

The Minnesota  
**State  
Register**

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**Rules and Official Notices Edition**

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

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

### Printing Schedule and Submission Deadlines

Vol. 21 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
# 17	Monday 21 October	Monday 7 October	Monday 14 October
# 18	Monday 28 October	Monday 14 October	Monday 21 October
# 19	Monday 4 November	Monday 21 October	Monday 28 October
# 20	Tuesday 12 November	Monday 28 October	Monday 4 November

Arne H. Carlson, Governor 612/296-3391	Hubert H. Humphrey III, Attorney General 612/297-4272	Joan Anderson Grove, Secretary of State 612/296-2079
Joanne E. Benson, Lt. Governor 612/296-3391	Judi Dutcher, State Auditor 612/297-3670	Michael A. McGrath, State Treasurer 612/296-7091
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**PUBLISHING NOTICES IN THE *State Register*:** Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to 612-297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$80.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Contact the editor if you have questions.

An "Affidavit of Publication" can be obtained at a cost of \$5.00 for notices published in the *State Register*. This service includes a notarized "Affidavit of Publication" and a copy of the issue of the *State Register* in which the notice appeared.

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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:

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

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

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A *State Register Contracts Supplement* listing commodity and service contracts advertised by the state is published every Tuesday, Wednesday and Friday. Award results are currently only available from the Materials Management Helpline.

Vendors interested in responding to the commodity and service contracts advertised in the *Contracts Supplement* should contact the Department of Administration **Materials Management Division Helpline** 612/296-2600.

Individual copies and subscriptions for both publications are available through Minnesota's Bookstore, (612) 297-3000 or 1-800-657-3757.

# Minnesota Rules: Amendments and Additions

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

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific Minnesota Rule chapter numbers. Every odd-numbered year the Minnesota Rules are published. The current 1995 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the most current edition of the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive; issue #26 cumulative for issues #1-26; issues #27-38 inclusive; issue #39, cumulative for issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

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## Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule.

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

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

### Exempt Rules

An exempt rule adopted under *Minnesota Statutes* §§ 14.386 or 14.388 is effective upon its publication in the *State Register*.

### Emergency Expedited Rules

Provisions for the Commissioner of Natural Resources to adopt emergency expedited Game and Fish Rules are specified in *Minnesota Statutes* §§ 84.027. The commissioner may adopt emergency expedited rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Emergency expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Emergency expedited rules are effective for the period stated or up to 18 months.

## Department of Human Services

### Adopted Permanent Rules Relating to Provider Services Under Medical Assistance Program

The rules proposed and published at *State Register*, Volume 21, Number 6, pages 163-164, August 5, 1996 (21 SR 163), are adopted as proposed.

## Office of the Governor

## Department of Public Safety

### Division of Emergency Management

### Executive Order 96-16: Assigning Emergency Responsibilities To State Agencies; Rescinding Executive Order 93-27

I, Arne H. Carlson, Governor of the State of Minnesota, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Executive Order:

**WHEREAS**, natural and technological disasters have and may occur in any part of the state; and

**WHEREAS**, national and international events, such as conflict or threats of terrorism can increase the need for emergency preparedness within the state; and

**WHEREAS**, state agencies may be called upon to effectively respond to and/or assist in the recovery from the effects of these events or disasters;

**NOW, THEREFORE**, I hereby order that:

Each department and independent state agency included in this Executive Order shall designate a member of its staff as its emergency preparedness contact/coordinator (EPC/C). Such individual shall serve as the point of contact for the Division of Emergency Management and other state agencies with regard to emergency preparedness issues and shall represent that agency on the Minnesota Emergency Preparedness and Response Committee.

Each department, independent division, bureau, board, commission, and independent institution of the state government, hereinafter referred to as "agencies," shall carry out the general emergency preparedness, response, recovery, and hazard mitigation responsibilities described in this Executive Order, the specific emergency assignments contained in the *Minnesota Emergency Operations Plan* and the *Minnesota Long-Term Recovery/Hazard Mitigation Plan*, and such other duties as may be requested by the Division of Emergency Management. The head of each agency shall be accountable for the execution of the responsibilities described in this Executive Order.

# Executive Orders

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## I. Emergency Preparedness

- A. The Division of Emergency Management shall have overall responsibility for coordinating the development and maintenance of the all-hazard *Minnesota Emergency Operations Plan*.
- B. Each state agency shall develop and update as necessary its own emergency plan/procedure. This plan/procedure should be made available to the agency's employees, and to the Division of Emergency Management for maintenance in the state emergency operations center (SEOC). The agency plan/procedure should provide for:
  1. protection of the agency's personnel, equipment, supplies, and public records from the direct effects of a disaster; and,
  2. execution of the emergency responsibilities that are assigned to the agency in this Executive Order, and are elaborated upon in the *Minnesota Emergency Operations Plan*; and,
  3. resumption of the agency's essential functions and services and preparation for returning to normal operations.
- C. Each state agency shall, when requested by the Division of Emergency Management, participate in emergency preparedness planning, training and exercising efforts.

## II. Emergency Response

- A. All state agencies responding to an emergency/disaster shall use the Minnesota Incident Management System (MIMS). In the event of an emergency/disaster resulting in a multiple state agency response, a unified command structure shall be established. If, due to the nature of an incident, a single state agency has a larger/primary role in the response to that incident, that agency may be referred to as the "lead agency." The Division of Emergency Management shall have the coordinating role in a multiple state agency response to an emergency/disaster. All state agencies shall support this coordinated multi-agency response and carry out their specific assignments as described in the *Minnesota Emergency Operations Plan*.
- B. All state agencies shall be responsible for assigning necessary personnel to report to the state, regional, and/or on-site emergency operating center(s), if such are activated, in accord with the *Minnesota Emergency Operations Plan*. Such individuals shall be prepared to direct the activities of their agency's response personnel.
- C. In the event of a major disaster/emergency, state agencies shall be responsible for carrying out the general emergency responsibility assignments contained in this Executive Order, and elaborated upon in the *Minnesota Emergency Operations Plan*.

## III. Recovery/Hazard Mitigation

- A. Each state agency that has a role in emergency management shall participate in the development of hazard mitigation strategies to reduce or eliminate the vulnerability of life and property to the effects of disasters.
- B. Following a presidential declaration of a major disaster, state agencies shall be responsible for carrying out the hazard mitigation responsibility assignments contained in this Executive Order and elaborated upon in the *Minnesota Long-Term Recovery/Hazard Mitigation Plan*.
- C. State agencies shall, when requested by the Division of Emergency Management, provide appropriate personnel to assist with the damage assessment activities associated with the Public Assistance and Individual Assistance programs. They shall also provide personnel to serve on an Interagency Hazard Mitigation Team or Hazard Mitigation Survey Team activated in conjunction with the Hazard Mitigation Grant Program.
- D. State agencies shall, when requested by the Division of Emergency Management, provide appropriate personnel to serve on the Minnesota Long-Term Recovery/Hazard Mitigation Coordination Committee and be prepared to commit and combine resources toward the long-term recovery/mitigation effort.
- E. State agencies shall, when requested by the Division of Emergency Management, provide necessary personnel to staff those recovery information centers (RICs) that are established following a presidential declaration of a major disaster.

Executive Order 93-27 is rescinded.

Pursuant to *Minnesota Statutes* 1992, Section 4.035, subd. 2, this Executive Order is effective immediately and shall remain in effect until rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 1992, Section 4.035, subd. 3.

In Testimony Whereof, I have set my hand this twenty-seventh day of August, 1996.

Arne H. Carlson  
Governor

Filed According to Law:  
Joan Anderson Growe  
Secretary of State

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rule-making proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

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

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### Board on Aging

#### Notice of Meetings of the Minnesota Board on Aging

**NOTICE IS HEREBY GIVEN** that the 1997 meetings of the Minnesota Board on Aging will be held at 9:00 a.m., at 444 Lafayette Road, Human Services Building, St. Paul, Minnesota on the following dates:

February 21, 1997  
March 21, 1997  
April 18, 1997  
June 20, 1997  
July 18, 1997  
September 19, 1997  
October 17, 1997  
December 19, 1997

For additional information please call 612-296-2770 or 1-800-882-6262.

### Department of Agriculture

#### Agronomy and Plant Protection Division

#### Notice of Adoption of Voluntary Best Management Practices for Homeowner Lawn Care

**NOTICE IS HEREBY GIVEN** that the State Department of Agriculture has adopted Voluntary Best Management Practices for homeowner lawn care.

The adoption of Best Management Practices is authorized by *Minnesota Statutes* 18B.04 which requires the Commissioner of Agriculture to develop Best Management Practices for pesticides impacting surface waters of the state.

The proposed Homeowner Lawn Care BMPs were first published in the Tuesday, September 3, 1996 issue of the *Minnesota State Register*.

Interested parties or groups may direct inquiries about Homeowner Lawn Care BMPs to the State Department of Agriculture at the following address:

Jerry Spetzman  
Minnesota Department of Agriculture  
90 West Plato Boulevard  
St. Paul, MN 55107  
Telephone (612) 297-7269  
FAX (612) 297-2271  
Electronic Mail: JSPETZMA@MDA-AG.AG.STATE.MN.US

#### Protect (your lake or river) by Caring For Your Watershed

Your watershed is like a funnel that collects runoff from your neighborhood and deposits it in (your lake or river). Almost everything that runs off your property travels down streets and storm sewers into (your lake or river). Keeping runoff clean keeps (your lake or river) clean.

## Official Notices

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### Keep Your Runoff Clean by:

#### Keeping Grass Clippings and Leaves off Streets, Sidewalks and Driveways

These organic materials begin decomposing almost immediately.

- Leave grass clippings and finely shredded leaves on your lawn, or compost them. When left to decompose on the ground, their nutrients feed your lawn and garden.
- Remove grass clippings and leaves from streets, sidewalks and driveways. When left to decompose on hard surfaces, their nutrients run off into Lake Harriet where they promote excess algae growth that harms water quality.

#### Keeping Lawn Care Products on the Lawn

- Read and follow label directions for proper application.
- Sweep up and reuse granular products that fall on streets, sidewalks and driveways.

Be a friend to (your lake or river).

Healthy yards mean clean runoff and a healthy watershed.

And that's good news for (your lake or river).

## Department of Agriculture

### Agronomy and Plant Protection Division

#### Notice of Solicitation of Outside Information or Opinions Regarding Voluntary Best Management Practices for Pest Control in Agronomic Crops

##### Introduction

The Minnesota Department of Agriculture (MDA) is responsible for the designation and promotion of voluntary Best Management Practices (BMPs) related to pesticide use. The MDA is now seeking comments on the proposed voluntary BMPs for Pest Control in Agronomic Crops. The proposed BMPs were developed by the University of Minnesota, Natural Resources Conservation Service and the MDA.

##### Agency Contact Person

Please direct comments, questions, or requests for copies of the proposed BMPs to:

Jerry Spetzman, Pesticide Registration Advisor  
Minnesota Department of Agriculture - Agronomy and Plant Protection Services  
90 West Plato Blvd., St. Paul, MN 55107-2094  
Telephone: 612-297-7269 FAX: 612-297-2271  
Electronic mail: JSPETZMA@MDA-AG.AG.STATE.MN.US

Comments will be accepted until 4:30 P.M., November 15, 1996.

## Department of Agriculture

### Rural Finance Authority

#### Notice of Meeting Cancellations and Change of Date

The November 6, and December 4, 1996 meetings of the Rural Finance Authority Board have been canceled. The January, 1997 meeting of the Board will be held January 8, 1997. Future monthly meetings will return to the normal meeting schedule of the first Wednesday of each month.

Jim Boerboom  
RFA Director



## Minnesota Comprehensive Health Association

### Notice of Meeting of the Actuarial Committee

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Actuarial Committee will be held on Thursday, November 7, 1996, at 1:00 P.M. The meeting will be at Blue Cross and Blue Shield of Minnesota, RiverPark Building, 3400 Yankee Drive, Eagan, in room B.

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

## Minnesota Comprehensive Health Association

### Notice of Meeting of the Finance Committee Work Group

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Finance Committee Work Group will be held at 2:00 p.m. on Monday, November 4, 1996. The meeting will be at the Minnesota Comprehensive Health Association, 5775 Wayzata Boulevard, St. Louis Park, in suite 910, located on the 9th floor.

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

## Minnesota Department of Health

### Health Policy and Systems Compliance Division

### Notice of Application for Essential Community Provider Designation

**NOTICE IS HEREBY GIVEN** that an application for Essential Community Provider designation has been received from the applicant listed below. Pursuant to *Minnesota Statutes* section 62Q.19, subdivision 1, the public has 30 days from the date of this publication to submit written comments regarding this application. Written comments should be submitted to: Tom Johnson, Minnesota Department of Health, Health Policy and Systems Compliance Division, 121 East Seventh Place, P.O. Box 64975, St. Paul, Minnesota 55164-0975. Telephone inquiries may be directed to Mr. Johnson at (612) 282-6333.

#### **Kandiyohi County Community Health Services**

1900 Highway 294 Northeast, Suite 1080

Willmar, Minnesota 56201

**Date completed application was received: September 30, 1996**

Dated: 2 October 1996

Anne M. Barry, Commissioner  
Minnesota Department of Health

## Health Department

### Health Policy and Systems Compliance Division

#### Notice Regarding Quarterly Change in the Regional and National Consumer Price Index

Pursuant to *Minnesota Statutes* section 62J.04 Subdivision 1, the commissioner of health is required to publish the quarterly change in the regional consumer price index for urban consumers. The publication of this change is intended to assist in monitoring movement in the general inflation rate as measured by the quarterly change in the North Central CPI-U index. The quarterly change and annualized seasonally adjusted change in the U.S. city average CPI-U index is also published for comparative purposes.

The change in the average, unadjusted North Central CPI-U index for all items, from the 1st quarter 1996 to the 2nd quarter 1996, is 1.10%.

The change in the average, unadjusted U.S. city CPI-U index for all items, from the 1st quarter 1996 to the 2nd quarter 1996, is 0.97%.

The seasonally adjusted annualized rate of change in the average U.S. city CPI-U index, from the 1st quarter 1996 to the 2nd quarter 1996, is 3.92%.

## Interagency Long-Term Care Planning Committee (INTERCOM)

### Notice of Public Hearing on Proposals Submitted for Exceptions to the Moratorium on Certification of Nursing Home Beds

The Interagency Long-Term Care Planning Committee (INTERCOM) will hold a public hearing on the ten proposals submitted in response to the request for proposals published on 6/17/96, for exceptions to the moratorium on certification of nursing home beds, in accordance with *Minnesota Statutes*, section 144A.073, subdivision 3. The public hearing will be held on Thursday, November 7, 1996, from 1:00 p.m. to 5:00 p.m. The public hearing will be held at the Capitol View Conference Center, 70 West County Road B2 (at Rice St., north of Highway 36), in Little Canada, Minnesota. For more information, contact Maggie Friend at 612/643-3615.

## Department of Labor and Industry

### Labor Standards Division

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

Effective October 21, 1996 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

**Anoka:** Telephone Outlets - Andover Elementary & Educational Service Center-Andover and Coon Rapids.

**Carver:** Remodel Minnetonka Middle Schools - East and West-Chanhassen.

**Clay:** Clay County Courthouse Lighting Retrofit-Moorhead.

**Hennepin:** Remodel Minnetonka Middle Schools - East and West-Minnetonka; Minneapolis City Hall/Courthouse - Roof Heat Tape and Fall Arrest System-Minneapolis.

**Mille Lacs:** Shelter Building Rehabilitation - Father Hennepin State Park-Isle.

**Ramsey:** Miscellaneous Repair - Federal and State Surplus Property Building-Arden Hills.

**St. Louis:** Giants Ridge Recreation Area - Golf/Ski Shop Renovation-Biwabik.

**Sibley:** Roof Renovation and Structural Stabilization - Minnesota River Valley Interpretive Center-Henderson.

Copies of the certified wage rate 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.

Gary W. Bastian, Commissioner

## **Department of Labor and Industry**

### **Labor Standards Division**

#### **Notice of Prevailing Wage Determinations for Highway/Heavy Projects**

On October 21, 1996 the commissioner determined and certified prevailing wage rate for Highway/Heavy construction projects in each county statewide.

Copies may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or calling (612) 296-6452. The charges for the cost of copying and mailing are \$1.00 for the first page and \$.50 for any additional pages. Please note that the cost per county varies according to the number of pages per county.

Gary W. Bastian  
Commissioner

## **Legislative Coordinating Commission**

#### **Notice of Candidate Search for the University of Minnesota Regent Candidate Advisory Council**

The Regent Candidate Advisory Council is currently seeking candidates for the University of Minnesota Board of Regents. In 1997, there will be four positions open on the Board of Regents in Congressional Districts 1, 4, 6 and 7.

The Council was created by the Legislature in 1988 and must recommend at least two candidates for each vacant position. This represents the fifth round of candidates recruited by the Advisory Council. All four of the candidates elected by the Legislature in 1994 came from the Council's list of recommended candidates. Persons interested in applying for a regent position can contact Barb Patterson, 85 State Office Building, St. Paul, MN 55155, 612-296-9002. Applications for the four positions will be accepted until December 16, 1996.

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## **State Grants and Loans**

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself.

Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

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## **Department of Corrections**

#### **Notice of Availability of Violence Against Women Act Grant Funds**

The Minnesota Department of Corrections, Victim Services Unit, announces the availability of federal Violence Against Women Act grant funds to provide local and/or regional training sessions designed to improve the delivery of victim services to American Indian women. Approximately \$25,000 is available for this purpose with one or more applicants eligible to receive grants ranging from \$5,000 to \$20,000 for the five-month grant period from January 1, 1997, through May 31, 1997. The following organizations are eligible to apply: (1) Indian tribal governments; (2) nonprofit organizations with a major program focus of serving American Indian women; and (3) governmental and nonprofit battered women and sexual assault programs. All applicants must demonstrate that the project is developed and staffed by American Indian women. Applications are due on Wednesday, November 27, 1996.

# 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].

## Minnesota State Arts Board

### Request for Proposals for Formula Funds Program Consultant Contract

The Minnesota State Arts Board is seeking proposals from qualified individuals and firms to conduct a financial analysis and verify annual and three-year operating expenses for applicants to its Formula Funds program.

The certified public accountant will:

- Receive from the Arts Board on December 20, 1996, approximately 90 Formula Funds applications, including audits, in order to verify annual three-year average operating expenses for each applicants;
- Complete a table in Microsoft Excel of all the specified data required for the financial analysis;
- Submit by January 13, 1996, a report listing and verifying annual and three-year average operating expenses for each applicant, along with any pertinent remarks on how the figures were calculated; a report of other specified key financial data; and a list of those organizations considered to be in a questionable financial position;
- Identify in writing applicants which have changed fiscal years, and any applicant that just meets or misses the \$106,000 average operating expense minimum;
- Be available for consultation with Arts Board staff during the course of the contract to advise staff on the Formula Funds financial review; and
- Attend the meeting of the Minnesota State Arts Board scheduled for January 23, 1997, to present the written reports and answer any questions from board members or other attendees.

The contract for service will be limited to less than \$9,000.

Successful candidates will have excellent written and oral communication ability, demonstrated experience in the financial analysis of nonprofit institutions, experience working in Microsoft Excel, and, preferably, a working knowledge of the arts.

Proposals, including resume of chief project CPA, should be sent to: Elizabeth M. Childs, Operating Support Program Associate, Minnesota State Arts Board, Park Square Court, 400 Sibley Street, Suite 200, Saint Paul, MN 55101-1928, (612) 215-1600. Proposals must be received by 4:30 p.m. on November 4, 1996. Late proposals will not be accepted.

## Minnesota Center for Arts Education

### Notice of Request for Proposal for Statewide Study and Database for Arts Education Contractor

The Minnesota Center for Arts Education is accepting proposals to conduct a statewide study and develop a database of information on the arts to be used in education for young people aged 5-18. Eligible persons should have good communication and writing skills, experience in using performance indicators, knowledge and understanding of public education systems, and arts organizations, and experience analyzing and synthesizing diverse data and information. Contractor should also have a demonstrated ability and experience writing reports and summaries synthesizing, and visually displaying diverse information.

Proposals must be received at the Minnesota Center for Arts Education offices by **4:00 PM, Friday, November 8, 1996.**

For a complete copy of the RFP, please contact:

Pat Roles, Executive Assistant  
Minnesota Center for Arts Education  
6125 Olson Memorial Highway  
Golden Valley, Minnesota 55422  
(612) 591-4718 OR 1-800-657-3515

The Minnesota Center for Arts Education is a state agency created under *Minnesota Statute 129C.10* for the primary purpose of providing arts education for Minnesota students and teachers, K-12. The agency is comprised of an Arts High School for 11th and 12th grade students and the Resource Programs serving schools and communities throughout Minnesota.

## Department of Economic Security

### Workforce Preparation Branch

#### Notice of Request for Evaluation of Minnesota's Dislocated Worker Program

The Minnesota Department of Economic Security, Workforce Preparation Branch, is seeking interested parties to conduct a comprehensive evaluation of the Dislocated Worker Program. The evaluation is to include all activity funded under Job Training Partnership Act, Title III Economic Dislocation and Worker Adjustment Assistance, Public Law 102-367 and the *Laws of Minnesota*, 1993, Chapter 268 (except Section 268.9783 "Pilot Projects").

The award of this contract will be in the amount of less than \$150,000 and is expected to be dated from January 1, 1997 through August 22, 1997. A proposer's conference is scheduled for November 15, 1996. In order to be considered, full response to this Request for Proposals must be received by the Workforce Preparation Branch no later than 2:00 p.m., December 9, 1996.

**Please note: Due to limited number of respondents, this is a re-issue of the Request for Proposals originally published August 12, 1996.**

Interested parties wishing to obtain the full Request for Proposals package are to contact:

John M. Harvanko  
Office of Adult Training and Dislocated Worker Programs  
Workforce Preparation Branch  
Minnesota Department of Economic Security  
390 North Robert Street  
Saint Paul, MN 55101  
(612) 297-3416

## Department of Human Services

#### Notice of Request for Proposals to Maintain and Enhance the Medicaid Management Information System (MMIS)

The Minnesota Department of Human Services (DHS), Health Care Systems Division, is seeking proposals from qualified vendors to maintain and enhance the Medicaid Management Information System (MMIS). This project is contingent on available State and Federal funding.

The State of Minnesota (State), Department of Human Services (DHS) is soliciting proposals from qualified vendors to provide computer programming and software support services for the Medicaid Management Information System (MMIS). This Request for Proposals (RFP) seeks proposals from qualified vendors to provide up to 1740 hours of monthly programming using CICS and COBOL II in a large IBM mainframe system environment utilizing VSAM file structures; perform systems analysis, design and development functions; maintain existing COBOL II code to ensure compliance with federal certification requirements; and revise system documentation. These services will be required from the effective date of this contract through June 30, 1998, renewable at the State's discretion for two additional one year periods.

Respondents must show successful experience in all aspects of maintaining and enhancing a major Medicaid information system. A minimum of five years experience is required within the last seven calendar years on one or more comparable projects. Respondent staff must have proven experience in maintaining COBOL II code in an IBM mainframe environment. Respondent staff must have knowledge of the operation of Medicaid information system.

**Responses to this RFP must be submitted no later than 4:00 p.m. on Friday, November 22, 1996 to the Health Care Systems Division, Attention: Dan Schivone, Department of Human Services, 444 Lafayette Road, St. Paul, MN 55155-3855.**

Vendors with more than 20 full-time employees must be certified with the Department of Human Rights at the time the proposal is due or the document will be rejected. Contact the Department of Human Rights at 612/296-5683 for certification information and documentation.

To request a copy of the complete RFP, please contact Dan Schivone at the address above or call 296-3596.

## Professional, Technical & Consulting Contracts

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### Department of Labor and Industry

#### Request for Proposals for Writing a Workers' Compensation Manual

##### Purpose

The Minnesota Department of Labor and Industry is seeking proposals for a manual explaining the workers' compensation system for employees, employers, other participants in the workers' compensation system, and the general public. The manual will use everyday language to explain workers' compensation insurance policies and their costs, the benefits, steps in filing a claim, dispute resolution procedures, and the roles and responsibilities of the parties.

The contract for services will be limited to \$45,000. The manual shall be completed by May 16, 1997. In compliance with *Minnesota Statutes*, Section 16B.167, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Request for Proposal.

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

This request does not obligate the State of Minnesota Department of Labor and Industry to complete the work contemplated in this notice. The Department reserves the right to cancel this solicitation. All expenses incurred in responding to this notice shall be borne by the responder.

Proposals must be received no later than 4:00 PM on November 15, 1996. Late proposals will not be accepted. Send proposals to: Research and Statistics Unit, Minnesota Department of Labor and Industry, 443 Lafayette Road, St. Paul, MN 55155. Call Brian Zaidman at (612)296-6568 for the full text of the request, including project details, proposal requirements and proposal evaluation criteria, or if you have any questions regarding this request. Please note that other department personnel are not allowed to discuss the project with responders before the proposal deadline.

### Department of Transportation

#### Notice of Availability of Contract for Decision Support System for Operations Management/Business Planning

In compliance with *Minnesota Statutes* Section 16B.167, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Request for Proposal.

The Minnesota Department of Transportation is requesting proposals for the development of an operations decision support system that will be used to support Maintenance Function business planning and quality efforts presently underway. Specifically, Mn/DOT is seeking information tools that integrate *resource, output, outcome, environment* and *customer data* such that the efficiency and effectiveness of products and services, as defined by the customer, can be evaluated.

**Scope of Project:** Two previously customer-defined products will be the focus of this learning project. They are CLEAR ROADS and ATTRACTIVE ROADSIDES. These two products are chosen so that the major activities of roadway maintenance, in both winter and summer, are represented. The performance outcomes of these products are exclusively the responsibility and under the control of the maintenance organization in Mn/DOT. The term of the contract is for approximately one year.

This project is a pilot for learning how to define, collect, analyze and apply internal quality and external product performance measures to efficiently provide customer with quality maintenance products that fit their needs. Mn/DOT also expects to use the system developed in this RFP project to allocate resources and assess our in-house competitiveness. Several models will need to be developed relating internal and external performance measures to resources consumed at the work unit level. The models must contain indexing factors to account for varying conditions of the environment in which each work unit operates. This is necessary to create valid performance benchmarks.

The Contractor shall complete the following tasks:

**Task 1** - Meet with Mn/DOT Information Resource Professionals to coordinate project with Strategic Plan for IR and to determine department standards for data, applications, and technologies.

**Task 2** - Meet with maintenance managers to verify entities from the conceptual data model and identify their pertinent attributes that need to be measured and to recommend methods of measurement.

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## Professional, Technical & Consulting Contracts

**Task 3** - Define performance measurement attributes of the two products identified above and facilitate agreement with the definitions among maintenance managers. Some examples might be;

- a) customer outcome controlled measures
- b) managerial controlled resource measurements
- c) measurements of uncontrollable environmental factors that impact delivery of roadway maintenance
- d) weighing factors of entities of a, b, and c above

**Task 4** - Organize data, develop computer software models, create appropriate algorithms and determine the value, importance and satisfaction the customer places on the two products identified.

**Task 5** - Install and debug software models on each participating maintenance manager's PC.

**Task 6** - Provide initial training for each participating maintenance manager in the use of the models.

**Task 7** - Make presentations about the models and their use to upper Mn/DOT staff.

**Task 8** - Provide continuing operating support and data oversight to the installed system, making changes in the models and algorithms as learning takes place.

**Task 9** - Prepare a final report containing documentation of tasks performed and their outcomes, documentation of any software created in the performance of this project and recommendations for future use of the models prepared, including but not limited to, internal bench marking of Mn/DOT work units and deployment of resources based on customer preferences.

The Contractor shall provide:

- 1) must furnish and install on PCs or on networks, software that displays complete data in formats useful to evaluate the overall performance of the two products, **clear roads and attractive roadsides**, at up to fourteen locations as desired by Mn/DOT;
- 2) must furnish and install, as in 1 above, software that displays data in formats useful for, including but not limited to, comparing work units' performance, evaluating work processes, evaluating efficiency and effectiveness in meeting customer needs, for deploying resources, and predicting the likely results of various resource deployment scenarios;
- 3) must furnish a final report of all activities and their outcomes, documentation of any software developed in the project and recommendations for continuing use of the models for future use or extension to other products and services;
- 4) must present progress reports once at the midpoint of the project and at the close of the project to maintenance managers, Mn/DOT top staff and to other interested Mn/DOT managers and personnel.

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

Mn/DOT will provide support based on the responders proposal.

It is anticipated that the contract period will begin *December 15, 1996* and continue through *January 15, 1998*.

Targeted Group Business and/or Economically Disadvantaged Business participation in this contract has been determined to be at 4%.

**NOTE: No more than 90% of the full amount due under the contract may be paid until the final deliverables of the contract have been reviewed by the agency and the agency has determined that the contractor has satisfactorily fulfilled the terms of the contract.**

Prospective responders who have any questions regarding this request for proposal may call or write:

**NOTE: Other Mn/DOT personnel are not allowed to discuss the project with responders before the submittal of proposed deadline.**

Name: Marvin G. Bates  
Title: Business Systems Engineering Director  
Address: 395 John Ireland Blvd., St. Paul, MN 55155  
Phone: 612/282-6982

Proposals must be received by *12:01 p.m. November 15, 1996*. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

Submit 2 copies of the proposal. Proposals are to be sealed in a 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, by an authorized representative of the company. Prices and terms of the proposal as stated must be valid for the length of the project.

The following will be considered minimum contents of the proposal:

1. A restatement of the objectives, goals, and tasks to show or demonstrate the responder's view of the nature of the project.

## Non-State Public Bids, Contracts & Grants

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2. Identify and describe the deliverables to be provided by the responder.
3. Outline the responder's background and experience with particular emphasis on local, state, and federal government work including all subcontractors. Identify personnel to conduct the project and detail their training and work experience. No change in personnel assigned to the project will be permitted without the prior approval of Mn/DOT's Contract Administrator.
4. Responder will prepare a detailed cost and work plan which will identify the major tasks to be accomplished and be used as a schedule and managing tool, as well as the basis for invoicing.
5. Identify the level of the Mn/DOT's participation in the project as well as any other services to be provided by the Mn/DOT.
6. Indicate if your firm is Targeted Group Business, Economically Disadvantage Business.

All proposals received by the deadline will be evaluated by representatives of Mn/DOT. In some instances, an interview will be part of the evaluation process.

Factors upon which proposals will be judged the following:

1. Expressed understanding of project objectives.
2. Project work plan.
3. Project cost detail.
4. Qualifications of both company and personnel. Experience of project personnel will be given greater weight than that of the company.

Workers' Compensation: The successful responder will be required to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the contract.

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

## Non-State Public Bids, Contracts & Grants

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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 Airports Commission

### Public Notice for Qualifications Statements for Bond Counsel/Special Counsel Legal Services

The Metropolitan Airports Commission (MAC) is requesting qualifications statements from firms or persons interested in representing MAC as Bond Counsel as set forth in the Request for Qualifications, which is available for review at the Commission offices.

To request a copy of the "Request for Qualifications for Legal Services" which outlines the selection process, contact the Legal Department of the MAC at (612) 726-8197. The deadline for submission of qualifications statements is Friday, November 8, 1996.

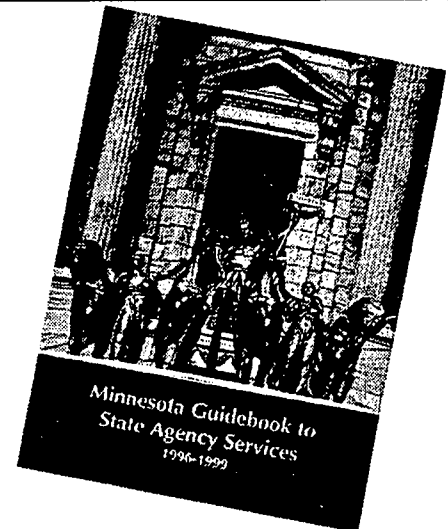


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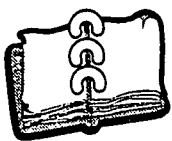
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