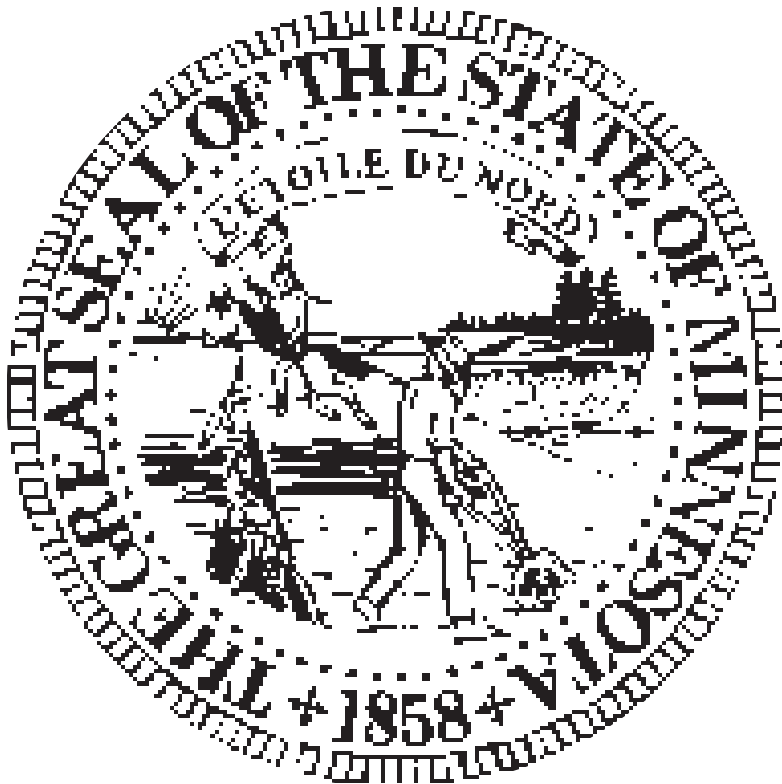


The Minnesota

State Register

Rules and Official Notices Edition



Published every Monday (Tuesday when Monday is a holiday) by the
Department of Administration – Communications Media Division

Monday 6 April 1998
Volume 22, Number 40
Pages 1781-1806

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.

Printing Schedule and Submission Deadlines

Vol. 22 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
# 40	Monday 6 April	Monday 23 March	Noon Tuesday 31 March
# 41	Monday 13 April	Noon Wednesday 1 April	Noon Tuesday 7 April
# 42	Monday 20 April	Noon Wednesday 8 April	Noon Tuesday 14 April
# 43	Monday 27 April	Noon Wednesday 15 April	Noon Tuesday 21 April

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
Department of Administration:	Communications.Media Division	Robin PanLener, Editor 612/297-7963
Elaine S. Hansen, Commissioner 612/296-1424	Mary Mikes, Director 612/297-3979	Gretchen Stark, Assistant Editor 612/296-0929
Kent Allin, Asst. Commissioner 612/297-4261		Jessie Rahmeyer, Subscriptions 612/297-8774

Copyright © 1998 Communications.Media Division, Department of Administration, State of Minnesota.
Publication Number: 326630. (ISSN 0146-7751)

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 \$84.00 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 \$10.00 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.

SUBSCRIPTION SERVICES: The *State Register* is published by Communications.Media Division, Department of Administration, State of Minnesota, pursuant to *Minnesota Statutes* § 14.46 and is available at the main branch of county libraries in Minnesota and all "State Depository Libraries": State University and Community College libraries; the University of Minnesota libraries; St. Paul, Minneapolis and Duluth Public Libraries; the Legislative Reference Library; State Law Library; Minnesota Historical Society Library; and the Library Development Service at the State Department of Children, Families and Learning. Copies are available at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Order by phone: Metro area: 297-3000 Toll free 800-657-3757. TTY relay service phone number: 1-800-627-3529. **NO REFUNDS.** Subscribers who do not receive a copy of an issue should notify the *State Register* Subscription Office immediately at (612) 297-8774. Copies of back issues may not be available more than two weeks after publication. Both editions are delivered postpaid to points in the United States, Periodicals Postage Paid for the *State Register* at St. Paul, MN, first class for the *Contracts Supplement*. See the *State Register* "Table of Contents" on our website: <http://www.comm.media.state.mn.us>

- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year subscription: \$160.00; via Internet: \$185.00. Users agree not to redistribute without authorization. Internet subscribers to the *State Register* agree not to use their subscription at multiple offices in different cities. For example, a business or organization with branch offices in St. Paul, Minneapolis, Duluth, St. Louis, Chicago, New York and Washington, D.C. will use their subscription in only one city.
- *Contracts Supplement* (published every Tuesday, Wednesday, Friday) One year subscription: \$135.00 via first class mail, \$150.00 via fax or through our website. Users agree not to redistribute without authorization.
- **13-week trial subscription** which includes both the *State Register* and *Contracts Supplement*. \$65.00
- **Single issues** are available for a limited time: *State Register* \$5.00, *Contracts Supplement* \$1.00. Shipping is \$3.00 per order.
- "**Professional, Technical and Consulting Contracts Awards Reports,**" – published each month listing the previous month's awards of contracts and RFPs that appeared in the Monday edition of the "*State Register*." Appears monthly in hard copy format only. Single copies are \$15.00 per report, plus \$3.00 shipping if applicable. Order stock # 99-43. Six-month subscriptions cost \$75.00. Order stock #90-15.

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

Minnesota Rules: Amendments & Additions	
Volume 22, issue 40 (issues #1-39 cumulative appeared in issued #39)	1784
Adopted Rules	
Minnesota Racing Commission	
Horse racing	1785
Revenue Notices	
Revenue Department	
Notice # 98-06: Sales and use tax - sales of bar codes	1786
Official Notices	
Minnesota Comprehensive Health Association	
Meeting Tuesday 14 April 1998 of the board of directors.....	1786
Higher Education Services Office	
Comments sought on planned rules for the Minnesota national service scholars matching grant program	1786
Human Services Department	
Public comments sought on new approaches to improve child welfare services	1787
Metropolitan Council	
Public meeting on proposed 1999-2002 transportation improvement program (TIP) for the Twin Cities metropolitan area	1787
Minnesota Property Insurance Placement Facility	
Meeting Wednesday 8 April 1998 of the governing board....	1788
Public Employees Retirement Association (PERA)	
Meeting Thursday 9 April 1998 of the board of trustees.....	1788
Public Safety Department	
Meetings April 9 and May 14, 1998 of the board of directors for the Minnesota Auto Theft Prevention Program	1788
State Grants & Loans	
JOINT NOTICE:	
Economic Security Department	
Juvenile Justice Advisory Committee	
Concept papers sought for part one of the grant application process for juvenile justice programs	1789
Housing Finance Agency	
Proposals sought for available funds for the rental assistance for family stabilization program	1790
Trade and Economic Development Department	
Minnesota Job Skills Partnership Board seeks grant proposals from educational and training organizations for training programs designed for specific businesses.....	1791
Professional, Technical & Consulting Contracts	
Colleges and Universities, Minnesota State (MnSCU)	
Proposals sought for single parents, displaced homemakers, single pregnant women, and sex equity.....	1791
Proposals sought for remodeling of cafeteria serving line at Hennepin Technical College campuses in Brooklyn Park and Eden Prairie	1792
Proposals sought for remodeling existing room into a computer file server room.....	1793
Economic Security Department	
Proposals sought to develop an enterprise data warehouse ...	1794
Health Department	
Proposals sought to provide actuarial expertise in health care expenditure trends and health insurance coverage	1794
Investment Board	
Professional private money management services sought.....	1795
Iron Range Resources and Rehabilitation Board	
Proposals sought for Giants Ridge Recreation Area from firms or individuals experienced in the sale and instruction for use of winter and summer sports equipment.....	1795
Pollution Control Agency	
Proposals sought for freeway sanitary landfill final closure design and construction oversight	1796
Secretary of State's Office	
Professional services sought for production of two election judge and voter instructional videos	1796
Transportation Department (Mn/DOT)	
Information requested on commercial, off-the-shelf software packages that can be used to store and analyze data describing the Minnesota Department of Transportation's markets, services, and products	1797
Non-State Public Bids, Contracts & Grants	
Elm Creek Watershed Management Commission	
Interest proposals sought for professional services for legal, engineering, and technical services	1803
Pioneer-Sarah Creek Watershed Management Commission	
Interest proposals sought for professional services for legal, engineering, and technical services	1803
Shingle Creek Watershed Management Commission	
Interest proposals sought for professional services for legal, engineering, and technical services	1803
St. Paul Water Utility	
Proposals sought for review and competitive assessment of the professional and technical support function	1804
University of Minnesota	
Bid Information Service (BIS) available for all potential vendors.....	1804
West Mississippi Watershed Management Commission	
Interest proposals sought for professional services for legal, engineering, and technical services	1804
Commodity, Service and Construction contracts are published in a bulletin, the <i>State Register Contracts Supplement</i> , published Tuesday, Wednesday and Friday. Award results are available from the Materials Management Helpline 612/296-2600.	
Professional, Technical and Consulting contract awards are published monthly in an <i>Awards Report</i> .	
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.

Volume 22, issue 40 (issues #1-39 cumulative appeared in issue #39)

Minnesota Racing Commission

7869.0100; 7872.0100; 7877.0100; .0110; .0120; .0175; 7883.0100;
.0150; 7884.0190; 7890.0140; 7897.0110 (adopted)..... 1785

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.

Minnesota Racing Commission

Adopted Permanent Rules Governing Horse Racing

The rules proposed and published at *State Register*, Volume 22, Number 26, pages 1127-1133, December 29, 1997 (22 SR 1127), are adopted with the following modifications:

7879.0100 QUALIFICATIONS AND APPOINTMENT OF STEWARDS.

Subpart 1. **Qualifications for stewards.** No person may qualify for commission appointment or approval as a steward unless:

A. he or she has served as a steward, director of racing, racing secretary, assistant racing secretary, starter, placing judge, patrol judge, paddock judge, identifier, clerk of scales, or other racing officials' position at one or more recognized race meetings for a period of not less than 60 days per year during at least three of the five preceding calendar years or has had at least five years experience as a trainer or a jockey. In the case of racing at a Class B facility, other than in an emergency situation, all candidates must be formally accredited by ~~the Association of Racing Commissioners International~~ a recognized accrediting organization;

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

Revenue Notices

The Department of Revenue began issuing revenue notices in July of 1991. Revenue notices are statements of policy made by the department that provide interpretation, detail, or supplementary information concerning a particular statute, rule, or departmental practice. The authority to issue revenue notices is found in *Minnesota Statutes* §270.0604.

Department of Revenue

Revenue Notice # 98-06: Sales and Use Tax - Sales of Bar Codes

A taxpayer may claim a refund of sales taxes paid on the retail purchase of capital equipment under *Minnesota Statutes*, § 297A.15, subdivision 5. *Minnesota Statutes*, § 297A.01, subdivision 16(a), defines capital equipment as “machinery and equipment purchased or leased for use in this state and used by the purchaser or lessee primarily for manufacturing, fabricating, mining, or refining tangible personal property to be sold ultimately at retail . . .”

The Minnesota Supreme Court in *Zip Sort, Inc., v. Commissioner of Revenue*, 567 N.W.2d 34, has determined that certain character reading equipment is used to manufacture bar codes, and, therefore, qualifies as capital equipment. In addition, the Court ruled that printing of bar codes on individual pieces of mail for a consideration is a sale of tangible personal property. Therefore, retail sales of bar codes, whether sold as labels or printed on other tangible personal property, are subject to sales or use tax.

Dated: 6 April 1998

Jennifer L. Engh
Assistant Commissioner for Tax Policy

Official Notices

Minnesota Comprehensive Health Association

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

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and mat-

Notice of Meeting of the Board of Directors

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA) Board of Directors will be held on Tuesday, April 14, 1998, at the Double Tree Hotel, 1500 Park Place Blvd., St. Louis Park, at 9:00 a.m.

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

Minnesota Higher Education Services Office

Request for Comments on Planned Rules Governing the Minnesota National Service Scholars Matching Grant Program, *Minnesota Rules*, 4830.9050-4830.9090

Subject of Rules. The Minnesota Higher Education Services Office requests comments on its planned rules governing the Minnesota National Service Scholars Matching Grant Program. The Higher Education Services Office is considering rules that cover the process which both a recipient of a national service scholarship from the Corporation for National Service and the eligible institution must follow in order for the scholarship recipient to receive a Minnesota National Service Scholars Matching Grant for attendance at an eligible institution. The proposed rules include definitions applicable to these proposed rules, an explanation of an eligible recipient, the process an eligible institution must follow in order to request scholarship funds for a recipient attending its institution, the conditions under which the matching grant funds are to be disbursed, the refund process applicable for scholarship recipients who fail to attend or withdraw before completing the academic term, and how payments will be made to eligible institutions with scholarship recipients.

Persons Affected. The proposed rules would likely affect recipients of a national service scholarship from the Corporation for National Service, financial aid administrators at eligible post-secondary institutions.

Statutory Authority. *Minnesota Statutes*, 136A.01, subd. 2(8) authorizes the Higher Education Services Office to adopt rules for the administration of programs under its supervision.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing or orally until 4:30 p.m. on June 15, 1998. The Higher Education Services Office does not contemplate appointing an advisory committee to comment on the planned rules.

Rules Drafts. The Higher Education Services Office has prepared a draft of the planned rules.

Agency Contact Person. Written or oral comments, questions, requests to receive a draft of the rules, and requests for more information on these planned rules should be addressed to: Mary Lou Dresbach, Higher Education Services Office, 400 Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101, (612) 296-3974(ext. 3036). TTY users may call the Minnesota Relay Service at 1-800-627-3529 to contact the Agency Contact Person indicated above.

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

Department of Human Services

Request for Public Comment on New Approaches to Improve Child Welfare Services

To test new approaches to improve child welfare services, the Minnesota Department of Human Services plans to respond on April 30, 1998 to a request from the federal government to submit a proposal for demonstration projects that waive certain foster care and adoption requirements under title IV-E of the Social Security Act. The Department invites the public to review and comment on its proposals. To get copies of the proposal, call Gina Landeen, Family and Children's Services Division at (612) 296-2217.

Metropolitan Council

Public Meetings on Proposed 1999 - 2002 Transportation Improvement Program (TIP) for the Twin Cities Metropolitan Area

The Metropolitan Council's Transportation Advisory Board will hold four events in the next three months to provide background information and receive public reaction to the proposed 1999 - 2002 Transportation Improvement Program (TIP) for the Twin Cities Metropolitan Area. The first two meetings involve providing information on the process and a draft of the TIP. The third meeting will be an open house for discussion and to answer questions informally about the proposed program, and the fourth will be a public hearing to accept public comments on the TIP. **All four meetings will be held at the Metropolitan Council offices, Mears Park Center, 230 E. Fifth St., downtown, St. Paul.**

The program will include highway, transit, bikeway and pedestrian enhancements, and air quality projects proposed for federal funding throughout the seven-county Metropolitan Area over the next four years. The program is prepared annually in accordance with federal requirements and must contain all projects that are to be implemented with federal transportation funding assistance. The TIP is prepared jointly by the Metropolitan Council and the Minnesota Department of Transportation. Projects contained in the TIP reflect the region's priorities and help implement the region's transportation and growth management plans. Projects will be analyzed to determine impact on regional air quality. The program will be adopted by the Transportation Advisory Board and approved by the Metropolitan Council in July and August 1998.

- **Informational Meeting on the TIP Process**
Wed., April 15, 1998, 2:10 p.m., Metropolitan Council Chambers
- **Informational Meeting on the Draft TIP**
Wed., May 27, 1998, 2:10 p.m., Metropolitan Council Chambers
- **Open House for TIP Discussion**
Wed., June 10, 1998, 4 - 6 p.m., Conference Room 1-A
- **Public Hearing for Comments on the TIP**
Wed., June 17, 1998, 4 p.m., Metropolitan Council Chambers

All interested persons are encouraged to attend the above sessions and provide comments. Upon request, the Council will provide reasonable accommodations to persons with disabilities.

Comments, which must be received by Mon., July 13, 1998, may also be submitted as follows:

Official Notices

- Send written comments to: Emil Brandt, Metropolitan Council, Mears Park Centre, 230 E. Fifth St., St. Paul, MN 55101
- Fax comments to Mr. Brandt at 602-1739
- Record comments on the Council's Public Information Line: 602-1500
- Send comments electronically to: data.center@metc.state.mn.us

Free copies of the draft 1999-2002 Transportation Improvement Program will be available on May 27, 1998 at the Council's Data Center. Call 602-1140 or 291-0904 (TTY) to request a copy. Other materials describing the Council's transportation efforts are also available. Questions about the meetings or the transportation issues may be directed to: Emil Brandt (602-1721) or Carl Ohrn (602-1719), Metropolitan Council, 230 E. Fifth St., St. Paul, MN 55101.

Minnesota Property Insurance Placement Facility

Meeting Notice of the Governing Board

NOTICE IS HEREBY GIVEN that the Governing Board meeting of the Minnesota Property Insurance Placement Facility will be held at 9:30 a.m. on Wednesday, April 8, 1998. The meetings will be held at Minnesota Property Insurance Placement Facility located at 1201 Marquette Avenue, Suite 310; Minneapolis, Minnesota. For additional information please call 338-7584.

Public Employees Retirement Association (PERA)

Notice of Meeting of the Public Employees Retirement Association Board of Trustees

The regular meeting of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Thursday, April 9, 1998, at 9:30 a.m. in the offices of the association, 514 St. Peter Street, Saint Paul, Minnesota.

Department of Public Safety

Minnesota Auto Theft Prevention Program

Notice of Meeting of the Board of Directors

The Department of Public Safety, Minnesota Auto Theft Prevention Program, will be holding its Board of Directors meeting on the following dates: April 9, 1998 and May 14, 1998. Meetings will begin at 9:00 a.m. and will be held at the Minnesota Auto Theft Prevention Program (MATPP) office located at 1110 Centre Pointe Curve, Suite 405, Mendota Heights, MN. (Hwy 110 and Lexington Ave., west of Hwy 35W (South) on the south side of the GNB Technologies Bldg.). Meetings are open to the public. For more information you may contact the MATPP office at (612/405-6155).

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.

JOINT NOTICE:

Department of Economic Security

Juvenile Justice Advisory Committee

Request for Concept Papers for Part One of the Grant Application Process for Juvenile Justice Programs

The Juvenile Justice Advisory Committee (JJAC) and the Minnesota Department of Economic Security Office of Youth Development are pleased to announce the availability of approximately \$1.3 million of Title II Juvenile Justice Formula Grant Funds and \$314,000 in Title V Local Delinquency Prevention Funds authorized by the Juvenile Justice and Delinquency Prevention Act of 1974, Public Law 102-586 as amended, 42 *United States Code* 5601 et seq. Applicants may apply for up to \$45,000 of Title II funds and up to \$30,000 of Title V funds.

The application process consists of two parts: preparation of a two-page Concept Paper (Part One) and preparation of a full proposal (Part-Two). Only those organizations and entities whose Concept Papers are selected by the Juvenile Justice Advisory Committee in Part One will be invited to submit full proposals for consideration in Part Two of this process.

Applicants can apply for Title II funds in three focus areas: 1) Prevention, Diversion and Pre-Adjudication; 2) Post-Adjudication; and 3) Aftercare with an Employment and Training Component. Eligible applicants may include public or private nonprofit agencies, townships, cities, counties, school districts, tribal governments and organizations, state agencies or combinations. No matching funds are required for Title II activities.

Applicants for Title V funding are limited by federal law to units of general local government (e.g. cities, counties, and townships) or those tribal governments that perform law enforcement functions as determined by the U.S. Department of Interior. Title V funds are intended to be used for initiatives planned on a community-wide basis for addressing local issues affecting juvenile delinquency. Selected Title V applicants will be required to provide a minimum of one dollar of local matching funds for every two dollars of federal funds awarded.

An original and six (6) copies of the Cover Sheet, Budget Summary, and Concept Paper must be received no later than 4:30 p.m. at the Minnesota Department of Economic Security, 390 North Robert Street, St. Paul, Minnesota 55101 on Friday, May 22, 1998. FAXED CONCEPT PAPERS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

For a copy of the Request for Concept Papers please contact:

Alana Romanowski
Minnesota Department of Economic Security
390 North Robert Street
St. Paul, MN 55101
612/282-5667
800/456-8519

Minnesota Housing Finance Agency

Notice of Funds Available and Request for Proposal for the Rental Assistance for Family Stabilization Program

The Minnesota Housing Finance Agency (MHFA) announces the availability \$1.5 million in funds for the Rental Assistance for Family Stabilization (RAFS) Program. RAFS is available to provide rental assistance to families who, at the time of initial eligibility are receiving public assistance, have a caretaker parent with at least one minor child and who have an approved employment plan; or for families who, at the time of initial eligibility are receiving public assistance, have an approved employment plan, and have earned income.

Location: The RAFS program is limited to counties in which the Section 8 existing fair market rents (FMR), as determined by The U.S. Department of Housing and Urban Development (HUD), are in the highest one-third of the average rents in the state.

Amount of Funds: One million five hundred thousand dollars in rental assistance. A maximum of \$250/month per program participant in the 7 county metro area, excluding the cities of Hanover, Northfield, and New Prague, and a maximum of \$200/month per program participant in Greater Minnesota, including the cities of Hanover, Northfield, and New Prague. Administrative fees may not exceed \$40 per month per program participant. A one time security deposit is available for each qualifying household.

Type of Assistance: Voucher or project based rental assistance.

Eligible Applicants: A local Minnesota housing organization experienced in operating a Section 8 rental assistance program, in partnership with an Employment and Training/Workforce organization and a county agency designated by the county board to implement financial assistance for the statewide Minnesota Family Investment Program (MFIP-S).

Procedures: To request application write or call: Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, MN 55101, Attention RAFS, Multifamily Division or, you may call 297-4455, or 800-657-3647.

Deadline: The original and one copy of the completed application should be received at the above address by 5:00 PM on Thursday, May 28, 1998.

Selection Process: All complete proposals which meet the basic requirements, the selection criteria of the program, and are received by the deadline will be considered.

- 1) First priority for funding will be given to housing organizations proposing to operate in counties with high average housing costs and who are not currently served by a RAFS administrator or, in counties within which need for additional administrators is demonstrated.

The eligible counties who do not currently operate a RAFS Program are: Aitkin, Crow Wing, Koochiching, Polk and Steele.

- 2) The second priority for funding will be those administrators who currently operate a RAFS Program but did not seek funding during the January, 1998 funding cycle,
- 3) The third priority will be any administrators who under estimated the demand for RAFS funds and who demonstrate that a significant portion of current vouchers are committed.

Final selections will be made by the MHFA Board of Directors on Thursday, July 23, 1998. All applicants are notified of the selections.

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

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or familial status.

Department of Trade and Economic Development

Minnesota Job Skills Partnership (MJSP) Board

Grant Proposals Sought from Educational and Training Organizations for Training Programs Designed for Specific Businesses

The Minnesota Job Skills Partnership (MJSP) Board solicits grant proposals from educational and training organizations for training programs designed for specific businesses.

The next deadline for submission of *draft* proposals for both the MJSP regular program and the Pathways welfare-to-work program is 4:00 P.M. on May 5, 1998. The deadline for submission of *completed* proposals for both programs is 4:00 P.M. on May 19, 1998. No draft proposals will be accepted after May 5, 1998. Proposals needing revisions must be completed by May 19, 1998, for consideration at the next scheduled MJSP Board meeting on June 22, 1998.

A meeting of the MJSP Board is scheduled for Monday, May 22, 1998 at 8:30 A.M. in 300 North, State Office Building, 100 Constitution Avenue, St. Paul, Minnesota, to hear completed proposals accepted by May 19, 1998.

Please contact the Partnership office at 612/296-0388 for details.

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, and final submission date of completed contract proposal.

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

Minnesota State Colleges and Universities (MnSCU)

Notice of Request for Proposals for Single Parents, Displaced Homemakers, Single Pregnant Women, and Sex Equity

The Minnesota State Colleges and Universities is seeking proposals in the areas of Single Parents, Displaced Homemakers, Single Pregnant Women, and Sex Equity through the Carl D. Perkins Vocational and Applied Technology Education Act of 1990. All applications must be made through a Minnesota Technical College, Consolidated Community and Technical College, or an eligible Community College.

NOTE: In the Single Parent, Displaced Homemaker, and Single Pregnant Women categories, community based organizations are eligible to apply, but must be submitted through a Minnesota Technical College, Consolidated Community and Technical College, or an eligible Community College.

Proposal for Single Parent, Displaced Homemakers, Single Pregnant Women and Sex Equity

Proposals to implement Single Parent, Displaced Homemakers, Single Pregnant Women and Sex Equity programs designed to meet the unique needs of the described special populations and to provide vocational education information and activity whereby students enter occupations not traditionally associated with their gender. The RFP application and additional information should be requested from:

Janice Templin
Minnesota State Colleges and Universities
700 World Trade Center
30 East 7th Street
St. Paul, MN 55101
(612) 296-9451

Final budget figures are not available. Tentative estimates are \$700,000 for Single Parent, Displaced Homemakers, Single Pregnant Women and \$240,000 for Sex Equity.

Proposals for postsecondary must be received by Janice Templin at the above address by 4:00 p.m. on Thursday, May 5, 1998.

Professional, Technical & Consulting Contracts

Minnesota State Colleges and Universities (MnSCU)

Hennepin Technical College

Advertisement for Bids for Remodeling Cafeteria Serving Line

Project ID. Number 98BPC-16

Sealed Proposals will be accepted for cafeteria serving line remodeling at Brooklyn Park Campus, Brooklyn Park, Minnesota and Eden Prairie Campus, Eden Prairie, Minnesota.

Proposals will be received by:

Don Warhol, Special Projects Supervisor,
Hennepin Technical College,
Brooklyn Park Campus.
9000 Brooklyn Boulevard
Brooklyn Park, Minnesota 55445

until **2:00 p.m., Tuesday, April 14, 1998**, at which time the proposals will be opened and publicly read aloud.

Proposal Forms, Contract Documents, Plans and Specifications as prepared by the Project Architect/Engineer; TSP One, Inc. Architects & Engineers; are on file at the office of the:

- 1.) above named Project Architect/Engineer.
- 2.) following Builders Exchanges: St. Paul and Minneapolis.
- 3.) National Association of Minority Contractors of Minnesota.
- 4.) Construction Bulletin Plan room.
- 5.) Dodge Plan room.

Sets of Proposal Forms and Plans and Specifications for use by contractors in submitting a bid may be obtained at the following address:

TSP One, Inc.
21 Water Street
Excelsior, Minnesota 55331
(612) 474-3291

A deposit of \$25.00 is required for each set.

Each bid which totals over \$15,000.00 must be accompanied by either a certified check, payable to the State of Minnesota, in the sum of not less than five percent (5%) of the total bid or a corporate surety bond for the same amount by a surety company authorized to do business in the State of Minnesota.

NOTE: A pre-bid meeting will be held at 10:00 a.m., Tuesday, April 7, 1998 in Room D109, Hennepin Technical College, Brooklyn Park Campus.

Minnesota State Colleges and Universities (MnSCU)

Hennepin Technical College

Advertisement for Bids for Remodeling Existing Room into a Computer File Server Room

Project ID. Number 98BPC-18

Sealed Proposals will be accepted for computer file server room, remodeled from an existing room, at the Brooklyn Park Campus, Brooklyn Park, Minnesota

Proposals will be received by:

Don Warhol, Special Projects Supervisor,
Hennepin Technical College,
Brooklyn Park Campus.
9000 Brooklyn Boulevard
Brooklyn Park, Minnesota 55445

until **2:00 p.m., Tuesday, April 21, 1998**, at which time the proposals will be opened and publicly read aloud.

Proposal Forms, Contract Documents, Plans and Specifications as prepared by the Project Architect/Engineer; TSP One, Inc. Architects & Engineers; are on file at the office of the:

- 1.) above names Project Architect/Engineer.
- 2.) following Builders Exchanges: St. Paul and Minneapolis.
- 3.) National Association of Minority Contractors of Minnesota.
- 4.) Construction Bulletin Plan room.
- 5.) Dodge Plan room.

Sets of Proposal Forms and Plans and Specifications for use by contractors in submitting a bid may be obtained at the following address:

TSP One, Inc.
21 Water Street
Excelsior, Minnesota 55331
(612) 474-3291

A deposit of \$25.00 is required for each set.

Each bid which totals over \$15,000.00 must be accompanied by either a certified check, payable to the State of Minnesota, in the sum of not less than five percent (5%) of the total bid or a corporate surety bond for the same amount by a surety company authorized to do business in the State of Minnesota.

NOTE: A pre-bid meeting will be held at 1:00 p.m., Tuesday, April 14, 1998 in Room D109, Hennepin Technical College, Brooklyn Park Campus.

Professional, Technical & Consulting Contracts

Department of Economic Security

Notice of Request for Proposals to Develop an Enterprise Data Warehouse

The Minnesota Department of Economic Security (MDES) is soliciting proposals for developing an enterprise Data Warehouse in an already-established Teradata environment that will provide directors, managers, and other business users with access to data about the Department's customers. The Department is seeking qualified parties who can quickly assemble the proper resources to have the system fully operational by October 10, 1998. The system is to be used for analysis that supports the monitoring and improvement of all MDES services.

The data loaded into the Data Warehouse under this Request For Proposals links customer information across programmatic lines using SSN (Social Security Number). Analysis of the consolidated information would be available to business users by area, demographics, and other customer dimensions.

This Request For Proposal does not obligate the State to complete the project and the State reserves the right to cancel this solicitation if it is considered to be in its best interest. For a copy of the Request For Proposal, please contact:

Kathy Nelson, DUMP Director
Department of Economic Security
390 North Robert Street
St. Paul, MN 55101
(612) 296-8369

Proposals are due at the Minnesota Department of Administration by 4:00 p.m. on April 30, 1998.

Department of Health

Health Policy & Systems Compliance Division

Health Economics Program

Request for Proposals to Provide Actuarial Expertise in Health Care Expenditure Trends and Health Insurance Coverage

NOTICE IS HEREBY GIVEN that the Health Economics Program, a section within the Minnesota Department of Health, is seeking applications for professional services from recognized experts in actuarial science who are familiar with public and private health insurance markets. Services to be provided include:

1. Provision of trend analysis on health care spending;
2. Provision of expert opinion on trends in health care spending. Topics may include, but are not limited to, trends in premium costs, shifts from fully-insured to self-insured products, and trends in the use of stop-loss policies with low attachment points;
3. Assistance in designing an evaluation of the impact of state reforms, including mental health parity and changes in small group insurance laws;
4. Provision of consultation to HEP staff determining non-profit health plans' attainment of cost containment goals; and
5. Provision of consultation during the legislative session on an as-needed basis.

The Minnesota Department of Health has estimated that the total cost of this contract should not exceed \$100,000. This proposal does not obligate the agency to spend the estimated dollar amount.

Interested vendors may call or write for the full RFP, which will be provided free of charge, and may direct any questions concerning the proposal, to:

Lynn A. Blewett
Attn: Actuarial Services RFP
Minnesota Department of Health
121 E. 7th Place, Suite 400
St. Paul, Minnesota 55101-0975
Telephone: (612) 282-6361
FAX: (612) 282-5628

Please note that other department personnel are not allowed to discuss the request for proposal or its content with anyone, including prospective vendors, before the proposal submission deadline.

Responses to this request are due by 4:00 p.m. on April 20, 1998.

State Board of Investment

Notice of Request for Professional Private Money Management Services

The Minnesota State Board of Investment (MSBI) retains private money management firms to manage a portion of the pension assets and other accounts under its control. Firms interested in managing domestic stock, international stock, domestic bond or global bond portfolios for the MSBI are asked to write to the following address for additional information:

External Manager Program
Minnesota State Board of Investment
Suite 105 MEA Building
55 Sherburne Avenue
St. Paul, MN 55155

Please refer to this notice in your written request.

Iron Range Resources and Rehabilitation Board

Giants Ridge Recreation Area

Request for Proposal from Firms or Individuals Experienced in the Sale and Instruction for Use of Winter and Summer Sports Equipment

Giants Ridge Recreation Area operating through the IRON RANGE RESOURCES AND REHABILITATION BOARD (IRRRB) is seeking proposal from firms or individuals experienced in the sale and instruction for use of winter and summer sports equipment. The purpose of this request for proposal is to identify and analyze existing and potential individuals and/or businesses that have the knowledge and experience to operate a winter and summer sports rental and winter sport pro shop and ski school at the Giants Ridge Golf and Ski Resort.

Persons wishing a full proposal may obtain one by contacting:

Shirley Robinson
IRRRB
PO Box 441
Eveleth, MN 55734
218.744.7400

by April 13, 1998.

Professional, Technical & Consulting Contracts

Pollution Control Agency

Request for Proposals for Freeway Sanitary Landfill Final Closure Design and Construction Oversight

NOTICE IS HEREBY GIVEN that the Minnesota Pollution Control Agency, Closed Landfill Cleanup Program is seeking proposals from qualified consultants to design and oversee the construction of a landfill final cover system, including a landfill gas control system.

The term of the contract will be from May 1998 through June 2001.

A complete Request for Proposal (RFP) package describing the required content of proposals as well as a model contract have been prepared. Requests for the complete RFP packet should be directed to:

Donald B. Abrams
Minnesota Pollution Control Agency
Solid Waste Section
520 Lafayette Road
St. Paul, Minnesota 55155
(612) 296-9543 (Voice)
(612) 296-9707 (Fax)

Proposals must be time stamped by the MPCA not later than 2:00 P.M. on April 21, 1998. Late submittals will not be accepted.

Office of the Secretary of State

Request for Proposals for Production of Two Election Judge and Noter Instructional Videos

The Office of the Secretary of State (State) is seeking proposals for the production of two closely-related election judge and voter instructional videos, one 30 minutes long and one five minutes long. The State will provide scripts, venue (in the St. Paul capitol area), and amateur talent. The responder will provide a finished professional quality video product.

For a copy of the complete Request for Proposals, please contact:

Greg Taylor
Election Division; Secretary of State
Room 180, State Office Building
100 Constitution Avenue
St. Paul, MN 55155
Phone 612.296.9218

Proposals are due in this office no later than 12:01 p.m., April 27, 1998.

Department of Transportation (Mn/DOT)

Request for Information on Commercial, Off-the-self Software Packages that Can Be Used to Store and Analyze Data Describing the Minnesota Department of Transportation's Markets, Services, and Products

Introduction

The Markets and Products Database Project is in the process of developing data structures and transactions necessary to capture and store data describing the Minnesota Department of Transportation's (Mn/DOT) markets, services, and products. We are promulgating this Request For Information (RFI) to ascertain if there are commercial, off-the-self software packages (COTS) that will satisfy the requirements of this project.

Response Requirements

Please send responses to this RFI to:

Steven C. Sorensen
Markets & Products Database Project Manager
Office of Information Resource Management
Mail Stop 240
395 John Ireland Blvd
St. Paul, MN 55155
612/296-5267
steven.sorensen@dot.state.mn.us

Responses received after May 4, 1998 will not be considered.

We will make no award based on this RFI. We will use the information gathered from the responses to this RFI to help us make a build-or-buy decision. If we decide to buy a COTS, we will proceed with further activities such as a Request For Proposals (RFP) to chose a particular COTS. We strongly encourage vendors to respond because information from responses to the RFI will be used in subsequent product evaluation in the event of a buy decision.

Include the following in your response:

- Answers to the questions in the Product Requirements section below.
- A copy of your data model (preferably an entity relationship diagram).
- Name and phone number of a contact person.
- Any of the following that you are able to provide:
 - Brochures or documents describing your product
 - Demonstration software
 - Descriptive information about your organization including years in business, staffing, assets, D & B number, ...
 - General product price information or schedules
 - Product performance metrics
 - Standard implementation plan
 - Client reference list

Background

Mn/DOT wishes to determine if there are any COTS that can help the department collect, store, and use data describing its markets, services, and products. Any COTS to be considered should help Mn/DOT more closely align the department's products and services to the needs of its customers. They should also provide:

- Improved methods to identify and clearly understand common needs shared by different customer segments
- The ability to specify market segments, their locations and needs, and to identify and link Mn/DOT's products and services to those needs.
- The ability to record customers' satisfaction with Mn/DOT's products and services.
- An interface that displays, prints, and captures location information in geographic (map) format

Mn/DOT is pursuing an information resource management (IRM) strategy. Two key components of an IRM strategy are 1.) that

Professional, Technical & Consulting Contracts

data and applications are developed so that they can be shared by all of Mn/DOT's functions that have need of them, and 2.) the development of information resources should proceed based on plans developed using enterprise-level data and process models. Our IRM strategy thus strongly encourages building information resources instead of buying COTS that could deviate significantly from our enterprise models. Later in this RFI and in the Appendix, we will present the conceptual model of our requirements for markets, products, and services data. In order for us to consider purchasing a COTS, the vendor would have to demonstrate that their data model was either very similar to ours or could be customized to fit our requirements.

Product Requirements

This section lists the requirements for a COTS market-research product. Please respond to each numbered requirement. If you do not respond to a numbered requirement, we will assume that your product does not meet that requirement.

1. Architectural Requirements

- 1.1 Will your product operate in the following environment? Provide specifications to demonstrate your answer.
 - Database: Oracle DBMS 7.2 & 7.3
 - Client OS: Windows 3.1, Windows NT 4.0, and Windows 95
 - Server OS: Novell 4.11
 - Network Protocols IPX/SPX and TCP/IP
- 1.2 What type of data structure does your product use? Please specify type of data structure (i.e., RDBMS, OO, flat files...), version, and data structure vendor (e.g., Oracle).
- 1.3 Mn/DOT is a highly-dispersed organization, with many different locations that would need access to your product and any data it maintains. In our distributed, networked environment, how would we use your product to provide access to researchers, planners, and analysts throughout the state?
- 1.4 Explain how your product can be customized or modified to satisfy a customer's requirements.

2. Data Requirements

- 2.1 We have defined the entities listed below in order to track markets, services, and products. Specify whether your product can accommodate each of the listed entities. Also specify how your product deals with each of the entities. Provide a mapping between the listed entities and the entities/objects/files that your product provides. (See the Appendix for an entity/relationship diagram.).

Entities Implemented

- 2.1.1 **Customer Satisfaction Level:** A Customer Satisfaction Level is the rating a Customer Segment gives a Mn/DOT Service Item or Service at a specific point in time.
- 2.1.2 **Service:** A Service is the output of a process/activity that is performed or provided to add value for a Customer Segment and fulfill a Customer Segment Want.
- 2.1.3 **Service Item:** A Service Item is one specific instance of a Mn/DOT service. An example is "maintenance of the roadway commonly known as I94 between Woodbury and Hudson".
- 2.1.4 **Service Line:** A Service Line is a category of the services offered by Mn/DOT. Examples of currently identified Service Lines are:
 - Road System Infrastructure
 - Road System Operations
 - Mode Specific Banking and Advocacy Service
 - Traveler and Public Services
 - Social and Environmental Services
 - Regulation
- 2.1.5 **Data Collection Event:** A Data Collection Event is one instance of a formal information gathering effort reviewed or conducted by Mn/DOT Market Research staff. Example: A survey of traffic users on TH 65 from Cambridge to Onamia, conducted in 1994.
- 2.1.6 **Data Collection Finding:** A Data Collection Finding is an individual piece of information that was learned from a Data Collection Event or a Data Collection Project. Example: Heavy commercial traffic counts on TH 75 from Crookston to Warren were under-estimated from 1990 to 1993.
- 2.1.7 **Data Collection Project:** A Data Collection Project is an effort that Mn/DOT undertakes or reviews to gather

information on its Customer Segments and its Services. Examples include the study of the TH 610 corridor, or TH 65 from Cambridge to the Twin Cities.

- 2.1.8 **Anecdotal Information:** An instance of Anecdotal Information is an unsolicited comment, expressed concern, complaint, or feedback.
- 2.1.9 **Anecdotal Information Summary:** An instance of Anecdotal Information Summary is a grouping, categorization, or summary of Anecdotal Information that has been received and analyzed by Mn/DOT.
- 2.1.10 **Customer Segment:** A Customer Segment is a homogeneous group of transportation service users and/or potential users. A Customer Segment may include both users and non-users. These are always tied to a Location Reference through Customer Segment Location Type. Examples include: Peak Commuters in non-metro area, light manufacturers in metro area, farm to market- peak period - non-metro, Red River Beet Growers, Olmsted County Wheat Farmers, Travelers Using the Rest Areas on 35, Commuters in Roseville who take the bus to work in Minneapolis.
- 2.1.11 **Customer Segment Want:** A Customer Segment Want is a desire that has been identified and could be fulfilled by transportation. A Customer Segment Want can be either general or specific. Examples include: short commute time, year-round 10 ton capacity on TH 1 between Northome and Effie, access to statewide road condition information, need for a class C rest area, etc.
- 2.1.12 **Customer Segment Synonym:** A Customer Segment Synonym is another name that is used to describe a Customer Segment. Examples include:
- Wheat Grower = Grain Farmer
 - Wheat Grower = Agricultural Producer.
- 2.1.13 **Customer Segment Type:** A Customer Segment Type is used to categorize individual Customer Segments. Customer Segment Types are the building blocks of the customer segmentation framework and are used to help define Customer Segments. The customer segmentation framework identifies the allowable segmentation categories as defined by the Data Steward. Examples include: Trip Time-Peak, Trip Time-Off-Peak, Trip Purpose-Work/School, Trip Purpose-Personal, Seasonality-Summer Only, Economic Sector - Agricultural
- 2.1.14 **Customer Segment Location Type:** A Customer Segment Location Type defines the location(s) of a Customer Segment. A Customer Segment may have multiple instances of Customer Segment Location Type to record the different locations associated with the Customer Segment such as origin, destination, homebase, route, pass through etc.
- 2.1.15 **Location Reference:** A Location Reference is a pointer to a geographic site on a GIS database. This can define an area, point, or line.
- Location will be modeled by this Location Reference entity and will include: Polygon (any closed shape), Arc (any line), Node (any point), region (collection of closed shapes), or route (ordered collection of arcs).
- In order for a GIS to capture an object of interest whose location is on the earth, the object must have both of the following:
1. Modeled as a point, line, shape, region, or route.
 2. Described in a standard location reference system (lat/loc, UTM, state plane, etc.)

- 2.2 The entity/relationship diagram in the appendix depicts the relationships that Mn/DOT would like to implement. Specify whether your product can accommodate each of the diagrammed relationships. Provide a mapping between the diagrammed relationships and relationships or functions that your product provides.

3. Functional Requirements

- 3.1 Listed below are general, functional objectives. The first group (3.1.1 through 3.1.4) are objectives that we would like whatever we build or buy to be able to accomplish. The second group (3.1.5 through 3.1.9) are future objectives that are not part of the current project and that will not be weighted heavily in our evaluations of responses.

Group One: Describe how your product can help Mn/DOT achieve the following general, functional objectives. List specific functions provided by your product that can help with each objective.

- 3.1.1 Implement improved methods to identify and clearly understand common needs shared by different customer segments.
- 3.1.2 Implement the ability to specify market segments, their locations and needs, and to identify and link Mn/DOT's

Professional, Technical & Consulting Contracts

products and services to those needs.

- 3.1.3 Implement the ability to record customer satisfaction with Mn/DOT's products and services.
- 3.1.4 Implement an interface that displays, prints, and captures location information in geographic (map) format. Our customers wish to have the ability to map market or customer segments, products, and services and to produce various types of thematic maps based on segments, products, and services. Examples might be *Customer Segments Classified By Type*, or *Customer Segments Classified By Level of Customer Satisfaction*, or *Customer Segments Satisfied By A Particular Service Line*.

Group Two: Listed below are future objectives. Describe how your product can position Mn/DOT so that it can eventually achieve those objectives.

- 3.1.5 Implement improved methods to help prioritize spending in Mn/DOT.
- 3.1.6 Implement methods to identify customer segments that are over-served and those that are under-served.
- 3.1.7 Implement the ability to measure product and service quality.
- 3.1.8 Implement the ability to measure the costs of Mn/DOT's products and services and the costs of meeting customer needs.
- 3.1.9 Implement the ability to associate investment proposals with market segment needs.

3.2 Mn/DOT would like to implement the specific functions listed below. Specify whether your product can provide each of the specific functions. Provide a mapping between the listed functions and the functions, reports, queries, etc. that your product provides.

- 3.2.1 Generate Report of all Wants & Associated Services for a Selected Customer Segment
- 3.2.2 Generate Report for a Selected Geographic Area for Selected Customer Segments, Show all Associated Anecdotal, Want, and Satisfaction Level Information.
- 3.2.3 Export Data to ASCII File.
- 3.2.4 Import Data From Other Sources (e.g. Lotus).
- 3.2.5 Generate Report in Map Format Showing all (or selected) Services/Service Items by Location and their Associated Satisfaction Levels.
- 3.2.6 Generate Report in Map Format Showing all Customer Segments by Location or Customer Segment Types by Location.
- 3.2.7 Generate Report of all Service Lines and Related Services and Service Items.
- 3.2.8 Generate Report of all Customer Segments, Wants, Satisfaction Levels, and Service Items for a Selected Geographic Area.
- 3.2.9 Generate Report of All Customer Segments, Their Type, Location and Synonyms.
- 3.2.10 Generate Report of all Anecdotal Information held for a Selected Service, Service Line, Service Item, or Customer Segment.
- 3.2.11 Generate Report of all Information Recorded for a Selected Project (its data collection events & findings).
- 3.2.12 Generate Matrix Report of all Customer Segments and their Satisfaction Level or Want for All Services (sort by customer segment size or vehicle miles traveled).
- 3.2.13 Generate Matrix Report of Customer Segment Satisfaction Level with Services, sorted by Customer Segment.
- 3.2.14 Generate Report of Studies Conducted for Each Customer Segment.
- 3.2.15 Change the Location of a Customer Segment.
- 3.2.16 Generate Report of Customer Segment Satisfaction Levels for a Selected Service Over Time (trends).
- 3.2.17 Generate Report of All Attributes and Findings for a Selected Study.
- 3.2.18 Generate Report of all Attribute Information for a Selected Customer Segment Type.
- 3.2.19 Generate Map of Selected Customer Segments by Location
- 3.2.20 Generate Report of all Attribute Information for Selected Customer Segments.
- 3.2.21 Generate Map of all Customer Segments by Location.
- 3.2.22 Generate Report of all Attribute Information on all Customer Segments.

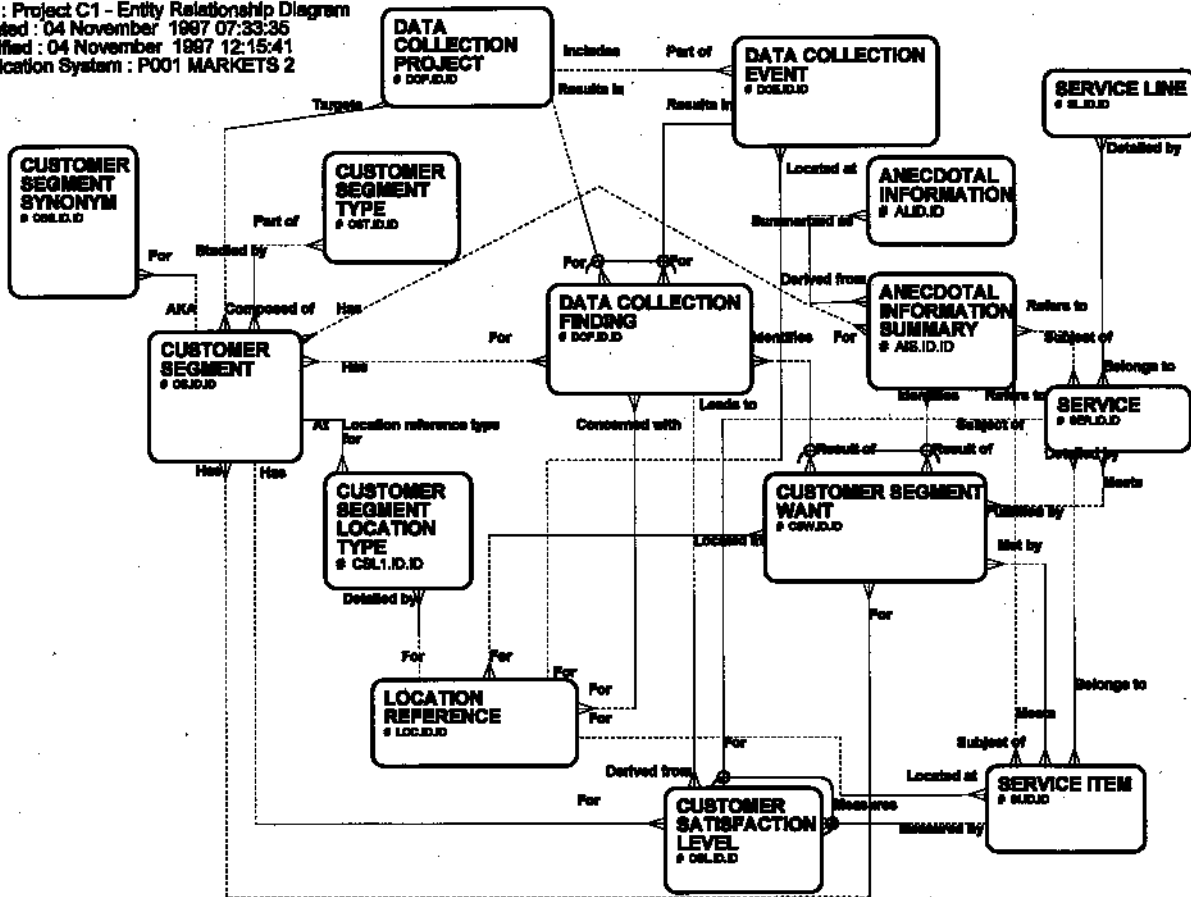
- 3.2.23 Generate Report of all Transportation Service/Service Line Information.
- 3.2.24 Generate Report of all Transportation Facility Component Information.
- 3.2.25 Generate Matrix Report of Customer Satisfaction with a Selected Service or Service Item.
- 3.2.26 Generate Matrix Report of Customer Segment Satisfaction with a Selected Transportation Facility Component.
- 3.2.27 Generate Report of Selected Anecdotal Information and Associated Summary Information.
- 3.2.28 Generate Report of All Anecdotal Information That has no Corresponding Summary Information.
- 3.3 *Ad-hoc* querying and reporting.
 - 3.3.1 Describe the *ad-hoc* querying capabilities provided by your product.
 - 3.3.2 Describe how a user can control both the content and format of reports.
 - 3.3.2 Describe how a user can analyze or otherwise manipulate the results of an *ad-hoc* query.
 - 3.3.3 Describe how familiar a user must be with the structure of your product's database (e.g. tablename, field names, ...) in order to perform *ad-hoc* queries.
- 3.4 Describe how a user can analyze market research information using your product.
- 3.5 Mn/DOT's process model defines at least one Create Transaction, one Delete Transaction, one Retrieve (i.e. read) Transaction, and one Update Transaction for each of the data entities listed above.
 - 3.5.1 Are there any such transactions for the above entities that your product does not provide? If so, please list those transactions.
 - 3.5.2 Describe how a user would create a new occurrence of an entity. Please provide pictures of screens or other GUI objects to illustrate your answer.
 - 3.5.3 Describe how a user would modify an existing occurrence of an entity. Please provide pictures of screens or other GUI objects to illustrate your answer.

4. Location and Mapping Requirements

- 4.1 A number of different location referencing systems are in use within Mn/DOT. Please identify which of the following such systems can be used to specify the location of things (e.g. customer segment, service item) described within your product. For each one, describe how a user would specify a location. Please provide pictures of screens or other GUI objects to illustrate your answers.
 - 4.1.1 Route number, route reference post, and offset (distance along a road from a reference post).
 - 4.1.2 Road true mileage (usually the number of miles from the start of the road)
 - 4.1.3 Route Synonym (street names, memorial highway names).
 - 4.1.4 Road identifier (e.g., street name and address)
 - 4.1.5 Latitude and longitude
 - 4.1.6 Grid coordinate system (e.g., State Plane Coordinate System, Universal Transverse Mercator (UTM))
- 4.2 Does your product have the ability to cross-reference and translate across multiple location systems, for example, from latitude and longitude to route number, route reference post, and offset? Please explain.
- 4.3 Can your product aggregate data into different ad-hoc geographical or predefined jurisdictional boundaries, for example, counties or metropolitan areas? Please explain. An example might be to list all of the customer segments within a particular county or metropolitan area.
- 4.4 Can your product identify or summarize entities or attributes associated with a location on a map. If so, explain how. Are such mapping capabilities integrated into your product, or is an interface with a GIS product required? If an interface is required, please explain.
- 4.5 Can your product create and/or update information using mapping or GIS technology? If so, please explain. An example might be the ability to create or rename customer segments by pointing and clicking on a map.

Appendix - Entity Relationship Diagram

Diagram : CONCEPTUAL ERD 11-04-87
 Title : Project C1 - Entity Relationship Diagram
 Created : 04 November 1987 07:33:35
 Modified : 04 November 1987 12:15:41
 Application System : P001 MARKETS 2



Non-State Public Bids, Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *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.

Elm Creek Watershed Management Commission

Request for Interest Proposals - Professional Services for Legal Engineering, and Technical Consulting Services

Pursuant to *Minnesota Statutes Annotated* 103B.227, Subd. 5, the Elm Creek Watershed Management Commission hereby solicits LETTERS OF INTEREST for legal, engineering and technical consultant services for the fiscal years 1998 and 1999. The annual budget for all services for the organization for the year 1998 is \$38,550.

Letters should include a brief description of the company and the experience of the individual(s) proposing to perform services for the Commission. The Commission will review said letters and reserves to itself the right to take such action as it deems in its best interests. All Letters of Interest shall be submitted on or before April 24, 1998, to:

Ken Ashfeld, Chairman
Elm Creek Watershed Management Commission
3001 Harbor Lane Suite 150
Plymouth, MN 55447
(NO CALLS)

Pioneer-Sarah Creek Watershed Management Commission

Request for Interest Proposals - Professional Services for Legal Engineering, and Technical Consulting Services

Pursuant to *Minnesota Statutes Annotated* 103B.227, Subd. 5, the Pioneer-Sarah Creek Watershed Management Commission hereby solicits LETTERS OF INTEREST for legal, engineering and technical consultant services for the fiscal years 1998 and 1999. The annual budget for all services for the organization for the year 1998 is \$131,199.

Letters should include a brief description of the company and the experience of the individual(s) proposing to perform services for the Commission. The Commission will review said letters and reserves to itself the right to take such action as it deems in its best interests. All Letters of Interest shall be submitted on or before April 24, 1998, to:

Cindy Sykes, Chair
Pioneer-Sarah Creek Watershed Management Commission
3001 Harbor Lane Suite 150
Plymouth, MN 55447
(NO CALLS)

Shingle Creek Watershed Management Commission

Request for Interest Proposals - Professional Services for Legal Engineering, and Technical Consulting Services

Pursuant to *Minnesota Statutes Annotated* 103B.227, Subd. 5, the Shingle Creek Watershed Management Commission hereby solicits LETTERS OF INTEREST for legal, engineering and technical consultant services for the fiscal years 1998 and 1999. The annual budget for all services for the organization for the year 1998 is \$172,350.

Non-State Public Bids, Contracts & Grants

Letters should include a brief description of the company and the experience of the individual(s) proposing to perform services for the Commission. The Commission will review said letters and reserves to itself the right to take such action as it deems in its best interests. All Letters of Interest shall be submitted on or before April 24, 1998, to:

Maria D'Andrea, Chair
Shingle Creek Watershed Management Commission
3001 Harbor Lane Suite 150
Plymouth, MN 55447
(NO CALLS)

St. Paul Water Utility

Notice of Request for Proposals for Review and Competitive Assessment of the Professional and Technical Support Function

The Saint Paul Water Utility is soliciting proposals from qualified individuals or firms to perform a review and competitive assessment of its professional and technical support function. The objective of this review is to help the Utility identify its current strengths as well as areas for improvement through comparing current operations with private sector companies and industry best practices.

Proposals must be submitted on or before 2:00 p.m., May 13, 1998 in Room 280 City Hall/Court House, 15 W Kellogg Blvd., Saint Paul, MN 55102. Proposal forms and specifications are available in the Division of Contract & Analysis Services, Room 280 City Hall/Court House.

Project Manager: Gayle Meyer, 266-6264

Buyer: Duane Kroll, 266-8905

University of Minnesota

Notice of Bid Information Service (BIS) Available for All Potential Vendors

The University of Minnesota offers 24 hour/day, 7 day/week access to all Requests for Bids/Proposals through its fax back Bid Information Service (BIS). Subscriptions to BIS are \$75/per fiscal year (not prorated). Call 612-625-5534 for information or visit our web site at <http://purchserv.finop.umn.edu>. Choose BID information Service.

Requests for Bids/Proposals are available to the public at no charge each business day from 8:00 a.m. - 4:30 p.m. in Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Mpls, MN 55454.

West Mississippi Watershed Management Commission

Request for Interest Proposals - Professional Services for Legal Engineering, and Technical Consulting Services

Pursuant to *Minnesota Statutes Annotated* 103B.227, Subd. 5, the West Mississippi Watershed Management Commission hereby solicits LETTERS OF INTEREST for legal, engineering and technical consultant services for the fiscal years 1998 and 1999. The annual budget for all services for the organization for the year 1998 is \$82,100.

Letters should include a brief description of the company and the experience of the individual(s) proposing to perform services for the Commission. The Commission will review said letters and reserves to itself the right to take such action as it deems in its best interests. All Letters of Interest shall be submitted on or before April 24, 1998, to:

Gerald Butcher, Chairman
West Mississippi Watershed Management Commission
3001 Harbor Lane Suite 150
Plymouth, MN 55447
(NO CALLS)