", and "24 hours Free access". To the right of the monitor graphic is a text box with a black background and white text. The text in the box reads: "Now, for the cost of a phone call, you can access a complete listing of products and services available from *Minnesota's Bookstore*. Using your personal computer and a modem you can access the new *Minnesota's Bookstore Online Service*. On screen you will find a user-friendly menu allowing you to get information about anything from lake maps to mailing lists, law and rule extracts to posters. You can even place a credit card order, or leave a message requesting our reply to your specific concerns. It's easy to use and available 24 hours/day, 7 days/week."

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## 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.

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### Department of Administration

#### **The Minnesota Department of Transportation (Mn/DOT) is seeking professional drivers and fleet managers to take part in Trilogy, an operational test of an advanced traveler information service.**

It is envisioned that interested agencies could include, but not be limited to, taxi cab firms, trucking firms, bus fleets, rental car companies, express delivery services, couriers, emergency service vehicles, etc. who operate in the Twin Cities Metropolitan Area.

Participants in the operational test will be required to permit installation of specialized radios either into their vehicles or at a fleet dispatching location. These devices feature all normal radio functions and also receive and decode up-to-the-minute traffic information broadcast from Mn/DOT's traffic management center.

For further details of the operational test and how to apply to participate, please contact:

Donald H. Olson, Contract Administrator  
Materials Management Contracts and Technical Services  
112 State Administration Building  
50 Sherburne Avenue  
St. Paul, Minnesota 55155  
Phone: (612) 296-3771  
Fax: (612) 297-3996

The documentation you will receive includes two forms which must be completed and sent with a letter of intent to the above address by 3:00pm on December 10, 1993.

### Department of Administration

#### **The Minnesota Department of Transportation (Mn/DOT) is seeking partners to participate in the USDOT Federal Highway Administration's IVHS Field Operational Test Program.**

Mn/DOT wishes to expand the technical, functional and geographic scope of its current Trilogy advanced traveler information system. Trilogy is a demonstration of area-wide broadcast of traffic information in digital format to in-vehicle receivers capable of decoding and filtering the data for presentation to the driver. The current pilot test utilizes the Radio Data System - Traffic Message Channel (RBDS-TMC). Mn/DOT wishes to expand this system to evaluate alternative communications networks, including a higher data rate SCA FM subcarrier system and a 220MHz system.

Partners are sought who can offer equipment or services to support the operational test. These include:

- interface and message generation system software and hardware;
- message encoder;
- signal generator;
- transmitter; and
- receiving, processing, and output devices.

For further details of the operational test and instructions for preparation of a partnership proposal, please contact:

Donald H. Olson, Contract Administrator CPPB  
Materials Management Contracts and Technical Services  
112 State Administration Building  
50 Sherburne Avenue  
St. Paul, Minnesota 55155  
Phone: (612) 296-3771  
Fax: (612) 297-3996

Partnership proposals in response to this solicitation must be received at the above address by 3:00PM on December 10, 1993.

## Official Notices

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### Department of Agriculture

#### Grain Licensing and Auditing Division

#### Notice of Solicitation of Outside Information or Opinions Regarding Proposed Amendments to Rules Governing Bonding Requirements for General Merchandise Warehouses.

**NOTICE IS HEREBY GIVEN** that the State Department of Agriculture is seeking information of opinions from sources outside the department in preparing to propose adoption of amendments to rules governing bonding requirements for general merchandise warehouses. The adoption is authorized by *Minnesota Statutes*, section 231.17, which requires the department to adopt rules for bonding.

The State Department of Agriculture requests information and opinions concerning the subject matter of the amendments. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to: Carol Milligan, Agriculture Planning Division, Minnesota Department of Agriculture, 90 West Plato Blvd., St. Paul, MN 55107. Oral statements will be received during regular business hours over the telephone by Jim Gryniewski, at 612/341-7659 and in person at the above address.

All statements of information and opinions shall be accepted until a Notice of Intent to Adopt a Rule Without A Public Hearing or a Notice of Hearing for this rule is published in the *State Register*. Any written material received by the department shall become part of the rulemaking record to be submitted to the attorney general in the event that the amendments are adopted.

Dated: 15 November 1993

Elton Redalen  
Commissioner

### Executive Council State Board of Investment Land Exchange Board Investment Advisory Council

#### Official Notice

The Executive Council, State Board of Investment and the Land Exchange Board will meet on Wednesday, December 15, 1993 at 8:30 A.M. in Room 125, State Capitol, Saint Paul, MN.

The Investment Advisory Council will meet on Tuesday, December 14, 1993 at 2:00 P.M. in Suite 105, 55 Sherburne Avenue, St. Paul, MN.

### Faribault County Law Library

#### Notice of Law Library Fees

Pursuant to *Minn. Stat.* 134A.10, **NOTICE IS HEREBY GIVEN** that the Faribault County Law Library Board of Trustees, with the confirmation of the Faribault County Board of Commissioners, has changed the law library fee to \$5.00 across the board, i.e., all civil (dissolutions, probate, conciliation included) and all criminal. This change was effective October 1, 1993.

### Department of Health

#### Division of Maternal and Child Health

#### Notice Of Solicitation Of Outside Information Or Opinions Regarding Proposed Amendments To Existing Rules And Development Of New Rules Governing The Special Supplemental Food Program For Women, Infants and Children (WIC Program)

**NOTICE IS HEREBY GIVEN** that the State Department of Health (the "Department") is seeking information or opinions from sources outside the Department in preparing to propose amendments to *Minnesota Rules* parts 4617.0002, 4617.0020, 4617.0030, and 4617.0060 through 4617.0180. The amendments of existing rules and adoption of new rules is authorized by *Minnesota Statutes* section 145.894(k), which permits the Commissioner of Health to promulgate all rules necessary to carry out the provisions of sections 145.891 to 145.897, and by *Minnesota Statutes* section 144.11, which permits the Commissioner of Health to promulgate reasonable rules necessary to carry into effect the provisions of section 144.10.

The issues which the Department may consider when proposing the amendments to the existing rules and the adoption of new rules governing the WIC Program are as follows:

1. how to prevent or reduce fraud by WIC vendors;
2. whether to reduce the number of WIC vendors, and how to implement any reduction;
3. whether WIC vendors should be selected on the basis of a price bidding system;
4. what if any, additional record keeping requirements should be imposed on WIC vendors;
5. what should be the effect on WIC vendor authorization of a change in vendor ownership, vendor management, vendor name, or vendor location;
6. whether and how the vendor application procedure and the required application materials should be modified;
7. whether and how the vendor eligibility requirements, including minimum stock requirements and the required hours of operation, should be modified;
8. whether new vendor eligibility requirements should be adopted;
9. whether WIC pharmacy vendors should be distinguished from WIC food vendors, such that WIC pharmacy vendors would only be able to redeem vouchers for special formula unless the pharmacy vendor is also authorized as a WIC food vendor;
10. whether the required provisions in vendor agreements or guarantees should be modified;
11. what range of sanctions should be available for the Commissioner to impose on vendors who violate the rules, and whether the Commissioner should have the option of imposing civil penalties instead of disqualification for certain rule violations;
12. what new rules and amendments of existing rules would improve the WIC vendor system;
13. whether all WIC vendors should be required to operate at an established business site located at a fixed and permanent location, and should be prohibited from providing delivery service to WIC participants;
14. whether additional restrictions should be placed on who may manage or own (in whole or in part) a food store or pharmacy authorized as a WIC vendor, and who may own (in whole or in part) any entity which has an ownership interest in a food store or a pharmacy authorized as a WIC vendor;
15. whether the procedures for appeals by local agencies and vendors, including the procedures for further appeal if the local agency or vendor is dissatisfied with the Commissioner's decision on appeal, should be modified;
16. whether the approved food categories, the food approval process, and the food approval criteria, as set forth in *Minnesota Rules* parts 4617.0170 through 4617.0180, should be amended;
17. whether the rules should be amended to reflect the fact that community health boards apply to become WIC local agencies;
18. how *Minnesota Rules* part 4617.0030 should be amended to reflect the repeal of section 16.098 of the *Minnesota Statutes* and the enactment of the Americans With Disabilities Act of 1990; and
19. other issues which arise as a result of comments received or internal review of the existing rules.

The Department intends to form an advisory task force on these rule amendments and proposed rules and intends to invite the following persons or associations to serve on the task force:

1. a representative from the Minnesota Grocers Association;
2. a staff member from a WIC local agency located in a rural area;
3. a staff member from a WIC local agency located in an urban area;
4. a WIC program participant;
5. a legislator who represents a rural constituency, or a staff member of such a legislator;
6. a legislator who represents an urban constituency, or a staff member of such a legislator;
7. a representative of a corporate-owned supermarket;
8. a representative of a corporate-owned convenience store;
9. a representative of a neighborhood grocery owned by one or two individuals;
10. a representative of a corporate-owned pharmacy;
11. a representative of a pharmacy owned by one or two individuals;
12. a representative of the United States Department of Agriculture who works with the Food Stamp Program;

## Official Notices

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13. a representative of the State Department of Human Services who works with the Food Stamp Program;
14. a representative of a city agency which licenses retail food stores;
15. a representative of the Minnesota Board of Pharmacy;
16. a representative of the Maternal and Child Health Task Force;
17. a representative of children's food advocate group;
18. representatives of the Minnesota Department of Health;
19. a representative of the League of Women Voters or other organization concerned with the effective functioning of government; and
20. a representative of a Community Health Board.

The Department may also ask one or more other interested parties to serve on the advisory task force.

The Department intends to form the advisory task force in December 1993. The Department expects that the task force will complete its work by April 1994. The Department anticipates the rulemaking process to be completed approximately eight to twelve months after the task force completes its work.

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

Mary Donohue  
WIC Program Director  
Department of Health  
717 SE Delaware Street  
PO Box 9441  
Minneapolis, MN 55440

Oral statements will be received during regular business hours over the telephone at (612) 623-5266 and in person at the above address.

All statements of information and opinion will be accepted until further notice is published in the *State Register* that the State Department of Health intends to adopt or to withdraw proposed amendments and/or proposed new rules. Any written material received by the Department will become part of the rulemaking record to be submitted to the Attorney General or administrative law judge in the event that new rules and/or amendments are adopted.

DATED: November, 1993.

MARY JO O'BRIEN, COMMISSIONER  
Department of Health

## Department of Health

### Division of Environmental Health

#### Final Plan for Use of Administrative Penalty and Cease and Desist Order Authority.

##### Notice of Plan Finalization

The Minnesota Department of Health, division of environmental health, on November 8, 1993, has finalized its plan for the use of administrative penalty orders and cease and desist orders. Authority to develop and finalize a plan for the use of these enforcement tools was granted by the 1993 legislature in *Minnesota Statutes*, section 144.99, subdivision 7.

##### Plan availability.

A copy of the final plan is available from Jane A. Nelson, Environmental Health Division, Minnesota Department of Health, 925 S.E. Delaware Street, P.O. Box 59040, Minneapolis, Minnesota 55459-0040 (612) 627-5038. Questions about the content of the final plan may be addressed to Ms. Nelson.

## Minnesota Comprehensive Health Association

### Notice of Meeting of the Board of Directors

NOTICE IS HEREBY GIVEN that the Minnesota Comprehensive Health Association (MCHA) Board of Directors will meet



on Friday, December 17, 1993 at 9:00 a.m. at Blue Cross and Blue Shield of Minnesota, 3535 Blue Cross Road, Eagan, Minnesota. The meeting will be in the 4th floor board room.

For additional information please call Lynn Gruber at (612) 593-9609.

**Notice of Meeting of the Ad Hoc Committee on Strategic Planning**

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association (MCHA), Ad Hoc Committee on Strategic Planning will be held at 3:00 p.m. on Friday, December 10, 1993 at HealthPartners, 8100-34th Avenue South, Bloomington, Minnesota, in the 10 West conference room.

For additional information please call Lynn Gruber at (612) 593-9609.

**Minnesota Property Insurance Placement Facility**

**Notice of Meeting of the Board of Directors**

**NOTICE IS HEREBY GIVEN** that a meeting of the Board of Directors of the Minnesota Property Insurance placement Facility will be held at 9:00 a.m. on Wednesday, December 8, 1993 at its office located at 1201 Marquette Avenue, Suite 310, Minneapolis MN. For additional information please call 338-7584.

**Department of Labor and Industry**

**Labor Standards Division**

**Notice of Prevailing Wage Certifications for Commercial Construction Projects**

Effective December 6, 1993 prevailing wage rates were determined and certified for commercial construction projects in: Hennepin county: ACF Work Release Improvements-Plymouth, Hennepin County Energy Center-Minneapolis. Itasca county: Warba City Hall-Warba.

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

**Department of Revenue**

**Notice of Presumed Legal Cigarette Prices**

The presumed prices for wholesalers and retailers as provided for by *Minnesota Statutes 325D* are shown in this schedule. The computations are based on manufacturers' list prices available as of November 23, 1993. A wholesaler or retailer may sell for less after showing that the actual cost of doing business is lower than the presumed minimum.

	Presumed Minimum Wholesale Price Per Carton	Presumed Minimum Retail Price Per Carton	Presumed Minimum Retail Price Per Pack
Major Brands (Kings, Regulars, 100's, 120's)	\$16.71	\$18.05	\$1.81
Examples of major brands: Marlboro, Winston, Merits, Virginia Slims, Kools, Capri, Kent, Newport, Carlton			
Players Lights 25's (Kings, 100's)	\$15.62	\$16.87	\$1.69
Marlboro 25's (Kings)	\$16.71	\$18.05	\$2.26
Richland 25's (Kings, 100's)	\$14.86	\$16.05	\$1.61
Old Gold, Richland 20's, Best Value, GPC's, Basics, Mistys, Raleigh Extra, Viceroy, Doral, Riviera, Magna, Sterling, Cambridge, Am Light,	\$13.89	\$15.00	\$1.50

## Official Notices

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Montclair, Pyramid, Bristol, Alpine,  
Bucks, Stars & Bars, Quality Lights,  
Class A, Black and Yellow  
(Kings, Regulars, 100's, 120's)

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Ligget Private Label	\$13.89	\$15.00	\$1.50
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Prices Effective 12/1/93  
(Kings, Regulars, 100's)

## 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, 100 Constitution Ave., St. Paul 55155-1299; (612) 297-5845, or in person at Room 174 of the State Office Building. In accordance with the Minnesota Open Appointments Law, the Secretary of State acts as an administrator in publishing vacancies, receiving applications, and recording appointments. Applications will be reviewed and appointments made by the Appointing Authorities for these various agencies. Completed applications are to be submitted to the Secretary of State by December 28, 1993. Appointing Authorities for these agencies may also choose to review applications received after that date. Applications are kept on file for a one year period.

The 1993 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 1993 fiscal year. The 1993 Annual Compilation also indicates members with terms that are scheduled to end in January 1994 as open for application. The cost of the 1993 Annual Compilation is \$5.95 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 1993 Annual Compilation please call the Minnesota Bookstore at 297-3000 or 1-800-657-3757.

**BOARD OF ACCOUNTANCY**  
133 E 7th St., St. Paul, MN 55101. 612-296-7937.  
*Minnesota Statutes* 326.17.

**APPOINTING AUTHORITY:** Governor.

**COMPENSATION:** \$55 per diem.

**VACANCY:** One vacancy: Professional member - a licensed CPA or LPA, a professor of accounting from a college/university or vocational technical school/community college would be helpful; there are currently no educators on this board and the board gives the National Uniform CPE exam twice a year. (Note - this position was also indicated as a vacancy in the November 8th announcement due to a term scheduled to end in January 1994. It is being published again to give more information about the position.)

The board examines, licenses and regulates certified public accountants and licensed public accountants. The board consists of seven to nine members including two public members, five licensed certified public accountants, and zero to two licensed public accountants, based on the number licensed in the state. Eight meetings a year plus emergency meetings as necessary. Members must file with the Ethical Practices Board.

**BOARD OF ASSESSORS**  
MN Dept. of Revenue, Mail Station 3340, St. Paul, MN 55146-3340. 612-296-0209.  
*Minnesota Statutes* 270.41.

**APPOINTING AUTHORITY:** Commissioner of Revenue.

**COMPENSATION:** None.

**VACANCY:** Two vacancies: one county assessor, one township assessor. The Minnesota Association of Assessing Officers has been contacted for a list of prospective appointees.

The board provides for the education, licensure, conduct and discipline of assessors. The board consists of nine members including two public members, one designated appraiser, two county assessors, two local assessors (one township assessor) and two employees of the Department of Revenue. Monthly meetings at various locations throughout the state. Members must file with the Ethical Practices Board.

**BOARD OF MARRIAGE AND FAMILY THERAPY**

Colonial Pk. Office Bldg., 2700 University Ave. W., Suite 67, St. Paul, MN 55114. 612-643-3667.  
*Minnesota Statutes* 148B.01-148B.171, 148B.29-148B.39

APPOINTING AUTHORITY: Governor.

COMPENSATION: \$55 per diem plus expenses.

VACANCY: One vacancy: Licensed therapist.

The board adopts and enforces rules relating to licensure of marriage and family therapists and for regulation of their professional conduct. The board consists of seven members including four who are licensed, practicing marriage and family therapists, each of whom shall for at least five years immediately preceding appointment, have been actively engaged as a marriage and family therapist; one member must be engaged in the professional teaching and research of marriage and family therapy; and two members representing the general public who have no direct affiliation with the practice of marriage and family therapy. All members must have been a resident of the state for two years preceding their appointment. The board meets the third Friday morning of each month at the board's offices in St. Paul unless otherwise noted in the *State Register*. Members must file with the Ethical Practices Board.

#### BOARD OF TEACHING

608 Capitol Square Bldg., 550 Cedar St., St. Paul, MN 55101. 612-296-2415.

*Minnesota Statutes* 125.183.

APPOINTING AUTHORITY: Governor.

COMPENSATION: \$55 per diem plus expenses.

VACANCY: One vacancy: Classroom teacher.

The board establishes rules governing the education, licensing and relicensing of teachers. The board consists of eleven members including six classroom teachers and one school administrator who must be fully licensed for the position he or she holds and have at least five years teaching experience in Minnesota; one higher education representative who must be a faculty member preparing teachers; and three members of public, two of whom must be present or former members of school boards. Monthly meetings. Members must file with the Ethical Practices Board.

#### EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

717 S.E. Delaware St., Mpls., MN 55440. 612-623-5487.

Minnesota Laws of 1990, Chapter 568, Art. 1, Sec. 16.

APPOINTING AUTHORITY: Commissioner of Health.

COMPENSATION: Travel expenses.

VACANCY: One vacancy: Member of a community health board.

The council advises, consults with, and makes recommendations to the commissioner of Health regarding the formulation of policy and plans for the organization, delivery, and evaluation of emergency medical services within the state. Seventeen members include: eight representatives of regional EMS governing boards; seven technical representatives; one community health services agency representative and one representative of the public at large. Terms are for three years. Meetings are in the Twin Cities, four to six times a year, and are four to six hours in length.

#### HAZARDOUS WASTE MANAGEMENT PLANNING COUNCIL

1350 Energy Lane, St. Paul, MN 55108. 612-649-5750.

*Minnesota Statutes* 115A.12.

APPOINTING AUTHORITY: Office of Waste Management

COMPENSATION: Reimbursed for expenses.

VACANCY: One vacancy: Industry representative.

The council makes recommendations to the Office of Waste Management on industrial waste management planning, waste management facility development, and industrial waste reduction issues and programs. The council may have up to eighteen members and includes public members, representatives of local government units, hazardous waste generators and private hazardous waste management firms. Meetings once a month.

#### REAL ESTATE APPRAISER ADVISORY BOARD

Dept. of Commerce, 133 E. 7th St., St. Paul, MN 55101. 612-297-4634.

*Minnesota Statutes* 82B.05.

APPOINTING AUTHORITY: Commissioner of Commerce.

COMPENSATION: \$35 per diem plus expenses.

## Official Notices

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VACANCY: One vacancy: Consumer member.

The advisory board makes recommendations to the commissioner as to rules regarding pre-licensing and continuing education, license examination specifications, periodic review of standards for development and communication of real estate appraisals, and other matters necessary under statute. The board consists of fifteen members, including eight licensed real estate appraisers, two of whom are to be Level Two, four consumers of appraisal services, and three members from the public. Meetings will be held at least quarterly, location not established.

### 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: One vacancy: Must reside in RTB District D (comprised of Metropolitan Council Districts 7 & 8) and must be an elected official.

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.

### STATE ADVISORY COUNCIL ON MENTAL HEALTH

444 Lafayette Rd., St. Paul, MN 55155-3828. 612-297-4163.

*Minnesota Statutes 245.697.*

APPOINTING AUTHORITY: Governor.

COMPENSATION: \$55 per diem. Reimbursed for expenses.

VACANCY: One vacancy: County social service agency director - required by state law.

The council advises the governor, the legislature, and state agency heads about policy, programs, and services affecting people with mental illness. Thirty members include commissioner designees from the Departments of Education, Corrections, Vocational Rehabilitation, and the Housing Finance Agency, one representative in the state agency responsible for the state's Title XIX program, one member from each of the four core mental health professional disciplines (psychiatry, psychology, social work, nursing); one representative from each of the following advocacy groups: Mental Health Association of MN, MN Alliance for the Mentally Ill, MN Mental Health Law Projects; providers of mental health services, consumers of mental health services, family members of persons with mental illnesses, legislators, social service agency directors, county commissioners, and other members reflecting a broad range of community interest.

### STATE CURRICULUM ADVISORY COMMITTEE

635 Capitol Square Bldg., 550 Cedar St., St. Paul, MN 55101. 612-296-1485.

*Minnesota Statutes 126.665.*

APPOINTING AUTHORITY: Commissioner of Education.

COMPENSATION: None.

VACANCY: One vacancy: Member must represent region 7 and must be an active member of a local PER (Planning, Evaluating and Reporting) committee. This position can be filled by a parent, a school board member, or a teacher.

The committee advises the State Board and Department of Education on the planning, evaluation, and reporting process. The committee consists of eleven members including nine members, one appointed from each educational cooperative service unit, and two at-large members.

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.

## Department of Corrections

### Notice of Availability of Funds for Training Abused Children Programs

The Minnesota Department of Corrections, Victim Services Unit, announces the availability of grant funds to create trainings and resource materials that will support the development of grassroots and community-based child abuse programs. One grant for up to \$52,897 will be awarded to a non-profit organization for a fifteen month period beginning April 1, 1994. This grant is a one-time award. Funds are made available through the Minnesota State Legislature.

Funds are to be used for:

- 1) the development, design, production of 1,000 operating/program development manuals;
- 2) the design, coordination, and delivery of regional training programs throughout the state;
- 3) the development and implementation of a statewide marketing plan for manual distribution and regional trainings;
- 4) development and delivery of follow up technical assistance.

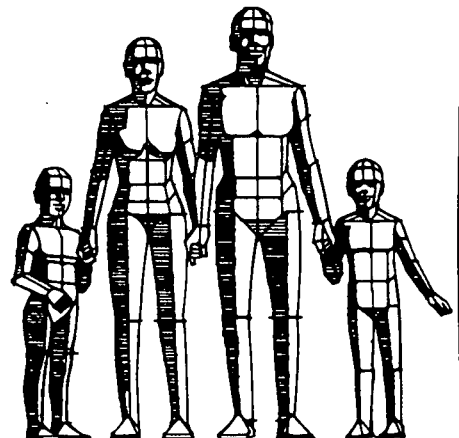
Private non-profit organizations and governmental units are eligible to apply for these funds. The deadline for submission is 4:30 p.m., Friday, January 28, 1994. To receive a request for proposals which describes how to apply contact:

Chuck Peterson  
Minnesota Department of Corrections  
Victim Services Unit  
300 Bigelow Building  
450 North Syndicate  
St. Paul, MN 55104  
612/643-3593

### Process Parenting

**Process Parenting: Breaking the Addictive Cycle.** This is a curriculum and training manual designed to help chemical dependency treatment counselors to incorporate parent education into their on-going programs. It focuses on positive parent-child interactions and parenting strengths to assist chemically dependent persons develop a more positive view of self, feelings of greater control or influence over situations, understanding of self-defeating behaviors, and increased responsibility within one's social/community situation. 163 pages plus appendices. Stock #5-4, \$15.00 + 90¢ tax.

**Companion Video: Process Parenting.** Instructive video introduces basics of 'Process Parenting' technique. VHS 38:46. Stock No. 4-5, \$15.00



**TO ORDER:** Send to Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Call (612) 297-3000, or toll-free nationwide: 1-800-657-3757. Minnesota residents please include 6½% sales tax. St. Paul residents include 7%. On all orders, add \$3.00 per order for shipping. Prepayment is required. Please include daytime phone. VISA/MasterCard, American Express and Discover orders accepted over phone and through mail. *Prices are subject to change.* FAX: (612) 296-2265.

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# 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.

In accordance with *Minnesota Rules Part 1230.1910*, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (612)296-2600 or [TDD (612)297-5353 and ask for 296-2600].

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## Department of Administration

### Request for Proposals (RFP) for Statewide E-mail System

The State is soliciting proposals from vendors interested in providing and installing an e-mail gateway. The gateway must reliably tie together existing electronic mail systems while providing the flexibility to position the State for expanded service in the future. These expanded services might include EDI, fax gateways, bulletin board services, multimedia support and cross-network calendaring.

The intent of this RFP is to obtain technology to connect the various e-mail products currently in use at state agencies and provide X.500 directory services for Minnesota State government. At minimum, the technology is to connect X.400 and SMTP compliant e-mail systems, with native or gateway interfaces to existing e-mail applications as a desirable option.

Deadline for proposal submission is 2:00 p.m. on January 14, 1994.

For further information, or to obtain a copy of the Request for Proposal, contact:

Don Olson  
Department of Administration  
Materials Management Division  
112 Administration Building  
St. Paul, MN 55155  
Phone: 612/297-3771  
Fax: 612/297-3996

## Department of Administration

### The State of Minnesota Materials Management Contracts and Technical Services unit is processing a Request for Proposal for the Minnesota Department of Transportation resulting in a contract for the Sydney Coordinated Adaptive Traffic System (SCATS).

The system will provide a complete integrated corridor traffic management system for the I-494 corridor. This proposal is being advertised in compliance with *Minnesota Statute 16b.08 subd. 4(b)* that authorizes in lieu of competitive bidding, proposal shall be advertised as a basis for negotiation. Proposals are restricted to SCATS only.

For details contact:

Donald H. Olson  
Contract Administrator, CPPB  
112 State Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155  
Phone: 612-296-3771  
Fax: 612-297-3996

Closing Date December 17, 1993 at 2:00 PM

## Department of Education

### Notice of Request for Proposals:

#### Organizational Therapy Services to Promote Organizational Development

The Minnesota Department of Education is soliciting proposals from qualified parties to provide comprehensive organizational

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## Professional, Technical & Consulting Contracts

therapy services to both groups and individuals in the Department of Education to promote organizational change in a healthy, safe, productive environment.

### Scope of the Project

The Department of Education has experienced substantial change and transition in recent years. In order to implement the State's key education initiatives, there is a need to use an organizational therapist to build comprehensive organizational therapy services for both the organization and individuals.

### Time Frame

The anticipated time frame for this project is January 3, 1994 to June 30, 1994.

### Project Costs

There is a maximum of \$60,000 available for this project.

### Copies of RFP

Copies of the RFP may be obtained by contacting William O'Neill, 755 Human Resources, Square, 550 Cedar Street, St. Paul, MN 55101 (612) 296-3377.

### Submission of Proposals

Submission of proposals must be received by 4:30 p.m. on December 27, 1993, to William O'Neill, Minnesota Department of Education, Office 755, 550 Cedar Street, St. Paul, MN 55101. Late proposals will not be accepted.

## Department of Human Services

### Moose Lake Regional Treatment Center

### Request for Proposals

The Minnesota Department of Human Services, Moose Lake Regional Treatment Center is soliciting proposals from qualified parties to provide clinical pharmacology consultations, and a drug utilization program. Contract would require services of a clinical pharmacist 3 days a week, 6 hours per day for the period January 1, 1994 - June 30, 1994.

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

#### I. NATURE OF CONTRACT

Improved pharmacologic services and assurance of safe and proper use of medication.

#### II. GOALS AND OBJECTIVES

Clinical pharmacology services are necessary for two reasons:

- a. Clinical pharmacology consultations used by the physicians in direct management and care of the patients. These consultations look at issues as to the most effective drugs, drug combinations and dangerous combinations of those that may cause ineffectual treatment along with in depth reviews of previous pharmacology used on patients that can be then referred to the physician in a more comprehensive and appropriate treatment plan for the individual.
- b. Developing clinical research models and active involvement in the drug usage evaluation, as required by Joint Commission on Accreditation of Hospitals' standards.

#### III. CONTRACTOR'S DUTIES

- a. The pharmacist shall, with input from the Interdisciplinary team, review the drug regimen of each client at least quarterly.
- b. The pharmacist shall provide the facility with a written record of each client's medication review.
- c. The pharmacist shall report any irregularities in a client's medication regimen to the prescribing physician and the interdisciplinary team.
- d. The pharmacist shall ensure adverse reactions are reported to the vendor pharmacist.
- e. The pharmacist shall review medication administration of standing orders.
- f. The pharmacist shall ensure a proper system of security is in place, including storage, handling, and destruction of medications.
- g. The pharmacist shall ensure the drug reference manual is current.
- h. The pharmacist shall participate as appropriate in the development, implementation, and review of each client's program plan, in person or through a written report to the interdisciplinary team.

## Professional, Technical & Consulting Contracts

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### IV. SUBMISSION OF PROPOSALS

All proposals must be sent to and received by:

Moose Lake Regional Treatment Center  
Frank R. Milczark  
Chief Executive Officer  
1000 Lakeshore Drive  
Moose Lake, MN 55767

not later than 12:00 PM, December 27, 1993.

Late proposals will not be accepted. Submit six copies of proposals. Proposals must be submitted in a sealed mailing envelope or package with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed, in ink, with original signature by an authorized member of the firm. Prices and terms of the proposal must be valid for the length of the proposal.

### V. AMOUNT OF CONTRACT

The estimated amount of contract is \$29,250.00 per year.

### VI. PROPOSAL CONTENTS

- a. Resume' with prospective contractor's educational and professional background required.
- b. Proof of valid license to practice pharmacy in State of Minnesota
- c. Proof of doctoral degree from an accredited College of Pharmacy.

### VII. EVALUATION

All proposals received by the deadline specified in Section V. will be evaluated by representatives of the Department of Human Services. A personal interview may be part of the evaluation process.

### VIII. DEPARTMENT CONTACTS

Prospective responders who have any questions regarding this Request for Proposals may call or write:

Moose Lake Regional Treatment Center  
Gregory Peterson, M.D.  
1000 Lakeshore Drive  
Moose Lake, MN 55767  
(218) 485-4411

## Department of Human Services

### Notice of Second Request for Proposal for Implementation of Minnesota Chore Corps Statewide Operations

**NOTICE IS HEREBY GIVEN** that the Interagency Long Term Care Planning Committee, through the Department of Human Services, is seeking proposals concerning implementation of statewide functions of Minnesota Chore Corps. Specifically, contractors will be asked to:

- A. Implement the statewide Minnesota Chore Corps functions.
- B. Provide support to local Chore Corps demonstration projects.
- C. Evaluate the effectiveness of the Chore Corps operations through market research.
- D. Prepare a strategy for statewide implementation of Chore Corps.

The estimated amount of the contract will not exceed one hundred fifty thousand dollars (\$150,000) for an eighteen month period beginning approximately January 15, 1994 through June 30, 1995. A copy of the full Request for Proposal may be obtained by contacting the person listed below. A bidder's conference is scheduled for Monday, December 13, 10:00am - 12:00 noon, in Room 2-B, Department of Human Services Building, 444 Lafayette Road, St. Paul. Responses must be received by January 3, 1994.

Direct inquiries to:

Pamela Byers, SAIL Coordinator  
444 Lafayette Road  
St. Paul, Minnesota 55155-3844  
(612) 297-7510



## Office of the Secretary of State

### Request for Proposal for Professional Services to Prepare A Needs Analysis and Plan to Implement Replacement of Hardware and Other Components of the Secretary of States's Statewide Computer Network.

*Publication of this RFP does not obligate the State of Minnesota to go forward with a full contract.*

#### Project Scope and Goals

The Office of the Secretary of State is requesting a proposal for professional services to prepare a needs assessment and implementation plan for replacing and upgrading hardware and other components of the Secretary of State's statewide computer network.

The goals of the project are:

1. To conduct an assessment of the computer system operated by the Secretary of State, focusing on the suitability of the present hardware configuration and communications network to meet the needs of the Secretary of State to interact with the county auditors and recorders during the next five years;
2. To review and analyze information collected from a survey of county auditors and recorders on the status of hardware located in the county auditors' and recorders' offices that is used to provide access to the computer system operated by the Secretary of State;
3. To make recommendations on the type of hardware upgrades needed to improve productivity, connectivity and compatibility for the county officials and the office of the Secretary of State, without substantially increasing operating costs; and
4. To make recommendations on the feasibility of utilizing the telecommunications network currently under development by the state to implement the productivity, connectivity and compatibility recommendations made as part of goal #3 in an efficient and cost-effective manner.

#### Background

The Secretary of State computer system was authorized by the legislature in 1987 to implement a statewide voter registration system and a statewide uniform commercial code system. The computer system was made operational in 1988. Funding for this assessment of the statewide computer network was authorized by the legislature in 1993.

The main elements of the system are a Unisys 2200/611 mainframe, accessed by Secretary of State staff in St. Paul through a local area network consisting of approximately 70 stations (personal computers and diskless workstations) and approximately 200 additional stations (personal computers and dumb terminals) in the offices of the 87 county auditors and recorders throughout the state. The system is also accessed by approximately 250 dial-up customers in the private sector.

The database environment is primarily Unisys MAPPER, with some printing applications done in COBOL.

The computer system and network are used to administer the statewide voter registration system, the statewide election reporting system, the statewide uniform commercial code filing system, the maintenance of a database of business records and other related activities of the Secretary of State.

The system includes a mainframe computer located in St. Paul which is connected by a telecommunications network operated by the Minnesota Department of Administration to county auditors and recorders in 87 county courthouses throughout the state.

The office of the Secretary of State will provide the contractor with detailed information about the types of hardware presently used by county auditors and recorders to access the statewide computer network, an assessment of the present condition of the hardware and a summary of user's comments on the ability of the hardware to meet their needs.

#### Project Tasks

The contractor will perform the following tasks:

- 1) Review the current hardware configuration used by the Secretary of State to operate the statewide voter registration system, the statewide uniform commercial code system and other applications, assess the ability of this configuration to operate the applications on the system in the most effective and efficient manner during the next five years and make recommendations on any changes needed to utilize new technology to more effectively operate the system's applications;
- 2) Review the hardware currently used by the county auditors and recorders, including terminals and printers, utilizing (in part) the results of a survey of county users performed by Secretary of State staff;
- 3) Provide recommendations on equipment specifications for any hardware needed to upgrade terminals, printers and other components on the Secretary of State's statewide computer network to provide optimum performance;
- 4) Evaluate and make recommendations on communications specifications to improve connectivity and productivity throughout the Secretary of State's statewide computer network; and

## Professional, Technical & Consulting Contracts

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5) Provide recommendations on changes needed in the database environment to maximize the performance of the recommendations stated in tasks #3 and #4.

### **Proposal Contents**

The following items will be considered minimum contents of the proposal.

- 1) A brief description of the respondent's firm including the qualifications relevant to this project and a list of clients who have received similar services and may be contacted for references. A detailed description of the services provided for each client referenced must be included.
- 2) The names of respondent's employees that will be assigned to this project, their individual roles, expected level of involvement, relevant education and experience.
- 3) A restatement of the project's scope and goals to show that the respondent fully understands the goals of the Secretary of State.
- 4) A description of the approach that will be used in conducting the project.
- 5) A description of the deliverables to be provided and the cost of each.
- 6) A detailed work plan which identifies major tasks to be accomplished, the number of hours needed and the cost required to complete each task.
- 7) A description of the reporting and feedback mechanism that will be used to ensure that the project stays on schedule and achieves its objectives.
- 8) A description of the role Secretary of State staff and the county auditors and recorders will be expected to play in the project, as well as other services to be provided by the Secretary of State.

### **Department Contact**

Prospective respondents desiring further information regarding this Request for Proposal may write or call:

Timothy M. Hanson  
Director of Information Services  
Office of the Secretary of State  
180 State Office Building  
St. Paul, Minnesota 55155-1299  
612/297-4814

*No other person may respond to questions concerning this Request for Proposal.*

### **Submission of Proposals**

All proposals must be sent to

Timothy M. Hanson  
Director of Information Services  
Office of the Secretary of State  
180 State Office Building  
St. Paul, MN 55155-1299

All proposals are due no later than 3:00pm on January 5, 1994. Respondents must submit five (5) copies of the proposal. Late proposals will not be accepted. At least one copy must be signed in ink by an officer or principal of the firm.

### **Project Completion Date**

The project must be completed no later than May 31, 1994.

### **Project Costs**

The Secretary of State has estimated that the total cost of all elements this project shall not exceed \$30,000.

### **Project Evaluation**

All proposals received by the deadline will be evaluated by Secretary of State staff based on the following factors:

1. Qualifications of both the firm and the personnel assigned by it to the project. The education and experience of project personnel will be given greater weight than that of the firm. Knowledge of and experience in state government computer systems and operations will be given significant weight. Relevant experience in similar studies will also be weighed. 60%
2. Expressed understanding of project goals, as evidenced by the proposal statement. 20%
3. Project work plan, as developed in the respondent's proposal. 10%
4. Project cost detail, as listed in the respondent's proposal. 10%



## ATTENTION: Minnesota Business Leaders

Avoid getting lost in your search for government services and marketing information.  
Reach your market and keep you on top of state government policies and programs.

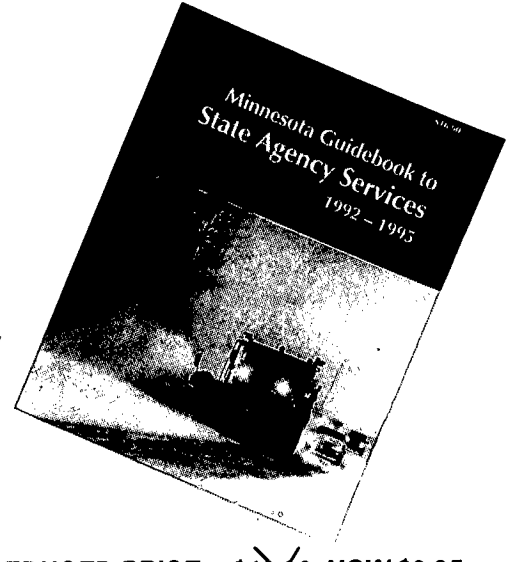
### Business & Professional Directories -----

#### **Minnesota Guidebook to State Agency Services 1992-95**

An obvious "headliner" on any list for the business reference desk.  
The perfect "owner's manual" to Minnesota state government is a great reference tool for:

- \* applying for grants, bidding on contracts
- \* addresses, phone numbers and key contact people for each agency
- \* license requirements and fees
- \* gaining access to government services
- \* participating in state policy making and service delivery
- \* understanding the structure of Minnesota government with detailed descriptions of state agencies, their functions and services.

A MUST for the Minnesota business person. 710 pp. **Stock No. 1-11 SR** ~~REDUCED PRICE -- \$16.00~~ **NOW \$9.95**



#### **Minnesota Manufacturer's Directory 1993**

Lists companies alphabetically, by community, and by type of product manufactured. Includes name, address, phone number, sales volume, market products, area sales, marketing and purchasing. Also FAX numbers, data processing managers and chief engineers, when available. 742 pp. **Stock No. 40-2 SR \$95.00**

#### **Healing Arts (Physician's) Directory 1991**

Names and addresses in alphabetical order for licensed physicians, chiropractors, osteopaths, optometrists, podiatrists and registered physical therapists. 426 pp.

**Stock No. 1-1 SR \$19.95**

#### **State Agency Telephone Directory**

*Orders are now being taken for the 1994 Directory.*

This directory lists all State of Minnesota government agencies. Features a greatly expanded FAX section with over 250 numbers, alphabetical employee listings, a classified section, organized by department, and "yellow pages" listing state offices in Greater Minnesota. 264pp. **Stock No. 1-87 SR \$12.95**

#### **Airport Directory 1993**

List of airports throughout the state. Approaches, rivers, all detailed markings, and much more. 178 pp. (pocket-size)

**Stock No. 1-8 SR \$5.95**

#### **Law Enforcement Directory 1993**

Directory of state law enforcement agencies, sheriffs and police departments 51pp. **Stock No. 1-6 SR \$7.00**

#### **Directory of Chemical Dependency Programs '92-93**

Comprehensive listing of chemical dependency treatment programs in Minnesota. Information on services provided, funding and staff, and a map are also included. 282 pp.

**Stock No. 1-12 SR \$17.00**

#### **Mailing Lists ---**

Let our Mailing List Service guide you through their broad selection of State of Minnesota licensed professionals and permit holders. Lists are available in a variety of formats including computer printouts, directories, cheshire or pressure-sensitive labels, or diskette. For a free catalog or further information, call - 612/ 296-0930.

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117 University, St Paul, Minnesota 55155 (located 1/2 block west of the State Capitol)  
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TDD (Telecommunications Device for the Deaf): 612/282-5077 1-800-657-3706 (Toll Free)  
FAX 612/296-2265 Online computer access: 612/821-4096 (8-N-1, 1200/2400 bps)

