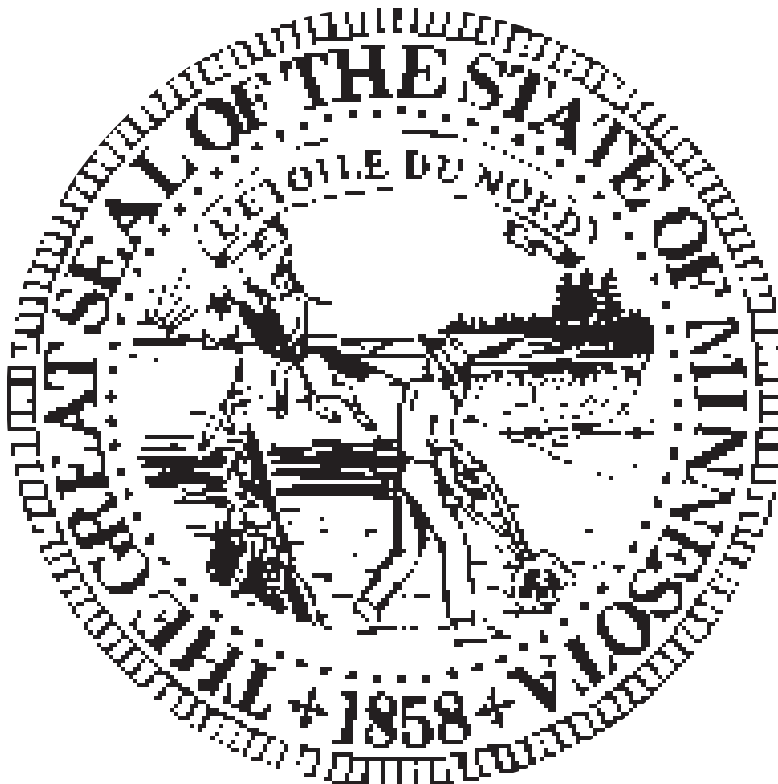


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State Register

Rules and Official Notices Edition



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State Register

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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.

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Vol. 23 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
#36	Monday 8 March	Noon Wednesday 24 February	Noon Tuesday 2 March
#37	Monday 15 March	Noon Wednesday 3 March	Noon Tuesday 9 March
#38	Monday 22 March	Noon Wednesday 10 March	Noon Tuesday 16 March
#39	Monday 29 March	Noon Wednesday 17 March	Noon Tuesday 23 March
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Room 231 State Capitol, St. Paul, MN 55155

Contact: House Information Office (651) 296-2146
Room 175 State Office Building, St. Paul, MN 55155

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Minnesota Rules: Amendments and Additions

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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 1997 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 (651) 297-3000, or toll-free 1-800-657-3757.

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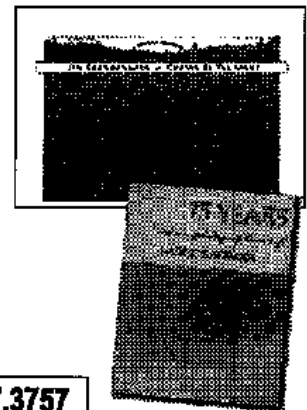
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Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rule-making proposal under active consideration within the agency by publishing a notice in the *State Register* at 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.

Department of Agriculture

Request for Comments on Planned Amendments to Rules Governing Dairy Processor Fees and Repeal of Rules Governing Certain Dairy Practices and Standards

Subject of the Rule. The Minnesota Department of Agriculture requests comments on its planned amendments to rules governing dairy processor fees, and repeal of obsolete rules governing certain obsolete dairy practices and standards. The department is considering amendments raise dairy processing fees from eight to nine cents per hundredweight, and repeal rules governing obsolete industry practices for reuse of containers and federal requirements.

Persons Affected. The fee amendment would likely affect fluid milk processors who process and sell in Minnesota. The rule could also indirectly affect wholesalers, retailers and consumers the processors choose to pass on the cost of the fee. The repealer will not effect anyone because the practices governed by the rule have not been used by the industry for several years. The department does not contemplate appointing an advisory committee to comment on the planned rules.

Statutory Authority. *Minnesota Statutes*, section 32.394, subd. 8d, allows the commissioner to set the fee at up to nine cents per hundredweight to provide adequate funding for the Grade A and B milk inspection programs. *Minnesota Statutes*, section 14.05, subd. 5, requires the department to report on and repeal obsolete rules.

Public Comment. Interested persons or groups may submit comments or information on the planned rules in writing or orally until 4:00 p.m. on May 7, 1999. The department has prepared a draft of the planned amendments. Written or oral comments, questions, requests to receive a draft proposed rules, and requests for more information on the planned rules should be addressed to: Doug Engebretson, Minnesota Department of Agriculture, 90 W. Plato Blvd., St. Paul, MN 55107: Phone (651) 296-1586, FAX (651) 297-5176. TTY users may contact the Department of Agriculture through Minnesota Relay Service at 1-800-627-3529.

Comments submitted in response to this notice will not be included in the formal rulemaking record when a proceeding to adopt a rule is started.

Dated: 25 February 1999

Sharon Clark
Deputy Commissioner

Department of Agriculture

Request for Comments on Planned Amendments to Rules Governing Seed Potatoes and Repeal of Rules Governing Food Packaging and Labeling, Cold Storage Warehouses, and Certain Food Definitions and Standards

Subject of the Rule. The Minnesota Department of Agriculture requests comments on its planned amendments to rules governing seed potatoes, and repeal of obsolete rules governing food packaging and labeling, cold storage warehouses, and food definitions and standards. The department is considering amendments that clarify seed potato field inspections requirements, and repeal rules governing food packaging and labeling, cold storage warehouses, and food definitions and standards for certain products that have been replaced by federal requirements or state statutes.

Persons Affected. The amendments to the seed potato rules would likely affect seed potato growers. The repeal of the food rules will not effect anyone because they are not and cannot be enforced. The department does not contemplate appointing an advisory committee to comment on the planned rules.

Statutory Authority. *Minnesota Statutes*, section 21.118 requires the commissioner to adopt rules to carry out and enforce the provisions of the seed potato statutes. *Minnesota Statutes*, section 14.05, subd. 5, requires the department to report on and repeal obsolete rules.

Public Comment. Interested persons or groups may submit comments or information on the planned rules in writing or orally until 4:30 p.m. on May 7, 1999. The department has prepared a draft of the planned amendments. Written or oral comments, questions, requests to receive a draft proposed rules, and requests for more information on the planned rules should be addressed to: Carol Milligan, Minnesota Department of Agriculture, 90 W. Plato Blvd., St. Paul, MN 55107: Phone (651) 296-6906, FAX (651) 297-5522. TTY users may contact the Department of Agriculture through Minnesota Relay Service at 1-800-627-3529.

Comments submitted in response to this notice will not be included in the formal rulemaking record when a proceeding to adopt a rule is started.

Dated: 1 March 1999

Perry Aasness
Assistant Commissioner

Board of Animal Health

Quarterly Meeting of the Board

The Board of Animal Health will hold its quarterly meeting on Friday, April 9, 1999 at 9:30 a.m. in the Board offices in the Minnesota Department of Agriculture Building at 90 W. Plato Blvd., St. Paul, Minnesota.

Colleges and Universities, Minnesota State (MnSCU)

Notice of Public Hearing on the Proposed Carl D. Perkins Vocational Technical Education Act of 1998 (Perkins III) Five Year Minnesota State Plan for Vocational Technical Education, the Minnesota State Colleges and Universities Board of Trustees and the Department of Children, Families and Learning

NOTICE IS HEREBY GIVEN that a Public Hearing will be held on the Perkins III Five Year State Plan for Vocational Technical Education, on March 31, 1999, commencing 10:00 a.m. and continuing until 12:00 p.m., or until all interested or concerned persons have had an opportunity to participate. The hearing will be accessible via satellite (both C and Ku Bands), and at the point of origination (World Trade Center, Studio Theatre-3rd Floor, St. Paul). Satellite coordinates will be posted in Subsequent *State Register* editions published March 15, March 22, and March 29, 1999.

All representatives of school districts, Minnesota State Colleges and Universities organizations, associates, other interested groups, and all interested and concerned persons will have an opportunity to be heard regarding the adoption of the proposed Perkins III Five Year State Plan by submitting either oral or written recommendations or statements. For those who cannot be present at the Public Hearing, their recommendations or statements may be submitted to Dr. Mary Jacquart, Minnesota State Colleges and Universities, 500 World Trade Center, St. Paul, MN 55105 (651) 296-0664.

Copies of the proposed Perkins III Five Year State Plan for Vocational Technical Education for Fiscal Years 2000-2005 will be available March 15, 1999 at the address above, or via the World Wide Web at www.mnscu.edu.

Minnesota Comprehensive Health Association

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 Thursday, March 11, 1999, at the Radisson Hotel South, 7800 Normandale Blvd., Bloomington, at 4:00 PM.

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

Minnesota Department of Health and the Administrative Uniformity Committee

Health Policy and Systems Compliance Division

Notice of Intent to Adopt Amendments to the Manual for Completion of the HCFA 1500 Paper Health Insurance Claim Form; Pursuant to *Minnesota Statutes*, Section 62J.52, Subdivision 2, Clause (b)

Introduction. The Minnesota Department of Health (MDH) and the Administrative Uniformity Committee (AUC) are seeking information or opinions from outside sources on amendments to the manual for completion of the HCFA 1500 paper health insurance claim form; as developed by the AUC and its Data Definitions Technical Advisory Group. The HCFA 1500 form was developed by the Health Care Financing Administration.

The manual is a description of the conventions for completing the HCFA 1500 paper claim form.

Contact Person. The AUC and MDH request comments concerning the applicability and functionality of the amendments to the manual. Interested persons or groups may submit data or views in writing. Written statements should be addressed to Amy Camp at MDH, 121 East 7th Place, Suite 400, St. Paul, MN 55101, FAX (651) 282-5628, and Internet at Amy.Camp@health.state.mn.us

Summary of Issues. *Minnesota Statutes* sections 62J.50 to 62J.61, outline the advantages of uniform billing formats to participants in the health care system. Further, the statute requires participants in the health care system to use the HCFA 1500 billing form for physician and allied provider claims. (The HCFA 1450 form, also called the UB92 form, is used for hospital and institutional claims.) A similar statute requires the AUC and the Commissioner of Health to develop a manual for uniform completion of the form. The AUC has convened a Data Definitions Technical Advisory Group (DD TAG), consisting of representatives of payers, providers, software vendors and state agencies, which meets on the last Tuesday of each month. The chair of the DD TAG is David Moertel, of Mayo Clinic, Rochester, who may be contacted at (507) 284-1762 or Co-Chair Amy Camp of MDH at (651) 282-3818.

Public Review Process. The proposed manual amendments are printed at the end of this notice. *Comments and suggestions for improvements on this document will be accepted at the above address until 4:30 p.m., Wednesday, April 7, 1999.* On or before April 9, 1999, persons or organizations commenting on the draft manual changes will be invited to participate in a meeting, or a conference call to address substantive issues raised. If a functional business requirement has been overlooked, the document may be amended to support that functional need. If no substantive comments are made, there will be no meeting or conference call. After all comments are considered, the Commissioner of Health will adopt the amendments and publish notice of this in the *State Register*. The amendments will take effect 30 days after the Notice of Adoption is published.

How to Obtain the Manual for Completion of the HCFA 1500 Form Document. The document is available for downloading on the World Wide Web at <http://www.mhdi.org/auc/material.htm>.

Dated: 8 March 1999

Jayne Draves, Chair
Administrative Uniformity Committee

Jan K. Malcom, Commissioner
Department of Health

The HCFA 1500 Manual on Page 69, is amended as follows:

Instructions: Enter the signature of the provider with credentials, supplier or representative, and the date signed. Personal signature, computer generated signature, (facsimile signature, or typed name of authorized person), signature stamp and /or authorized signature is acceptable. This signature certifies statements on the reverse of the HCFA 1500 form.

The HCFA 1500 Manual on Appendix 3, Page 11, is amended as follows:

Anesthesia Anesthesia units should be reported as minutes, i.e. one hour would be reported as sixty units, one hour and ten minutes would be reported as seventy units. The time is not reported separately on the HCFA 1500 billing form. Providers should not add any additional units of time for the physical status modifiers (See Appendix 7 for effective date).

The HCFA 1500 Manual on Appendix 6, Page 18, is amended as follows:

Minnesota Medical Assistance program information:

Minnesota Department of Human Services
444 Lafayette Road
St. Paul, MN 55155
(64251) 296-6117

HCFA 1500 Claim Forms:

Superintendent of Documents

P.O. Box 371954

Pittsburgh, PA 15250-7954

(202) 512-1800

fax (202) 512-2250

<http://www.access.gpo.gov/su_docs>

May also be available from large commercial bookstores, and from medical office supply firms.

The HCFA 1500 Manual on Appendix 7, Page 19, is amended as follows:

4. Physical Status Modifiers P1 through P6 should be billed as defined by the Physicians' CPT Manual and the ASA despite current limitations of some providers' and payers' billing and processing systems. The P modifiers should be reported as either the second or third modifier position, consistent with CPT billing methodology. Providers should not add any additional units of time for the physical status modifiers.

Department of Human Services

Notice of Adds, Deletes and Changes to the Current Authorization List

The following is a listing of adds, deletes and changes to the current authorization list. The newly added and changed procedure codes will require authorization on or after April 1, 1999. As authorized by *Minnesota Statutes*, section 256B.0625,9 subdivision 25, the following list includes all health services that have been added, changed, or deleted from authorization as a condition of Minnesota Health Care Programs (MHCP) payment. The list is presented in sections: Dental Services, Vision Care Services, Medical Supplies and Equipment, Prosthetics and Orthotics, Hearing Aids, Drugs, Rehabilitative Services, and All Other Services. The criteria used to develop this list are as follows:

- A. The health service could be considered, under some circumstances, to be of questionable medical necessity.
- B. Use of the health services needs monitoring to control the expenditure of program funds.
- C. Less costly, appropriate alternatives to the health services are generally available.
- D. The health service in newly developed or modified.
- F. The health service is of a continuing nature and requires monitoring to prevent its continuation when it ceases to be beneficial.
- G. The health service is comparable to a service provided in a skilled nursing facility or hospital but is provided in a recipient's home.
- H. The health service could be considered cosmetic.

These newly added or changed codes will require Authorization for services provided on or after April 1, 1999.

I. Dental

ADDED CODES

<u>Code</u>	<u>Description</u>
D6975	Coping metal

II. Vision Care Services

No updates this publication

III. Medical Supplies and Equipment; Prostheses and Orthoses

No updates this publication

IV. Hearing Aids

No updates this publication

V. Drugs

No updates this publication

VI. Rehabilitative Services

No updates this publication

VII. All Other Services

1. Non-investigative Services

Official Notices

ADDED

Intestinal transplant

II. Investigative List Alpha Order

ADDED

Angioplasty, laser

Carotid angioplasty with/without stenting

Cold laser treatment

DELETED (no longer requires authorization)

Contact dissolution therapy

Seismocardiogram

Tumor cell sensitivity assay

Tumor Markers:

1. CA 15-3

2. CA 19-9

3. CA 125

4. CEA

5. PAP

6. PSA

7. CA50

8. CA 242

III. Investigative List Numeric

ADDED CODES

<u>Code</u>	<u>Description</u>
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35081	for aneurysm, false aneurysm, and associated occlusive disease, abdominal aorta
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DELETED CODES (no longer needs authorization)

<u>Code</u>	<u>Description</u>
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36522	Photopheresis, extracorporeal
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92982	Percutaneous transluminal coronary balloon angioplasty; single vessel (angioscopy)
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92984	each additional vessel (angioscopy)
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Department of Labor and Industry

Labor Standards Unit

Notice of Addition to Commercial Prevailing Wage Rates

An additional rate has been added to the Commercial Prevailing Wage Rates certified 10/26/98, **Labor Code 435, Asbestos Abatement Worker, in Polk County.**

Copies of the additional certifications may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or by calling (651)296-6452. Charges for the cost of copying and mailing are \$1.00 for the first page and \$.65 for each additional page. Make check or money order payable to the State of Minnesota.

Gretchen Maglich
Commissioner

Public Employees Retirement Association

Notice of Meeting of the Board of Trustees

The regular meeting of the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Thursday, March 11, 1999, at 9:30 a.m., in the PERA offices, 514 St. Peter Street, Suite 200 - Skyway Level, Saint Paul, Minnesota.

State Grants & Loans

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

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

Department of Human Services

Aging and Adult Services Division

Notice of Request for Proposals (RFP) for the Homesharing Program

Purpose

The Minnesota Department of Human Services (DHS) is soliciting proposals (RFPs) from eligible sponsors for the purpose of establishing and/or operating Homesharing Programs throughout the state of Minnesota.

Amount of Funds

Contingent upon availability of funds, up to a total of \$35,000 is available for new homesharing service provider grants (New HSP) for July 1, 1999 to June 30, 2000. Contingent upon continuing availability of these funds and satisfactory performance the state will have the option of extending the contract for up to three additional one year periods. The actual start date of the contract is contingent upon submittal by grantee and approval by state of all required information.

Homesharing Service Provider Grant (HSP). These grant programs match low and moderate income homeowners with homeseekers who contribute rent or services in exchange for sharing the home. The homeshare program matches homeowners with homeseekers who contribute either rent or service in exchange for sharing the home. Either the homeowner or the homeseeker must meet both the group and the income eligibility criteria: 1.) must be an elderly person, 2.) a person with a physical handicap, 3.) a person with a developmental disability who can live independently, or 4.) the head of a single parent household with dependent children; and ***must be low or moderate income.*** This income and/or service should either help low and moderate income homeowners who belong to one of the four groups to stay in their homes longer than they would have without the tenants, or help low and moderate income homesharers who belong to one of the four groups obtain affordable housing in the community. Homeshare is not foster care, it is not a treatment or training program, it is not a group home, it serves adults. Since a match depends on the mutual consent of a homeowner and a homeseeker, homeshare is not a service situation for persons who lack good coping skills, who have serious behavior problems, or who need constant direction. GRANTEES are expected to work with all four of these groups.

It is the intent of this program to assist in the development of homesharing programs in both urban and rural sections of the state with as wide a distribution as possible.

ELIGIBLE SPONSORS

1. **All Applicants must meet this criterion.** Eligible grant applicants include non-profit organizations, housing authorities, units of local government that operate or propose to operate homesharing programs within the State of Minnesota. The applicant organization must be the organization that will hire, train, and supervise the homeshare staff and administer the homeshare program.
2. **New HSP Grants.** Applicants must meet the requirements in number one above and 2.a. below.
 - a. Applicants who are not existing DHS HSP grantees may apply for a new HSP grant: that is, applicants who do not have an HSP grant with the DHS for the period 7/1/98 to 6/30/99, and whose proposed primary area of service does not overlap with the following areas: Washington, Ramsey, Dakota, Hennepin, Anoka, Sherburne, Benton, Wright, Stearns, Winona, Fillmore, Kanabec, Isanti, Mille Lacs, Olmsted, Dodge, Mower, or Freeborn counties.

State Grants & Loans

Availability of Funds

Applicants may submit an application for a budget adequate to carry out their proposal. Grant awards will be for the period beginning on July 1, 1999 and ending on June 30, 2000. Productivity, the cost per match, past performance operating DHS grants, ability to obtain non-DHS support to supplement DHS grant funds in covering the cost of the homeshare program, and ability to operate a homeshare program will be some of the factors in evaluating the reasonableness of the amount being requested and the merits of the application-proposal.

The State has the option of extending the contract for up to three additional 12 month periods after June 30, 2000, contingent upon the availability of funds, satisfactory performance, and contracting requirements.

Application Process

1. **All Application-Proposals must be received by 4:00 PM on April 20, 1999** at the fourth floor offices of the Aging and Adult Services Division. Completed proposals must be submitted to Ron Abato at the address listed below. Proposals received after the above deadline will not be eligible for consideration.

Applicants may request a copy of the Request for Proposals (RFP) and the application by contacting Pat Olsen at (651) 296-2770. In order to receive an application the person requesting the application must provide the following information: name, address and phone number of the requesting organization and the name address, and phone number of a contact person, if the Department needs to talk to someone about the request. If you have other questions, please call Ron Abato at the number listed below.

Completed application proposals must be sent to:

Ron Abato, Homesharing Program
Aging and Adult Services Division
444 Lafayette Road, St. Paul
MN 55155-3843.

If you have questions about this notice or the proposal, please call Ron Abato at (651) 296-3769.

This request for notice does not obligate the State to complete this project, and the State reserves the right to cancel this offer, if it is considered to be in its best interest. The State is not responsible for any costs associated with the planning or preparation of applications related to this notice.

Department of Human Services

Request for Proposals for Placement Prevention and Family Reunification Services for American Indian Children

The Minnesota Department of Human Services is requesting proposals to: Award Special Focus Grants per *Minnesota Statutes*, section 257.3571, Subd. 2., to local social services agencies, tribes, Indian organizations, or other social service organizations whose goals are consistent with the federal Indian Child Welfare Act (25 U.S.C. 1901 et.seq.) and the Minnesota Indian Family Preservation Act (*Minnesota Statutes*, section 257.35 et. Seq.).

*Pursuant to Minnesota Statutes 257.3573 subd. 2, (c), "in considering non-Indian social service programs, the Department will give greater preference to programs that use Indian staff, contract with Indian organizations or tribes, and whose application efforts reflect joint planning and implementation between the Indian and non-Indian community", to achieve the goals of the Indian Child Welfare Act and the Minnesota Indian Family Preservation Act. **Programs must have input and support from the Indian Community.***

Types of services shall include social service activities which focus on strengthening American Indian families and preventing the need for placement of American Indian children outside the family home.

Requests for the Request for Proposal packet can be directed to Janice Hendrickson, Minnesota Department of Human Services, Family & Children's Services Division, 444 Lafayette Road, St. Paul, Minnesota, 55155-3832. Or you may call Ms. Hendrickson at (651) 296-2217.

Proposals must be received no later than 12:00 noon, April 2, 1999.

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 (651) 296-2600 or [TTY (651) 297-5353 and ask for 296-2600].

Department of Administration

Employee Assistance Program

Notice of Request for Proposals to Engage the Services of One or More Employee Assistance Provider Organizations

NOTICE IS HEREBY GIVEN that the State Employee Assistance Program, a division of the Department of Administration, intends to engage the services of one or more employee assistance provider organizations with access sites located in greater Minnesota. The location of these access sites must include, at a minimum, the following communities: Albert Lea, Bemidji, Brainerd, Crookston, Duluth, Faribault, Fergus Falls, Forest Lake, Grand Rapids, Hibbing, International Falls, Luverne, Mankato, Marshall, Moorhead, Morris, Rochester, St. Cloud, Willmar, and Winona.

The contract period shall run from July 1, 1999 to June 30, 2001.

To request a copy of the complete Request For Proposal (RFP) contact:

Kimberley Peck, Director
State of Minnesota Employee Assistance Program
480 Cedar Street, Suite 475
St. Paul, MN 55101
(651) 296-9722

Responses to the RFP must be received no later than three o'clock p.m. (3:00 p.m.) on Wednesday, March 31, 1999, and should be addressed to Kimberley Peck at the address listed above.

Colleges and Universities, Minnesota State (Mn/SCU)

St. Cloud State University

Advertisement for Bid for Exclusive Beverage/Snack Partnership Opportunities

Sealed proposals for items hereinafter described will be received by St. Cloud State University at the Business Office, St. Cloud State University, St. Cloud Minnesota until **2:00 P.M. on April 22, 1999** and will then be publicly opened and read aloud. The right is reserved to accept or reject any or all bids or parts of bids and to waive informalities therein.

Bids are requested on **EXCLUSIVE BEVERAGE/SNACK PARTNERSHIP OPPORTUNITES** as per plans and specifications available in the Business Office, St. Cloud State University.

For further information contact:

Lisa Sparks
Director of Purchasing
St. Cloud State University
720 4th Ave. S.
St. Cloud, MN 56301-4498
(320) 255-4788
FAX: (320) 654-5113

Professional, Technical & Consulting Contracts

Colleges and Universities, Minnesota State (MnSCU)

Winona State University

Request for Bids for Miscellaneous Cleaning Equipment and Supplies for Winona State University

NOTICE IS HEREBY GIVEN that Winona State University will receive sealed bids for miscellaneous cleaning equipment and supplies. Bid specifications will be available March 8, 1999 from Sandra Schmitt, Purchasing Director, PO Box 5838, 205 Somsen Hall, Winona State University, Winona, MN 55987 or by calling (507) 457-5067.

Sealed bids must be received by Sandra Schmitt, PO Box 5838 or Somsen 205C, Business Office, Winona State University, Winona, MN 55987 2:00 p.m. on March 22, 1999.

Winona State University reserves the right to reject any or all bids of portions thereof, or to waive any irregularities or informalities in proposals received.

Department of Corrections

Request for Proposal for Support of Accounting Software

The Minnesota Department of Corrections, Information and Technology Unit, is requesting proposals for the support of the installation and maintenance of Open Systems Accounting Software and/or any other Open Systems, Inc., software acquired by the department. Support shall include, but is not necessarily limited to: training, consultation, troubleshooting, program modification design and quality assurance, end user support, and technical staff support.

For a complete RFP or additional information, please call or write to:

Lon Erickson
Information and Technology Director
Minnesota Department of Corrections
1450 Energy Park Drive - Suite 200
Saint Paul, Minnesota 55108-5219
Telephone: (651) 642-0302

In compliance with *Minnesota Statutes* § 16C.08, the availability of this contracting opportunity is being offered to state employees. We will review the responses of any state employee along with other responses to the Request for Proposal.

Proposals are due no later than 3:30 p.m. on April 2, 1999. No late proposals will be considered.

Exploring Minnesota's North Shore



Geology on Display: Geology and Scenery of Minnesota's North Shore State Parks

The geology of each of the North Shore's nine State Parks is described with diagrams, geological maps and color photos to guide those visiting the area. Explore the fascinating geological events that produced the rocky, rugged and dramatic landscape. Learn about

continent-scale rifting and volcanism 1.1 billion years ago and the more recent Great Ice Age. Spiral-bound, 70pp. Stock No. 9-34 \$19.95 *

Nina's North Shore Guide

A dynamite reference for family fun along Lake Superior's North Shore. Discover the rivers and water falls, bed & breakfast inns, skiing and snowmobiling sites... Adventures for all seasons. Softcover, 247pp. Stock No. 19-29 \$14.95 *

Family Guide to the North Shore

Revised, full-color carry-along booklet documents historic and wilderness sites along the 150 miles of Lake Superior's North Shore; from Duluth to the Canadian border. Softcover, 56pp. Stock No. 19-5 \$5.95 *



** All purchases are subject to sales tax and a shipping fee*

**Minnesota's
Bookstore** 

117 University Ave. St. Paul, MN 55155
612/297-3000 1-800/657-3757 ☐ Open 8am-5pm, Mon-Fri.

Department of Health

Community Health Services Division

Notice of Request For Proposals (RFP) to Evaluate Current and Future Demand for Health Care Professionals

The Minnesota Department of Health, Office of Rural Health and Primary Care (ORHPC) is soliciting proposals from qualified vendors to develop a means of collecting and reporting information regarding the current and future need for health care professionals in Minnesota and to establish a system for visiting medical residency programs and nurse practitioner, physician assistant and certified nurse midwife training programs to promote health care practices in rural and urban under served areas of Minnesota. A complete statement of the State's requirements and other terms and conditions governing this RFP may be obtained free of charge by contacting:

Lawrence Colaizy
Minnesota Department of Health
Office of Rural Health and Primary Care
P.O. Box 64975
St. Paul, MN 55164
Phone: (651) 282-3851
FAX: (651) 297-5808
e-mail: lawrence.colaizy@health.state.mn.us

All proposals must be received by ORHPC by 4:30 P.M. Wednesday, March 31, 1999. Five copies of the proposal must be submitted in a sealed mailing envelope or package with the vendor's name and address written on the outside.

Minnesota Racing Commission

Notice of Contractual Positions for Chief Commission Veterinarian and Assistant Commission Veterinarian

NOTICE IS HEREBY GIVEN that the Minnesota Racing Commission is accepting applications for the contractual positions of Chief Commission Veterinarian and Assistant Commission Veterinarians during the 1999 and 2000 live race meets. Included is one 2-day county fair pari-mutuel race meet in Wheaton, Minnesota along with a 56-day race meet at Canterbury Park, Shakopee, Minnesota. Providers must be licensed to practice veterinary medicine in the State of Minnesota. Preference will be given to qualified providers who have served in a regulatory veterinary capacity in previous years. Further preference for the Chief Commission Veterinarian position will be given to qualified providers whom also hold an advanced degree in veterinary related sciences.

For further information call Richard G. Krueger at (612) 496-7950. To obtain a copy of the complete Notice of Contractual Positions please contact:

Richard G. Krueger, Executive Director
Minnesota Racing Commission
1100 Canterbury Road
P.O. Box 630
Shakopee, MN 55379

The deadline for submitting applications is Friday, April 23, 1999 at 4:00 PM central standard time.

In compliance with *Minnesota Statutes* 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 Notice of Contractual Positions.

Professional, Technical & Consulting Contracts

Department of Transportation

Geometric Design CD-ROM Project

Notice of Request for Proposals to Convert 34-Lesson Training Series into Interactive CD-ROMs

The Minnesota Department of Transportation (Mn/DOT) has produced a 34 lesson Geometric Design training series including a video tape, teaching guide and student workbook for each. Mn/DOT now needs to convert these lessons into a series of training effective, interactive CD-ROMs for national distribution.

Mn/DOT is seeking Proposals from qualified contractors to perform consulting services to provide Mn/DOT staff with guidance and expertise and to assist and train the Mn/DOT staff in the design and development of the prototype for interactive CD-ROM training material. This prototype will facilitate the conversion of a series of 34 technical lessons to interactive CD-ROM format so that the lessons are instructionally effective, maintainable, and accessible by a wide variety of users as on-site, just-in-time training and have an option of accessibility via the DOT Intranet/Internet. This prototype will incorporate existing video, word perfect graphics, microstation graphics, questions and exercises from the existing workbooks and teacher's guides, word perfect text, equation editor files, as well as additional scanned images. This created prototype will be the template to which the rest of the CDs are built. Once the prototype is produced the contractor will then provide expertise on an as needed basis during the creation of the rest of the 33 titles.

These services assume contractor expertise in the following technologies: CD-ROM authoring; Internet authoring; incorporation of MPEG video; Windows 95 and Windows NT platforms; source code creation; testing and debugging; instructional design.

The contracted responsibilities of this project are scheduled to start in April of this year with a completion date in June of 2002.

To receive a copy of the complete Request for Proposal, Contractors will be required to submit a written request, either by direct mail or fax, to the address indicated below through March 22, 1999. After March 22, 1999, Contractors will be required to pickup the Request for Proposal in person from our offices.

Complete Requests for Proposals can be obtained from:

Joseph D. Pignato, P.E.
Sr. Agreements Administrator
Minnesota Department of Transportation
Seventh Floor North
395 John Ireland Boulevard, Mail Stop 680
St. Paul, Mn 55155-1899
Phone: (651) 297-1172, FAX: (651) 282-5127

The responses to the Request for Proposals must be received by 2:00 PM March 31, 1999.

Late Submittals will not be considered. No time extensions will be granted.

The successful responders will be required to submit acceptable evidence of compliance with worker's compensation insurance coverage requirements prior to execution of the contract.

This request does not obligate the Minnesota Department of Transportation to complete the work contemplated in this notice, and the Department reserves the right to cancel this solicitation at any time. All expenses incurred by submitting contractors responding to this notice will be borne by the responder.

In compliance with *Minnesota Statutes* § 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.

Department of Transportation

Engineering Services Division

Qualification and Interest Proposals Sought to Perform an Analysis and Written Report on Existing and Future Staffing Needs for Mn/DOT's Right of Way Functions

Goal Statement

The Minnesota Department of Transportation (Mn/DOT) is seeking Qualification and Interest Proposals from qualified Organizational Contractors to perform an analysis and submit a written report on existing and future staffing needs to adequately perform the Right of Way functions for Mn/DOT on a statewide basis.

The statewide analysis of Right of Way activities will include all of Mn/DOT's seven Districts, Metropolitan Division and Central Office. Right of Way activities generally means the acquisition of property for Mn/DOT projects and includes a variety of real estate related tasks such as: title work, mapping/plating, field title work, legal description, property valuation, purchase offers, relocation work, eminent domain activities (condemnation), preparation and recording of legal documents, and related office support activities. Right of Way activities would also include a variety of tasks associated with corridor or property management after acquisition by Right of Way staff such as leasing and sales.

It is anticipated that the contract would begin in May of 1999, and be completed by November of 1999.

Program Application

Contractors interested in this program must respond accordingly.

1. The Contractor will be required to provide detailed background with respect to having performed successful organizational and staffing studies for large companies, organizations or government entities.
2. The Contractor must have at least 5 years experience in all of the areas identified within the "Scope of Services" section.
3. Contractors will be required to adhere to all requirements outlined throughout this Request for Proposal.
4. Contractors will submit the correct number of proposals as indicated in the Request for Proposal.
5. Contractors will submit all proposals by the time indicated in the Request for Proposal.
6. Contractors will be required to have Professional/Technical, Errors and Omissions Liability Insurance of \$1,000,000.00 per claim and \$ 2,000,000.00 annual aggregate.
7. The profit for this job will be at 10 % of the proposed overhead and labor.

When Mn/DOT receives all proposals, the proposals will be distributed to the selection committee and the selection committee will evaluate the proposals using the criteria outlined in the "Proposal Evaluation" section. Once the selection committee has evaluated and ranked all of the proposals a decision will be made and the selected contractor will be notified. All Contractors will be notified if they were selected or not.

Scope of Services

The following is a scope of services which will detail the information being provided by Mn/DOT to the successful Contractor, the deliverables to be provided by the Contractor and the work tasks to be addressed by the Contractor when replying to this Request for Proposal:

Mn/DOT Provided Information:

- At the present time Mn/DOT staffing levels consist of 44 District staff, 30 Metro staff, and 65 Central Office staff.
- Contractor will receive all of Mn/DOT's past organizational studies and strategic plans.
- Contractor will receive the 1998 Central Office staffing plan/LIS plan.
- Contractor will receive the selected Right of Way output data, ie parcels, costs, appraisals, leases, etc.
- Contractor will receive the Mn/DOT Right of Way Acquisition Flow Charts.

Professional, Technical & Consulting Contracts

Deliverables and Contractors Work Tasks:

As stated above, the Contractor will provide detailed background with respect to having performed successful organizational and staffing studies for large companies, organizations or government entities. The Contractor must also be able to show it has the necessary experience (at least 5 years) expertise to provide Mn/DOT's Office of Land Management with the following:

- | | |
|---|---|
| • Advisory Group Input- | Contractor will interview the Mn/DOT Right of Way Advisory Group which requested a staffing study to ascertain issues and questions the group wants addressed in the study and final report. |
| • Work Plan Approval- | Contractor will develop a work plan detailing the scope of the study for review and approval by the Right of Way Advisory Group. |
| • Information Finding and Data Gathering- | Contractor will collect data through interview with District, Metro and Central Office Right of Way personnel and management. |
| • Analysis- | Contractor will perform staffing work analysis including future needs based on Mn/DOT's 3-year Statewide Transportation Improvement Program. This analysis will include recommendations and any observations on efficiencies that may not be related to staffing needs. |
| • Draft Report- | Issue a draft report for review and comments. Make all changes identified by Mn/DOT staff. |
| • Final Report- | Issue final report. |
| • Final Presentation- | Meet with Right of Way Advisory Group, make presentations of report, answer questions, issue corrections, and make report adjustments. |

Proposal Requirements

The following will be considered content for the proposal. Failure to follow the outline below will constitute immediate disqualification. Each proposal will be limited to 25 pages long including the cover letter but excluding all examples.

1. In your own words, restate the project objectives, goals, and tasks to show and demonstrate the responder's view of the nature of the project.
2. Give a detailed explanation of how the firm will conduct the project to accomplish the objectives and goals including major work tasks and activities, schedule showing "milestones" points, and other supporting documentation. The contractor should also include, if any, additional tasks that will help provide a successful accomplishment to the project.
3. Identify and describe all deliverables to be provided by the Contractor.
4. Identify and describe the level of Mn/DOT's participation in the project as well as any other services to be provide by Mn/DOT.
5. Provide a project quality assurance/quality control plan and describe the method of implementation.
6. The Contractor will provide an organizational chart for the project staff identifying the project manager and key personnel. Each lead professional project team member should have a brief resume highlighting their training and most recent experiences, within the last five years, in the organizational and staffing studies for large companies, organizations or government entities aspects described throughout this Request for Proposal. No changes in key/lead personnel assigned to the project will be permitted without the approval of the State's Agreement Administrator. Additional expanded resume information may be attached as an Appendix. The appendix information is not required to be reviewed by the selection committee, the information will not count against the total page count and the information does not require page numbering.
7. Provide a detailed background of the firm's experience with respect to having performed successful organizational and staffing studies for large companies, organizations or government entities.
8. Provide an example of a previous final staffing study report produced by Contractor.
9. The responder will provide current salary rates for all employees ,include the staff titles, who would be working on this project. Include the firms latest Audited overhead rate (if you have a Mn/DOT overhead use that). Supply **ONE COPY** of this information in a separate sealed envelope labeled "**COST EVALUATION**". The cost evaluation is required to be signed in ink by a corporate officer. All rates will be used in determining the cost portion of the evaluation section described below in the "Evaluation Section".
10. Affirmative Action Plan/Human Rights Certification: See attached form for Certificate Compliance.

Professional, Technical & Consulting Contracts

Submit seven copies of the proposal to Joe Pignato at the address below. 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 proposal.

Prospective responders who may have questions or comments may call or write to:

Joseph D. Pignato, P.E.
Sr. Agreements Administrator
Seventh Floor
395 John Ireland Boulevard, Mail Stop 680
St. Paul, Minnesota 55155
(651) 297-1172

Please note that any other Mn/DOT personnel are **NOT** allowed to discuss this request with anyone, including responders, before the proposal submission deadline.

All proposal must be received by 2:00 p.m. on February 24, 1999. All proposal shall become public information after selection and will remain the property of the Minnesota Department of Transportation. Late proposals will not be considered. All expenses incurred in responding to this notice shall be borne by the responder.

Evaluation Criteria:

All proposal received by the deadline will be evaluated by representatives of the Department of Transportation. Proposals will be ranked on weight evaluation factors which reflect the project, its scope, goals, and objectives (80% of evaluation criteria) and price (20% of evaluation criteria). The following major factors will be considered during the 80 % evaluation process:

- Expressed understanding of the project goals and objectives.
- The project plan to establish tasks and objectives.
- The approach in accomplishing the project.
- Listing of Deliverables/Products to be provided.
- The project quality assurance/quality control plan.
- Assurance of the project schedule and completion dates.
- Previous experience of the project team with related projects.
- Organization of the team for leadership and experience.
- Work assignment within the team.
- Familiarity with Mn/DOT policies, standards, and approved computer software.
- The project team leaders ability to coordinate and communicate with the other agencies and design groups.

Welfare Hiring by Contractors:

To receive the contract under this RFP, the selected contractor must provide to Mn/DOT a statement that the contractor will attempt to recruit Minnesota Welfare recipients to fill vacancies in entry level positions, if the company has entry level employees in Minnesota.

This request does not obligate the Minnesota Department of Transportation to complete the work contemplated in this notice, and the Department reserves the right to cancel this solicitation at any time. All expenses incurred by submitting contractors responding to this notice will be borne by the responder.

The successful responders will be required to submit acceptable evidence of compliance with worker's compensation insurance coverage requirements prior to execution of the contract.

In compliance with *Minnesota Statutes* § 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.

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.

Metropolitan Airports Commission

Second Request for Notice of Call for Proposals for JD Edwards Software Services

Selected proposals will be received by the Metropolitan Airports Commission at its office at 6040 28th Ave. South, Minneapolis, MN 55450-2799 until 3:00 P.M., Tuesday, March 16, 1999 for consulting services of existing JD Edwards software applications. At that time the names and addresses of those responding will be read aloud. Late proposals will not be accepted.

Copies of the Request for Proposal are available at the office of the Metropolitan Airports Commission General Office by faxing your request to: Donald Olson, CPB, Purchasing Manager (FAX) (612) 725-6353.

Consistent with *Minnesota Statute* 473.144, the Commission may not accept a bid or proposal for a contract or execute a contract in excess of \$100,000 with any business unless said business is in compliance with certain requirements concerning affirmative action plans. Evidence of compliance must be submitted within three (3) Commission business days following opening of bids. Bids will be considered non-responsive if the compliance requirements are not met. Compliance requirements are outlined in the project specification.

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.

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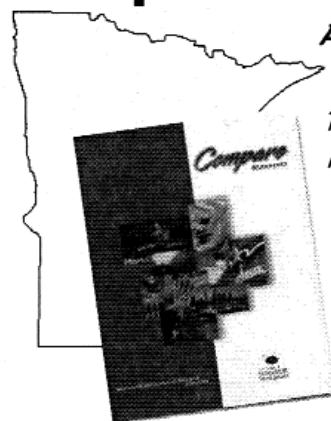
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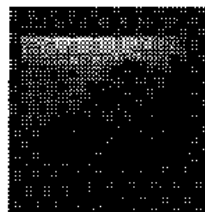
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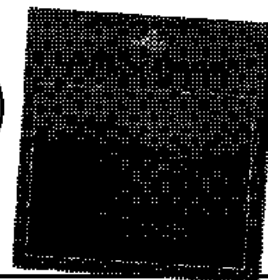
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