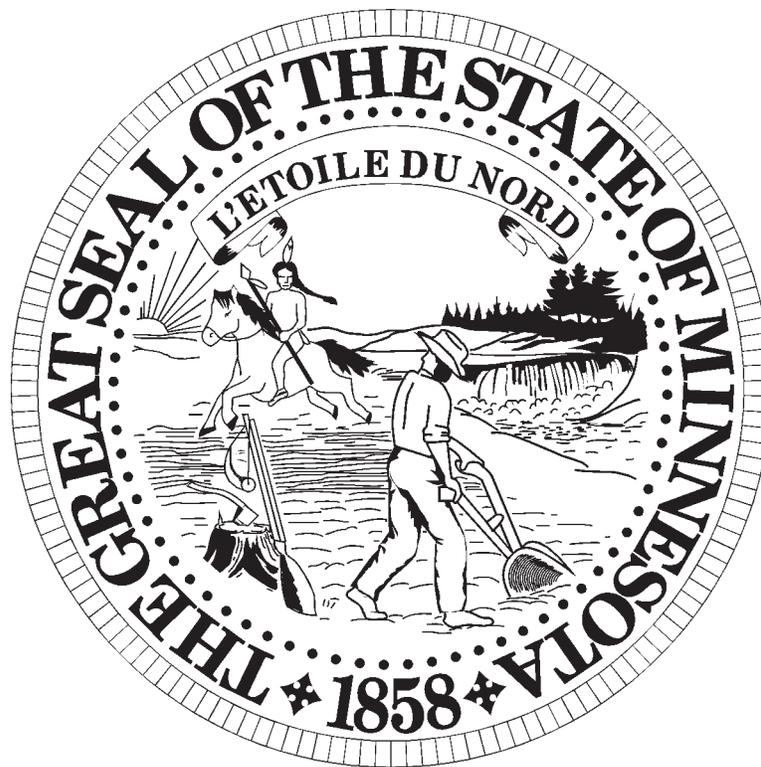


State of Minnesota

State Register



Rules and Official Notices Edition

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State Register

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

The *State Register* is the official publication of the State of Minnesota, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes* § 14.46. The *State Register* contains:

- proposed, adopted, exempt, expedited emergency and withdrawn rules
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- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
- official notices
- state grants and loans
- contracts for professional, technical and consulting services
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#42	Monday 18 April	Noon Tuesday 12 April	Noon Wednesday 6 April
#43	Monday 25 April	Noon Tuesday 19 April	Noon Wednesday 13 April
#44	Monday 2 May	Noon Tuesday 26 April	Noon Wednesday 20 April

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Tim Pawlenty, Governor (651) 296-3391
Carol L. Molnau, Lt. Governor (651) 296-3391
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Patricia Anderson, State Auditor (651) 297-3670
Mary Kiffmeyer, Secretary of State (651) 296-2079

Department of Administration:
Dana B. Badgerow, Commissioner (651) 296-1424
Communications Media Division:
Mary Mikes, Director (651) 297-3979

State Register:
Robin Panlener, editor (651) 297-7963
John Mikes, assistant editor (651) 297-4616
Jessie Rahmeyer, subscriptions (651) 297-8774

Minnesota Legislative Information

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

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 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 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

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

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

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

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Commodity, Service and Construction Contracts
information is available from the Materials Management
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Executive Orders

The governor has the authority to issue written statements or orders, called Executive Orders, as well as Emergency Executive Orders. The governor's authority is specified in the *Constitution of the State of Minnesota*, Article V, and in *Minnesota Statutes* § 4.035. Emergency Executive Orders, for protection from an imminent threat to health and safety, become effective immediately, are filed with the secretary of state, and published in the *State Register* as soon as possible after they are issued. Other Executive Orders become effective 15 days after publication in the *State Register* and filing with the secretary of state. Unless otherwise specified, an executive order expires 90 days after the date the governor who issued the order vacates office.

Office of the Governor

Executive Order #05-03: Providing Direction to State Departments Regarding Grant Management

I, **TIM PAWLENTY, GOVERNOR OF THE STATE OF MINNESOTA**, by virtue of the authority vested in me by the Constitution and applicable statutes, do hereby issue this executive order:

WHEREAS, as Governor, it is important that I provide clear direction to commissioners and state departments to take important steps, consistent with applicable law, to implement strategies that will make the provision of governmental services more efficient and cost-effective; and

WHEREAS, the Drive to Excellence Reform Initiative provides the State of Minnesota with a unique opportunity to fundamentally change the operation of state government; and

WHEREAS, the Drive to Excellence and the strategic plan set forth in the Transformation Roadmap outlines methods for state government to provide faster, more reliable, and cost-effective services to Minnesota's citizens and businesses; and

WHEREAS, state departments and services need to be viewed as an integrated whole and as an enterprise, working together to support Minnesota as one organization with overall goals and objectives; and

WHEREAS, the state currently pursues, distributes, and manages over \$1.1 billion of incoming grant funds from over 500 grant sources and monitors the performance of over 7,000 grantees and approximately 9,400 grants; and

WHEREAS, implementation of the Enterprise Grant Management recommendations outlined in the Transformation Roadmap will result in quantitative and qualitative benefits including improved stewardship of public funds, better enterprise reporting, improved resource management, cost reduction, and improved performance management; and

WHEREAS, materials developed through the Drive to Excellence document the improved effectiveness and efficiency that can be gained from an enterprise orientation to the provision of government services;

NOW, THEREFORE, I hereby order and direct state departments to support implementation activities of the Drive to Excellence Reform Initiative by taking the following specific actions:

1. The Commissioner of Public Safety will lead the implementation of the Enterprise Grant Management recommendations of the Transformation Roadmap, as appropriate.
2. The Commissioner of Public Safety will establish a steering committee of project stakeholders to ensure that business requirements are met, to monitor project status, and to remove obstacles to project success.
3. The Commissioner of Public Safety will work with and leverage the past activities of the Enterprise Grant Management Community of Interest and designate adequate additional resources to implement the Enterprise Grant Management recommendations of the Transformation Roadmap, managing consistency and efficiency in grant management activities, including standardization of policies, procedures, data, and tools. The Commissioner will:
 - a. Refine vision, roles, and responsibilities for Enterprise Grant Management;
 - b. Design and implement a robust grant management system and track associated savings with aligned management and administrative practices;
 - c. Define a decision process that will be used to set enterprise-wide standards for application, management, and distribution of grant resources, with an initial emphasis on common processes, policies, and systems;
 - d. Define an exception approval process for any department- or program-specific needs determined to be inconsistent with established state standards;
 - e. Validate non-enterprise or department-specific grant functions within departments, as appropriate;
 - f. Use reorganization orders, statutory changes, and other agreements consistent with the law to achieve the goals of this order; and
 - g. Ensure compliance with statutes, Department of Public Safety best practices, and high ethical standards.
4. All state departments will comply with policies, standards, and guidelines promulgated by the Commissioner of Public Safety and make available department resources as designated to implement the Enterprise Grant Management recommendations of the Transformation Roadmap:

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- a. At the request of the Commissioner, state departments will appoint representatives that can commit resources and speak with the authority of the department to participate in development of enterprise-wide strategy, policies, procedures, and standards for grant management activities;
 - b. As directed by the Commissioner, state departments will provide resources and participate in the definition of tools and systems directed to support the enterprise-wide strategy for grant management; and
 - c. The Commissioner will direct the supervision of future professional/technical service contracts and other information technology spending related to department grant management activities.
5. All commissioners, departments, and employees of the executive branch performing grant management functions will, to the extent consistent with applicable law, utilize the policies, procedures, and practices set forth by the Enterprise Grant Management function and the Commissioner of Public Safety.
6. On or before December 15, 2005, and annually thereafter, the Commissioner of Public Safety will summarize and report to the Governor the results of this initiative, including information regarding:
- a. The number, total amount, and nature of grants managed by the state;
 - b. Savings and service improvements attributable to enterprise-wide management of grants; and
 - c. Any conclusions or recommendations regarding Minnesota's success with an enterprise-wide approach to grant management.
- Pursuant to *Minnesota Statutes* 2004, section 4.035, subdivision 2, this Executive Order will be effective fifteen (15) days after publication in the *State Register* and filing with the Secretary of State and will remain in effect in accordance with *Minnesota Statutes* 2004, section 4.035, subdivision 3.

IN TESTIMONY WHEREOF, I have set my hand on this 4th day of April 2005.

Filed According to Law:



Mary Kiffmeyer
Secretary of State

Office of the Governor

Executive Order #05-04: Providing Direction to State Departments Regarding Information Technology Governance

I, TIM PAWLENTY, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and applicable statutes, do hereby issue this executive order:

WHEREAS, as Governor, it is important that I provide clear direction to commissioners and state departments to take important steps, consistent with applicable law, to implement strategies that will make the provision of governmental services more efficient and cost-effective; and

WHEREAS, the Drive to Excellence Reform Initiative provides the State of Minnesota with a unique opportunity to fundamentally change the operation of state government; and

WHEREAS, the Drive to Excellence and the strategic plan set forth in the Transformation Roadmap outline methods for state government to provide faster, more reliable, and cost-effective services to Minnesota's citizens and businesses; and

WHEREAS, state departments and services need to be viewed as an integrated whole and as an enterprise, working together to support Minnesota as one organization with overall goals and objectives; and

WHEREAS, information technology is a utility function that supports operations in every state department,

WHEREAS, an enterprise strategy and structure is necessary to equalize information technology systems, eliminate redundant expenditures, strengthen security, and increase compatibility; and

WHEREAS, the recommendations in the Transformation Roadmap call for creating an enterprise-wide structure for managing informa-

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tion technology that will leverage investments, consolidate data collection, develop shared applications, accelerate the use of electronic forms, use enterprise-wide licensing software, and other reforms; and

WHEREAS, materials developed through the Drive to Excellence document the improved effectiveness and efficiency that can be gained from an enterprise orientation to the provision of government services;

NOW, THEREFORE, I hereby order and direct state departments to support implementation activities of the Drive to Excellence Reform Initiative by taking the following specific actions:

1. Consistent with the Commissioner of Administration's responsibilities and authority under *Minnesota Statutes* Chapters 16B, 16C, and 16E, the Commissioner will designate a State Chief Information Officer ("CIO") as a member of the Department's executive staff. The CIO will manage the Information Technology ("IT") resources of the State, develop and implement policies, procedures, and standards ensuring the optimal leveraging of IT across the state enterprise, and manage consistency and efficiency in IT activities including standardization of policies, procedures, data, and tools.

2. The State CIO will immediately begin to implement the IT governance recommendations of the Transformation Roadmap and report to the Governor's Subcabinet on the Drive to Excellence in 30 days, and each month thereafter, on progress toward achieving an enterprise IT Governance system.

3. The State CIO will develop and implement a plan to reorganize InterTechnologies Group, the Office of Technology, and other units as necessary and make available other resources as required to create the enterprise program management office, the central IT organization, and other organizational units necessary to implement the IT governance recommendations of the Transformation Roadmap, as appropriate.

4. The State CIO will leverage the work of the Drive to Excellence program staff and will direct adequate resources from the new enterprise IT organizational units, the Information Policy Council, and other state departments to implement the enterprise IT governance recommendations of the Transformation Roadmap, as appropriate. The State CIO will:

- a. Refine the vision and structure of IT governance including roles and responsibilities for both central IT and state departments;
- b. Design and implement a robust enterprise-wide IT organization and track associated savings with aligned processes, management, and administrative practices;
- c. Define a decision-making process that will be used to set standards for enterprise-wide IT, with an initial emphasis on common processes, policies, and systems;
- d. Define and implement a Service Level Agreement process for defining, developing, and delivering common infrastructure services;
- e. Define an exception approval process for any department- or program-specific needs determined to be inconsistent with established state architecture, technology or process standards;
- f. Define a process for coordinating shared IT planning, program management, performance measurement, and application development among departments; and
- g. Use reorganization orders, statutory changes and other agreements consistent with state law to achieve the goals of this order.

5. The State CIO will establish a steering committee of project stakeholders to oversee the implementation of the IT governance recommendations, ensure that business requirements are met, monitor project status, and remove obstacles to project success.

6. All other commissioners, departments, or employees of the executive branch will work with the State CIO and the Commissioner of Administration to develop, implement, and utilize strategic information technology policies, procedures, systems and services:

- a. At the request of the State CIO, departments will appoint representatives that can commit resources and speak with the authority of the department to participate in the development of policies, procedures, standards, systems, and services;
- b. As directed by the State CIO, departments may be required to relinquish delegated authority to develop and manage IT services identified to be applicable to the enterprise; and
- c. As directed by the State CIO, departments will provide resources and assist with the achievement of strategic enterprise objectives.

7. The Commissioner of Finance will work with the State CIO to develop appropriate funding models and control mechanisms to ensure the implementation of IT governance recommendations and finance enterprise IT functions and organization.

8. On or before December 15, 2005, and annually thereafter, the State CIO will summarize and report to the Governor the results of this initiative, including information regarding:

- a. The number, total amount, and nature of IT investments managed by the state;
- b. Savings and service improvements attributable to enterprise-wide management of IT; and
- c. Any conclusions or recommendations regarding Minnesota's success with an enterprise-wide approach to IT.

Pursuant to *Minnesota Statutes* 2004, section 4.035, subdivision 2, this Executive Order will be effective fifteen (15) days after publication in the *State Register* and filing with the Secretary of State and will remain in effect in accordance with *Minnesota Statutes* 2004, section 4.035, subdivision 3.

Executive Orders

IN TESTIMONY WHEREOF, I have set my hand on this 4th day of April 2005.

Filed According to Law:



Mary Kiffmeyer
Secretary of State

Office of the Governor

Executive Order #05-05: Providing Direction to State Department Regarding a “One-Stop Shop” for Licensing

I, TIM PAWLENTY, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and applicable statutes, do hereby issue this executive order:

WHEREAS, as Governor, it is important that I provide clear direction to commissioners and state departments to take important steps, consistent with applicable law, to implement strategies to make the provision of governmental services more efficient and cost-effective; and

WHEREAS, the Drive to Excellence Reform Initiative provides the State of Minnesota with a unique opportunity to fundamentally change the operation of state government; and

WHEREAS, the Drive to Excellence and the strategic plan set forth in the Transformation Roadmap outlines methods for state government to provide faster, more reliable, and cost-effective services to Minnesota’s citizens and businesses; and

WHEREAS, state departments and services need to be viewed as an integrated whole and as an enterprise, working together to support Minnesota as one organization with overall goals and objectives; and

WHEREAS, 800 employees in 40 state organizations annually process over one million licensing transactions for more than 500 kinds of licenses;

WHEREAS, currently, licensing within state organizations use more than 60 different licensing systems; and

WHEREAS, Minnesota communities, businesses, and individuals seeking licenses are challenged by complex processes, ambiguous criteria, difficulty determining required licenses and where to obtain them, lack of electronic processing and, occasionally, lengthy issuance times; and

WHEREAS, the Transformation Roadmap proposes a customer-focused, online licensing service center for professional, occupational, and business licensing; and

WHEREAS, materials developed through the Drive to Excellence document the improved effectiveness and efficiency that can be gained from an enterprise orientation to the provision of government services; and

WHEREAS, the “One-Stop Shop” licensing processes outlined in the Transformation Roadmap will result in increased customer satisfaction and improved efficiency and effectiveness in licensing operations while maintaining a high level of quality across the enterprise;

NOW, THEREFORE, I hereby order and direct state departments to support implementation activities of the Drive to Excellence Reform Initiative by taking the following specific actions:

1. The Commissioner of Labor and Industry will lead the implementation of the “One-Stop Shop” licensing recommendations set forth in the Transformation Roadmap, as appropriate.

2. The Commissioner of Labor and Industry will establish a steering committee of project stakeholders to ensure that business requirements are met, monitor project status, and remove obstacles to project success.

3. The Commissioner of Labor and Industry will work with and leverage the past activities of the agencies’ licensing operations areas, designate adequate additional resources to implement the “One-Stop Shop” licensing recommendations of the Transformation Roadmap, and manage consistency and efficiency in licensing activities including standardization of policies, procedures, data, and tools. The Commissioner shall:

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- a. Refine vision, roles, and responsibilities for an enterprise-wide licensing approach;
 - b. Design and implement a robust “One-Stop Shop” licensing system and track savings associated with revised management and administrative practices;
 - c. Define a process to set standards for enterprise-wide access to licensing services with an initial emphasis on common processes, policies and systems;
 - d. Define an exception approval process for use when department- or program-specific needs are inconsistent with established state standards;
 - e. Validate non-enterprise or department-level licensing activities within departments, as appropriate;
 - f. Ensure compliance with state statutes, Department of Labor and Industry best practices, and high ethical standards; and
 - g. Use reorganization orders, statutory changes, and other agreements consistent with state law to achieve the goals of this order.
4. Consistent with state law, state agencies, boards, and commissions will comply with policies, standards, and guidelines promulgated by the Commissioner of Labor and Industry and make available department resources, as designated, to implement the “One-Stop Shop” licensing recommendations of the Transformation Roadmap:
- a. At the request of the Commissioner, state departments will appoint representatives who can to commit resources and speak with the authority of the department as participants in the development of enterprise-wide strategy, policies, procedures, and standards for licensing activities;
 - b. As directed by the Commissioner, state departments will provide resources and participate in the definition of tools and systems directed to supporting the enterprise-wide strategy for licensing; and
 - c. The Commissioner will direct the supervision of future professional/technical service contracts and other information technology spending related to department licensing activities.
5. Consistent with state law, all commissioners, agencies, and employees of the executive branch performing licensing functions will utilize the policies, procedures, and practices set forth by the “One-Stop Shop” licensing function and the Commissioner of Labor and Industry.
6. On or before December 15, 2005, and annually thereafter, the Commissioner of Labor and Industry will summarize and report to the Governor the results of this initiative, including information regarding:
- a. The number, total amount, and nature of licenses managed by the state;
 - b. Savings and service improvements attributable to enterprise-wide “One-Stop Shop” licensing; and
 - c. Any conclusions or recommendations regarding Minnesota’s success with an enterprise-wide approach to licensing.
- Pursuant to *Minnesota Statutes* 2004, section 4.035, subdivision 2, this Executive Order will be effective fifteen (15) days after publication in the *State Register* and filing with the Secretary of State and will remain in effect in accordance with *Minnesota Statutes* 2004, section 4.035, subdivision 3.

IN TESTIMONY WHEREOF, I have set my hand on this 4th day of April 2005.

Filed According to Law:



Mary Kilmeyer
Secretary of State

Executive Orders

Office of the Governor

Executive Order #05-06: Providing Direction to State Departments in Relation to Management of the State's Real Property Portfolio

I, TIM PAWLENTY, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and applicable statutes, do hereby issue this executive order:

WHEREAS, as Governor, it is important that I provide clear direction to commissioners and state departments to take important steps, consistent with applicable law, to implement strategies that will make the provision of governmental services more efficient and cost-effective; and

WHEREAS, the Drive to Excellence Reform Initiative provides the State of Minnesota with a unique opportunity to fundamentally change the operation of state government; and

WHEREAS, the Drive to Excellence and the strategic plan set forth in the Transformation Roadmap outline methods for state government to provide faster, more reliable, and cost-effective services to Minnesota's citizens and businesses; and

WHEREAS, state departments and services need to be viewed as an integrated whole and as an enterprise, working together to support Minnesota as one organization with overall goals and objectives; and

WHEREAS, Minnesota state departments currently own, on behalf of the state, extensive and diverse real-property holdings that consist of more than 5,000 buildings and land; and

WHEREAS, Minnesota state departments manage more than 880 leases covering more than six million square feet of space and real property and spend more than \$66 million on property leased by the state; and

WHEREAS, currently, 14 state departments manage these real-estate holdings through separate policy, staff resources, management, and inventory systems; and

WHEREAS, many functions, including repairs, management, space utilization, and property disposition, are more effectively attained through the economies of scale gained by consolidating overall governance of these holdings; and

WHEREAS, materials developed through the Drive to Excellence document the improved effectiveness and efficiency that can be gained from an enterprise orientation to the provision of government services;

NOW, THEREFORE, I hereby order and direct state departments to support implementation activities of the Drive to Excellence Reform Initiative by taking the following specific actions:

1. The Commissioner of Administration, in consultation with the Department of Finance and other state departments which have custodial control of real-property holdings, will create an enterprise-wide strategy for managing real property that:
 - a. Assists state departments in identifying real-property needs and their relationship to program service delivery systems;
 - b. Assists state departments in identifying and prioritizing the state's overall real-property holdings and their related utilization and maintenance;
 - c. Assists in the identification of co-location opportunities to achieve efficiencies, leverage resources, and maximize planning; and
 - d. Provides effective, expedient identification and divestiture of unneeded real-property holdings.
2. The Commissioner of Administration will develop plans, policies, and guidelines to implement the enterprise-wide strategy for managing real property to achieve the following specific objectives:
 - a. Identify data needs, collection guidelines, and standards that will enable the state to develop a consistent enterprise view of its real property in order to capture and aggregate real-property needs, proactively schedule real-property maintenance, and identify opportunities for sharing resources and aggregating purchasing power;
 - b. Define and recommend a strategy, with the guidance and support of the enterprise information technology organization, to deploy a computer-aided facilities management solution that is integrated, web-enabled, and meets enterprise and individual agencies' business and information reporting needs; and
 - c. Use reorganization orders, statutory changes, and other agreements consistent with state law to achieve the goals of this order.
3. On or before December 15, 2005, the Commissioner of Administration will recommend to the Governor a web-enabled, computer-aided facilities management system and the approach for its implementation.
4. The Commissioner of Finance will work with the Commissioner of Administration to:
 - a. Establish a formula whereby each state department will contribute its share of initial funding to ensure compliance with the December 15, 2005, target date for recommendation of a web-enabled, computer-aided facilities management system; and
 - b. Develop appropriate funding models and controls to ensure the successful implementation of the real-property management system.
5. Consistent with state law, state departments will comply with the plans, policies, standards, and guidelines promulgated by the Commissioner and make department resources available as required to implement the enterprise real-property management strategy and

system.

6. To ensure future system integration, all departments must seek approval of the Commissioner of Administration and the enterprise information technology organization before making new or ongoing investments in individual department facilities management systems.

Pursuant to *Minnesota Statutes* 2004, section 4.035, subd. 2, this Executive Order will be effective fifteen (15) days after publication in the *State Register* and filing with the Secretary of State and will remain in effect in accordance with *Minnesota Statutes* 2004, section 4.035, subdivision 3.

IN TESTIMONY WHEREOF, I have set my hand on this 4th day of April 2005.

Filed According to Law:



Mary Kiffmeyer
Secretary of State

Office of the Governor

Executive Order #05-07: Providing Direction to State Departments Regarding Strategic Sourcing

I, TIM PAWLENTY, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and applicable statutes, do hereby issue this executive order:

WHEREAS, as Governor, it is important that I provide clear direction to commissioners and state departments to take important steps, consistent with applicable law, to implement strategies that will make the provision of governmental services more efficient and cost-effective; and

WHEREAS, the Drive to Excellence Reform Initiative provides the State of Minnesota with a unique opportunity to fundamentally change the operation of state government; and

WHEREAS, the Drive to Excellence and the strategic plan set forth in the Transformation Roadmap outline methods for state government to provide faster, more reliable, and cost-effective services to Minnesota's citizens and businesses; and

WHEREAS, state departments and services need to be viewed as an integrated whole and as an enterprise, working together to support Minnesota as one organization with overall goals and objectives; and

WHEREAS, state government annually purchases over \$1 billion dollars worth of goods and services; and

WHEREAS, Minnesota, as well as other states and private sector organizations, has taken steps to reduce spending on goods and services through the use of strategic sourcing methods including product standardization, contract consolidation, multiple jurisdiction purchasing alliances, reverse auctions, lifecycle costing, and other techniques; and

WHEREAS, Minnesota has the opportunity to further reduce spending through a more comprehensive and coordinated use of strategic sourcing methods; and

WHEREAS, materials developed through the Drive to Excellence document the improved effectiveness and efficiency that can be gained from an enterprise orientation to the provision of government services;

NOW, THEREFORE, I hereby order and direct state departments to support implementation activities of the Drive to Excellence Reform Initiative by taking the following specific actions:

1. Consistent with the Commissioner of Administration's responsibilities and authority under *Minnesota Statutes* Chapters 16B, 16C, and 16E, the Commissioner will, in consultation with other state departments, develop and implement policies, procedures, and/or standards ensuring the optimal use of strategic sourcing techniques.

2. In developing these policies and procedures, the Commissioner of Administration will consider the requirements of Minnesota's procurement laws and seek to amend legislation, as appropriate.

Executive Orders

3. All other commissioners, state departments, and employees of the executive branch will work with the Commissioner of Administration to develop and implement strategic sourcing techniques:
 - a. At the request of the Commissioner, departments will appoint representatives who can commit resources and speak with the authority of the department as participants in development of policies, procedures, and standards;
 - b. As directed by the Commissioner, departments may be required to accept delegated authority to procure goods and services intended for the exclusive use of the department receiving the delegation;
 - c. As directed by the Commissioner, departments may be required to relinquish delegated authority to procure goods and services identified to be applicable to the enterprise;
 - d. As directed by the Commissioner, departments will provide resources and assist with the achievement of strategic sourcing objectives; and
 - e. Future professional/technical service contracts that represent an opportunity for the enterprise approach will be developed with the cooperation of affected departments and the Commissioner.
 4. All vendor selection evaluations conducted under Minnesota's "best value" statutes must consider price to be of significant importance, as prescribed by the Commissioner, unless otherwise provided by law.
 5. The Commissioner of Administration, in conjunction with other state departments as appropriate, will develop plans and policies to achieve the following specific objectives:
 - a. Refine vision, roles, and responsibilities for central procurement staff and department staff to include a Chief Procurement Officer, Supply Chain Management Group, User Groups, Category Management Teams, and Source Experts;
 - b. Validate non-enterprise or department-level purchasing within departments as appropriate;
 - c. Define a process to set standards for enterprise-wide procurement of goods and services, with an initial emphasis on IT-related commodities and office supplies, and subsequent attention directed to other high-potential categories;
 - d. Define an exception approval process for purchases inconsistent with established state standards;
 - e. Reduce and sustain a reduction in the number of state contracts and the number of vendors with whom the state does business;
 - f. Use reorganization orders, statutory changes, and other agreements consistent with the law to achieve the goals of this order; and
 - g. Ensure compliance with statutes, best practices, and high ethical standards.
 6. All commissioners and state departments will utilize the state's enterprise-wide contracts.
 7. On or before December 15, 2005, and annually thereafter, the Commissioner of Administration will summarize and report to the Governor regarding the results of this initiative, including information regarding:
 - a. The number and nature of enterprise-wide contracts awarded by the state;
 - b. Savings attributable to enterprise-wide contracts and other strategic sourcing strategies; and
 - c. Any conclusions or recommendations regarding Minnesota's success with strategic sourcing and further system improvements.
- Pursuant to *Minnesota Statutes* 2004, section 4.035, subdivision 2, this Executive Order will be effective fifteen (15) days after publication in the *State Register* and filing with the Secretary of State and will remain in effect in accordance with *Minnesota Statutes* 2004, section 4.035, subdivision 3.

IN TESTIMONY WHEREOF, I have set my hand this 4th day of April 2005.

Filed According to Law:



Mary Kilmeyer
Secretary of State

Official Notices

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 matters of public interest.

Minnesota Department of Employment and Economic Development

Minnesota's Unified Plan for the Workforce Investment Act Authorized Under Title V, Section 501, of the Workforce Investment Act of 1998

NOTICE IS HEREBY GIVEN that the Minnesota Department of Employment and Economic Development, designated by the Governor as the state agency responsible for coordinating the public workforce investment system, is providing the public with an opportunity to review and comment on *Minnesota's Unified Plan* for the federal Workforce Investment Act. *Minnesota's Unified Plan* covers the period July 1, 2005, through June 30, 2007.

The Workforce Investment Act (WIA) of 1998, Section 112, requires the state to provide an opportunity for public comment on *Minnesota's Unified Plan*. *Minnesota's Unified Plan* is a single plan which includes the following federal workforce development programs:

- WIA Title I - Adult, Dislocated Worker and Youth programs
- WIA Title II - Adult Basic Education
- WIA Title III Wagner Peysner - Employment Service
- WIA Title IV - State Services for the Blind
- WIA Title IV - Vocational Rehabilitation - General
- Community Services Block Grant
- Food Stamp Employment and Training Program
- Migrant and seasonal farm workers programs
- Senior Community Service Employment Program
- Temporary Assistance For Needy Families - known in Minnesota as Minnesota Family Investment Program
- Trade Act Programs (Chapter 2 of Title II of the Trade Act of 1974)
- Unemployment Insurance
- Veterans Programs

In collaboration with the Governor's Workforce Development Council, state agencies and state councils with operational and oversight responsibility for the federal workforce development programs contained in *Minnesota's Unified Plan* are provided the opportunity to maximize joint planning and coordination.

If you are interested in reviewing and commenting on *Minnesota's Unified Plan*, you may do so from April 11, 2005, through May 10, 2005. The document is available at:

<http://www.deed.state.mn.us/wia/unifiedplan/index.htm>.

Your written comments must be received no later than 4:00 p.m. on Tuesday, May 10, 2005. Comments are to be submitted via mail, e-mail, or fax to:

Mary Ellen Novotny, State Plan Coordinator
Minnesota Department of Employment and Economic Development
1st National Bank Building
332 Minnesota Street, Suite E200
St. Paul, MN 55101-1351
Fax: (651) 297-7722
E-mail: Mary.Ellen.Novotny@state.mn.us

This information is available in alternative formats upon request.

Official Notices

Minnesota Department of Health

Public Health Laboratory Division,

Environmental Laboratory Certification Unit

REQUEST FOR COMMENTS on Possible Rule Amendments to Governing Accreditation of Environmental Laboratories, *Minnesota Rules*, parts 4740.2010 to 4740.2040

Subject of Rules. The Minnesota Department of Health requests comments on its possible amendment to rules governing accreditation of environmental laboratories. The department is considering rule amendments that encourage uniformity across the states' certification programs, to assure a high standard for the quality of data produced by laboratories engaged in environmental testing, and further clarify the intent of the current *Minnesota Rules*.

Persons Affected. The amendment to the rules would likely affect the Minnesota Pollution Control Agency, the Department of Agriculture and the Department of Health Environmental Health Division, private and government owned or operated laboratories currently certified or seeking certification to perform testing on environmental samples for the State of Minnesota and their clients.

Statutory Authority. *Minnesota Statutes*, section 144.98, authorizes the department to adopt rules for certification of laboratories that test environmental samples.

Public Comment. Interested persons or groups may submit comments or information on these possible rules in writing until further notice is published in the *State Register* that the department intends to adopt or to withdraw the rules. The department has appointed an advisory committee and has incorporated their comments in the rules draft. The department has notified selected advisory committee members in writing and requested verification of their availability to participate in advisory committee meetings. The advisory committee is representative of all affected parties.

Rules Drafts. The department has prepared a draft of the possible rules amendment. The draft is posted on the Environmental Laboratory Certification Program's website: <http://www.health.state.mn.us/divs/phl/cert/index.html>

Agency Contact Person. Written comments, questions, requests to receive a draft of the rules when it has been prepared, and requests for more information on these possible rules should be directed to: Susan Wyatt at the Minnesota Department of Health, P.O. Box 9441, Minneapolis, Minnesota 55440-9441, Phone: (612) 676-5674, or email: susan.wyatt@health.state.mn.us. TTY users may call the department at (651) 297-1313.

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.

NOTE: Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Dated: 8 March 2005

Dianne M. Mandernach, Commissioner
Department of Health

Department of Human Services

Health Care Purchasing and Delivery Systems Division,

Health Care Administration

Public Notice of Maximum Allowable Costs of Medical Assistance Outpatient Prescribed Drugs

NOTICE IS HEREBY GIVEN to recipients, providers of services, and to the public of additions to the state Medical Assistance maximum allowable cost (state MAC) list for certain outpatient prescribed drugs.

At least once each calendar year, the United States Department of Health and Human Services, Centers for Medicare & Medicaid Services, publishes a federal upper limit (FUL) payment schedule for many commonly prescribed multiple-source drugs. The federal upper limit is set at a rate equal to 150 percent of the published price for the least costly therapeutic equivalent that can be purchased by pharmacists. This FUL payment schedule constitutes the federal MAC list. For many multiple-source drugs that are not on the federal MAC list, the Department establishes a state MAC list. Additionally, the Department imposes a state MAC for many multiple-source drugs that are on the federal MAC list, as long as the savings are at least as much as the savings would be using the federal MAC list.

The Department requires Medical Assistance pharmacy providers to submit their usual and customary costs. Pharmacy providers are

Official Notices

reimbursed at the lower of: 1) the federal or state MAC, plus a dispensing fee; 2) the submitted usual and customary charge to the general public; or 3) a discount off of average wholesale price, plus a dispensing fee.

On January 13, 2003 at 27 SR 1117-1130, the Department published the MAC list, listing the federal and state MACs. Additional changes to the state MAC list were published on February 18, 2003 (27 SR 1331-1334), March 3, 2003 (27 SR 1386-1393), April 21, 2003 (27 SR 1583-1584), August 4, 2003 (28 SR 102-103), October 13, 2003 (28 SR 505-506), October 20, 2003 (28 SR 528-529), December 15, 2003 (28 SR 784-785), January 26, 2004 (28 SR 934-935), March 8, 2004 (28 SR 1089-1090), April 5, 2004 (28 SR 1232), April 19, 2004 (28 SR 1313-1314), May 3, 2004 (28 SR 1367-1368), August 9, 2004 (29 SR 173), August 23, 2004 (29 SR 224-225), November 8, 2004 (29 SR 510), November 15, 2004 (29 SR 534-535), February 7, 2005 (29 SR 923-924), February 14, 2005 (29 SR 951-952), and March 7, 2005 (29 SR 1038-1039).

Effective April 12, 2005, the Department will add the following outpatient prescribed drugs to the state MAC list:

<u>GCN</u>	<u>Drug Name</u>	<u>Strength</u>	<u>MAC Price</u>
19200	Fentanyl Patch	25mcg/hr	\$ 9.15
19201	Fentanyl Patch	50mcg/hr	\$15.10
19202	Fentanyl Patch	75mcg/hr	\$26.80
19203	Fentanyl Patch	100mcg/hr	\$33.30

These additions are made to bring Medical Assistance reimbursement to pharmacists more closely in line with the actual acquisition cost of the drugs listed above. The Department estimates that there will be a state savings of \$125,000 for State Fiscal Year 2005 (July 1, 2004 through June 30, 2005).

This notice is published pursuant to *Code of Federal Regulations*, Title 42, section 447.205, which requires publication of a notice when there is a rate change in the methods and standards for setting payment rates for Medical Assistance services.

Written comments and requests for information may be sent to Cody Wiberg, Pharm.D., R.Ph., Pharmacy Program Manager, Health Care Purchasing and Delivery Systems Division, Minnesota Department of Human Services, 444 Lafayette Road North, St. Paul, Minnesota 55155-3854; **phone:** (651) 296-8515 or **e-mail:** *cody.c. wiberg@state.mn.us*.

Department of Labor and Industry

Labor Standards Unit

Notice of Addition to Commercial Prevailing Wage Rates for Wiring System Installer in Ramsey County

An additional rate has been added to the Commercial Prevailing Wage Rates certified 12/27/04, for Labor Code 431 Wiring System Installer in Ramsey County.

Copies with the additional certified wage rate for this County may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, or by calling (651) 284-5091, or accessing our website at *www.doli.state.mn.us*. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

M. Scott Brener
Commissioner

Official Notices

Minnesota Department of Natural Resources

Decision Record

Official Notice and Order: Designation of Forest Trails in the Chengwatana State Forest with Respect to Off-Highway Vehicle Use Pursuant *Minnesota Statutes, Section 89.19, Subdivision 2.*

Designation of Forest Trails in the Chengwatana State Forest in Pine County, Minnesota

NOTICE PUBLISHED: April 11, 2005

EFFECTIVE DATE: January 1, 2006

NOTICE IS HEREBY GIVEN that the Commissioner of the Minnesota Department of Natural Resources orders the designation of forest trails as identified in *Exhibits A and B*, attached hereto and incorporated herein, in the Chengwatana State Forest with respect to the operation of all-terrain vehicles and off-highway motorcycles.

WHEREAS:

1. *Minnesota Statutes*, Section 89.19, Subdivision 2 directs the Commissioner of Natural Resources to designate forest trails by written order published in the *State Register*.
2. The agency held a public meeting and solicited and received written comments and submissions on the proposed forest trail designations. Comments were incorporated into the final plan for forest trail designations.
3. All notice and procedural requirements in *Minnesota Statutes*, and other applicable rules and law have been complied with.
4. The forest trail designations are both needed and reasonable.

NOW THEREFORE, IT IS ORDERED that the all-terrain vehicle trails identified in *Exhibit A*, and the off-highway motorcycle trails identified in *Exhibit B*, within the Chengwatana State Forest, are hereby designated pursuant to authority vested in me by Minnesota Law.

IT IS FURTHER ORDERED that the designation of those trails identified in *Exhibits A and B*, attached hereto and incorporated herein, shall become effective on January 1, 2006. A copy of this order shall be filed with the Secretary of State.

Dated: March 4, 2005

Signed copy on file with Secretary of State
Refer to No. 0502584 - ChengOrd.Doc

Gene Merriam, Commissioner

Minnesota Department of Natural Resources

**Exhibit A:
Chengwatana State Forest
All Terrain Vehicle (ATV) Trail Designation**

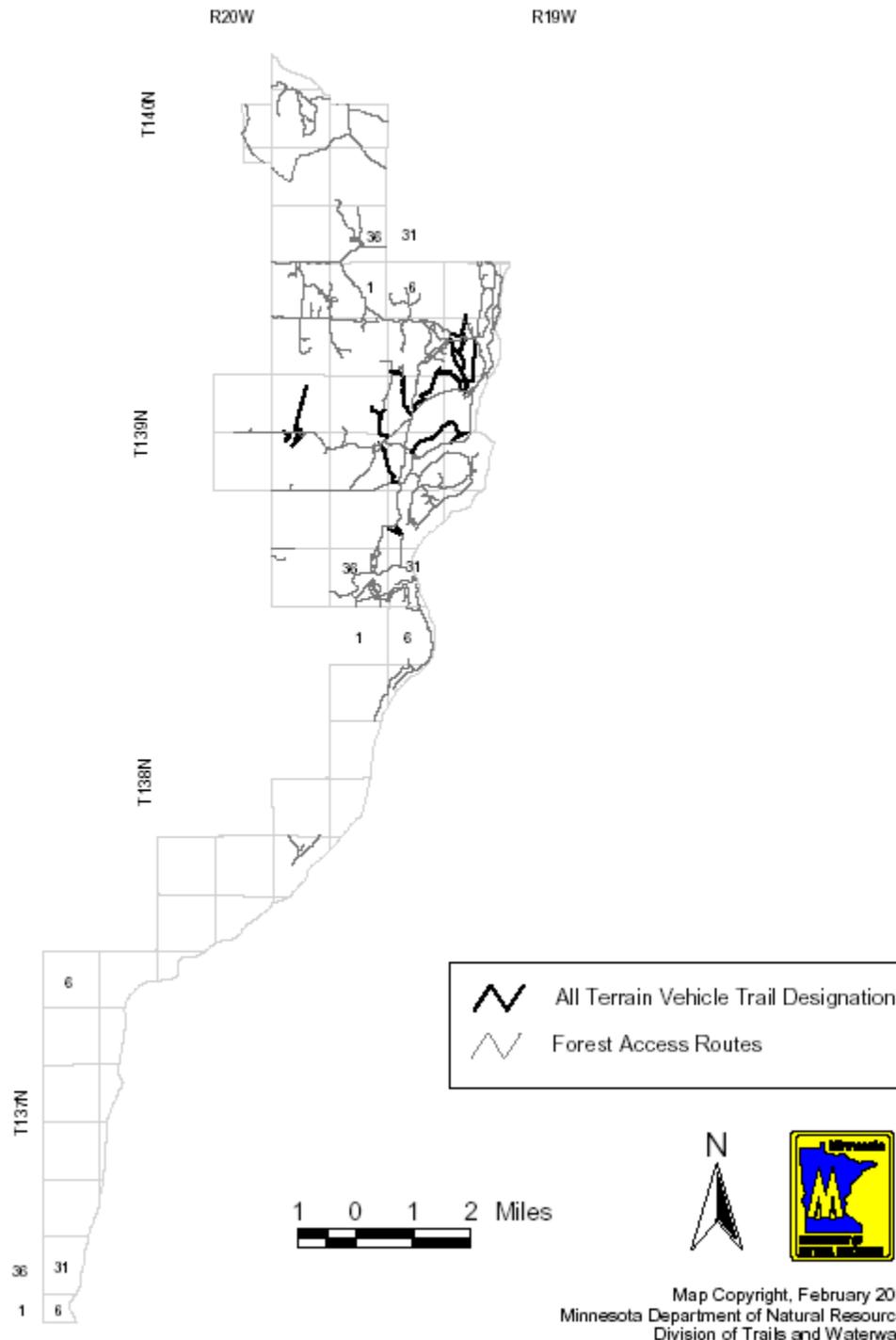


Exhibit B:
Chengwatana State Forest
Off Highway Motorcycle (OHM) Trail Designation



**Minnesota Department of Natural Resources
Decision Record****Official Notice and Order: Designation and Undesignation of Forest Roads in the
General C.C. Andrews State Forest Pursuant to *Minnesota Statutes*, Section
89.71, Subdivision 1.****Designation and Undesignation of Forest Roads in the General C.C. Andrews State Forest in Pine County,
Minnesota****NOTICE PUBLISHED: April 11, 2005
EFFECTIVE DATE: January 1, 2006**

NOTICE IS HEREBY GIVEN that the Commissioner of the Minnesota Department of Natural Resources orders the designation of forest roads as identified in *Exhibit A*, and the undesignation of forest roads identified in *Exhibit B*, attached hereto and incorporated herein, in the General C.C. Andrews State Forest.

WHEREAS:

1. *Minnesota Statutes*, Section 89.71, subdivision 1, provides that the commissioner may designate and undesignated forest roads by written order published in the *State Register*.
2. The agency held a public meeting and solicited and received written comments and submissions regarding the public's use of the General C.C. Andrews State Forest.
3. All notice and procedural requirements in *Minnesota Statutes*, and other applicable rules and law have been complied with.
4. The forest road designations and undesignations are both needed and reasonable.

NOW THEREFORE, IT IS ORDERED that the forest roads identified in *Exhibit A*, attached hereto and incorporated herein, are hereby designated pursuant to authority vested in me by Minnesota Law.

IT IS FURTHER ORDERED that the forest roads identified in *Exhibit B*, attached hereto and incorporated herein, is hereby undesignated and removed from the forest road system pursuant to authority vested in me by Minnesota Law.

IT IS FURTHER ORDERED that the designation of those forest roads identified in *Exhibits A and B*, shall become effective on January 1, 2006. A copy of this order shall be filed with the Secretary of State.

Dated: March 4, 2005
Signed copy on file with Secretary of State
Refer to No. 0502585 - GAOrder1.Doc

Gene Merriam, Commissioner
Minnesota Department of Natural Resources

Exhibit A
General C.C. Andrews State Forest
Forest Road Designation
February 2005

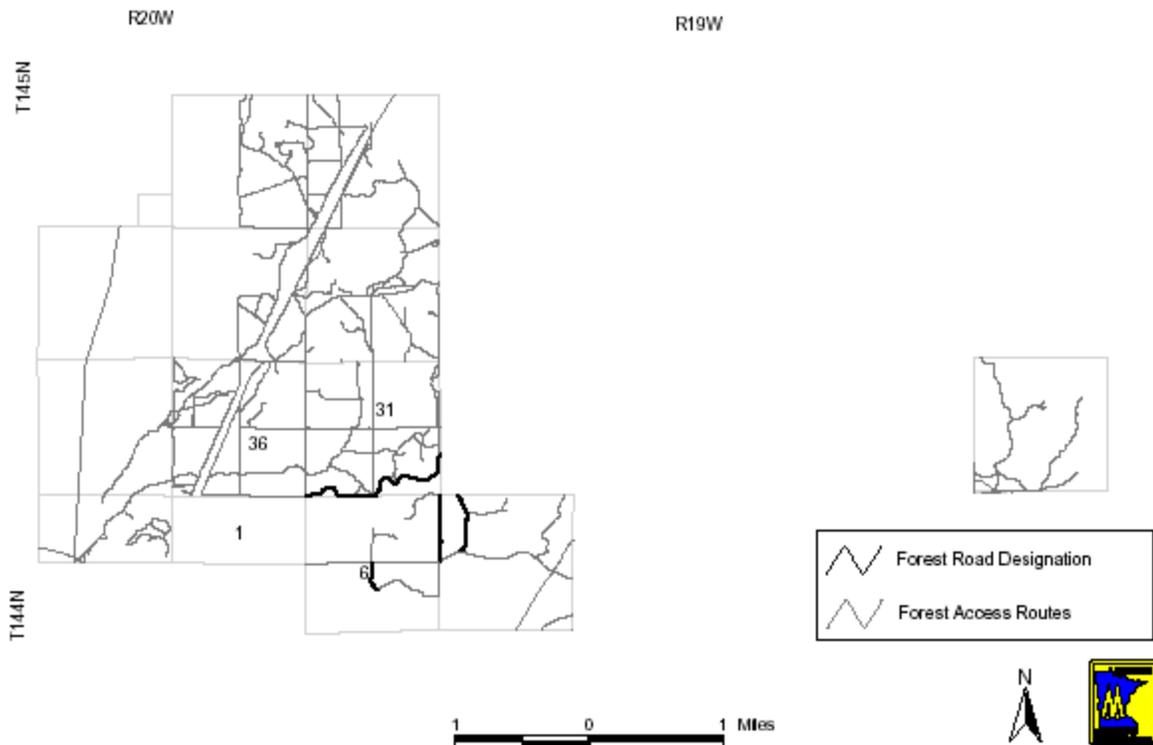
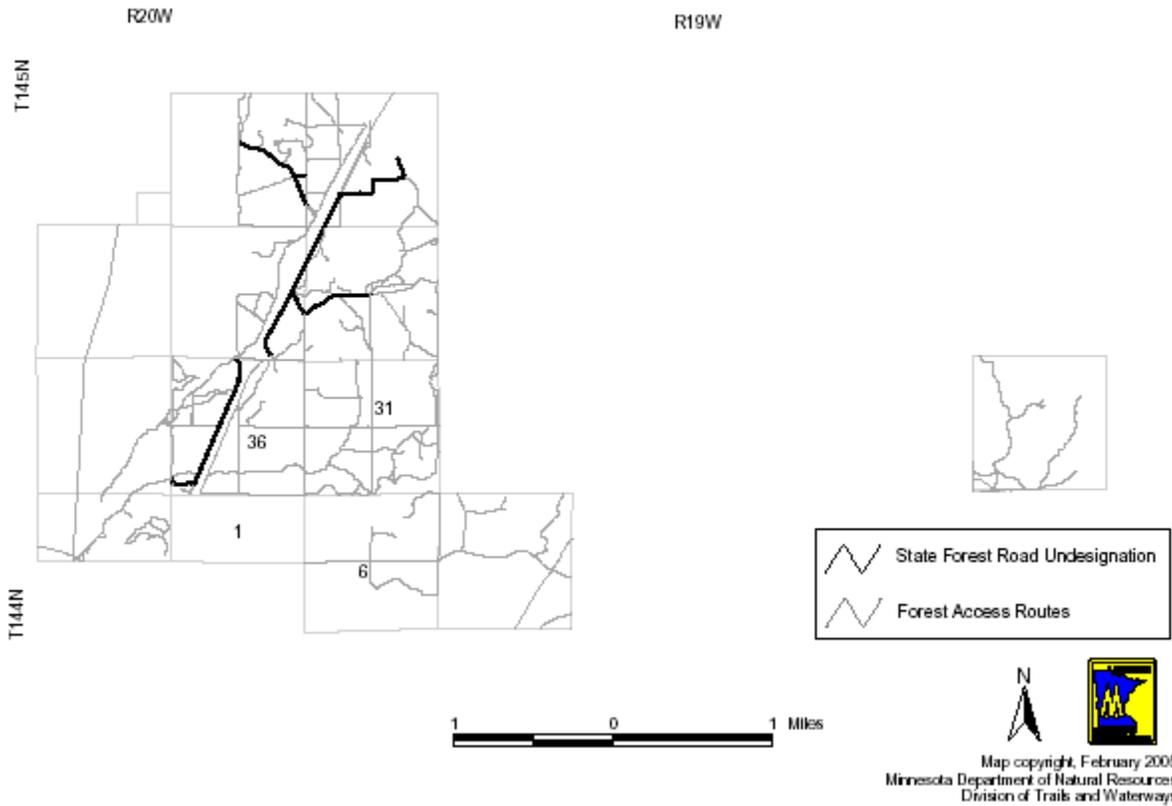


Exhibit B
General C.C. Andrews State Forest
State Forest Road Undesignation
February 2005



Official Notices

Minnesota Department of Natural Resources

Decision Record

Official Notice and Order: Designation of Forest Trails in the General C.C. Andrews State Forest with Respect to Off-Highway Vehicle Use Pursuant *Minnesota Statutes, Section 89.19, Subdivision 2.*

Designation of Forest Trails in the General C.C. Andrews State Forest in Pine County, Minnesota

NOTICE PUBLISHED: April 11, 2005

EFFECTIVE DATE: January 1, 2006

NOTICE IS HEREBY GIVEN that the Commissioner of the Minnesota Department of Natural Resources orders the designation of forest trails as identified in *Exhibits A and B*, attached hereto and incorporated herein, in the General C.C. Andrews State Forest with respect to the operation of all-terrain vehicles and off-highway motorcycles.

WHEREAS:

1. *Minnesota Statutes*, Section 89.19, Subdivision 2 directs the Commissioner of Natural Resources to designate forest trails by written order published in the *State Register*.
2. The agency held a public meeting and solicited and received written comments and submissions on the proposed forest trail designations. Comments were incorporated into the final plan for forest trail designations.
3. All notice and procedural requirements in *Minnesota Statutes*, and other applicable rules and law have been complied with.
4. The forest trail designations are both needed and reasonable.

NOW THEREFORE, IT IS ORDERED that the all-terrain vehicle trails identified in *Exhibit A*, and the off-highway motorcycle trails identified in *Exhibit B*, within the General C.C. Andrews State Forest, are hereby designated pursuant to authority vested in me by Minnesota law.

IT IS FURTHER ORDERED that the designation of those trails identified in *Exhibits A and B*, attached hereto and incorporated herein, shall become effective on January 1, 2006. A copy of this order shall be filed with the Secretary of State.

Dated: March 4, 2005
Signed copy on file with Secretary of State
Refer to No. 0502586 - GAOrder2.Doc

Gene Merriam, Commissioner
Minnesota Department of Natural Resources

Exhibit A:
General C.C. Andrews State Forest
All Terrain Vehicle (ATV) Trail Designation
February 2005

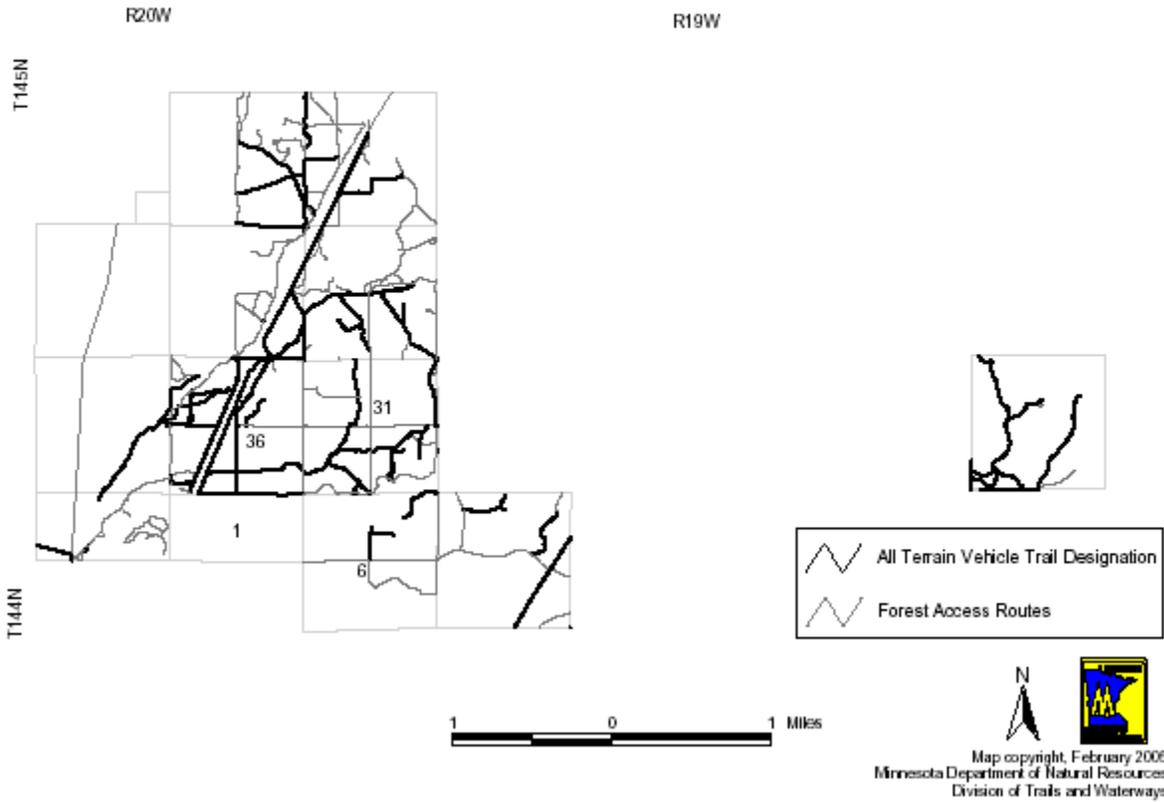
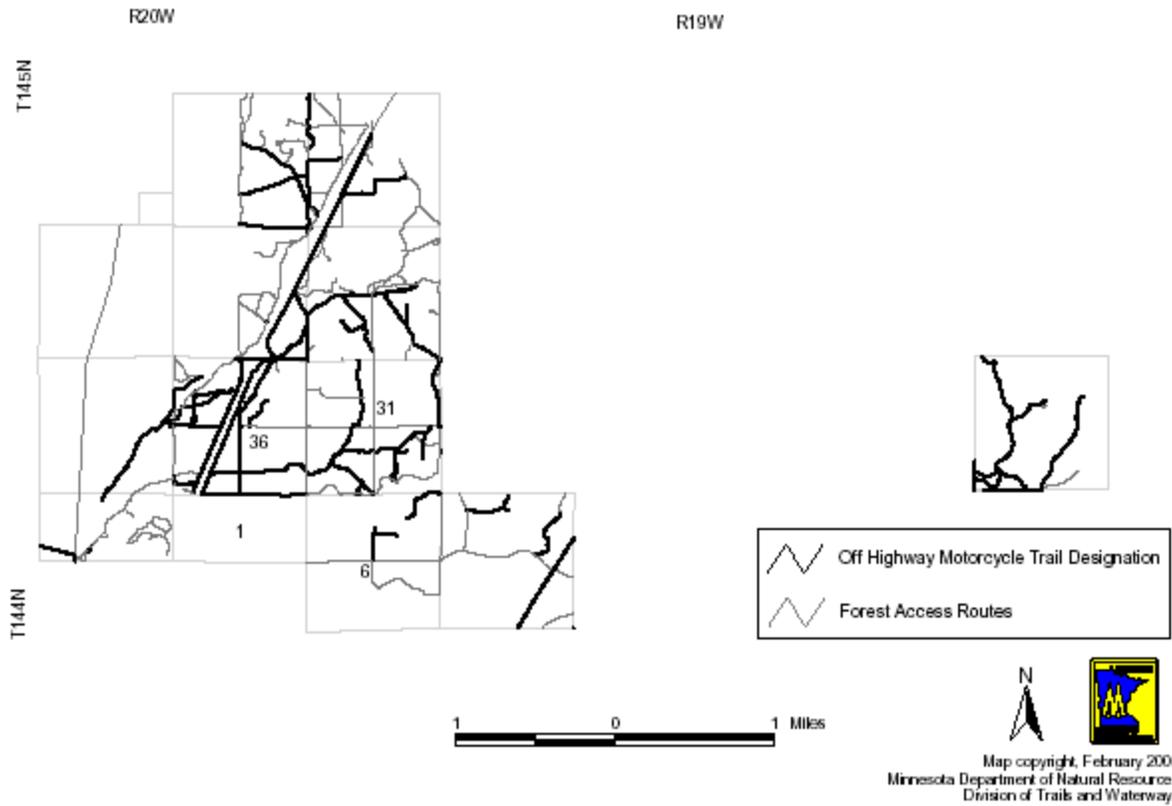


Exhibit B:
General C.C. Andrews State Forest
Off Highway Motorcycle (OHM) Trail Designation
February 2005



**Minnesota Public Utilities Commission
REQUEST FOR COMMENTS on Possible Amendments to Commission Rules
Governing Energy Utility Billing Errors****Docket No. E,G-999/R-05-444**

Subject of Rules. The Minnesota Public Utilities Commission is considering amending its rules governing billing errors for energy utility services, *Minnesota Rules* parts 7820.3800 (electric) and 7820.4000 (gas). The Commission requests comments on whether it remains reasonable and appropriate (1) to provide remedies only for billing errors that occurred within one year, and (2) to omit interest from the calculation of refunds and surcharges needed to correct for billing errors. The Commission has received multiple requests to vary these rules.

Persons Affected. Amending the rules would likely affect –

- providers of utility services subject to the Commission’s billing error rules, *Minnesota Rules* parts 7820.3800 (electric) and 7820.4000 (gas);
- customers of these providers; and
- Minnesota agencies with jurisdiction over these providers.

Statutory Authority. These amendments are authorized under *Minnesota Statutes* §§ 216A.05; 216B.08; 216B.09; 14.06 (a).

Public Comment. Interested persons or groups may submit comments or information on these possible amendments in writing or orally until Wednesday, May 11, 2005, at 4:30 p.m. The Commission does not contemplate appointing an advisory committee for this rulemaking. All communications in this matter should include a reference to Docket No. E,G-999/R-05-444.

Rules Drafts. The Commission has not prepared a draft of possible amendments.

Agency Contact Person. Written or oral comments, questions, and requests for more information on these possible rules should be directed to:

Eric Witte
Public Utilities Commission
121 Seventh Place East, Suite 350
St. Paul, Minnesota 55101-2147
Voice: (651) 296-7814
Fax: (651) 297-7073
TTY Relay Service: 1-800-627-3529

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.

NOTE: Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge if a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed. If you submitted comments during the development of the rules and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

State Contracts

Informal Solicitations: Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be published in the *State Register* or posted on the Department of Administration, Materials Management Division's (MMD) Web site. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD Web site at www.mmd.admin.state.mn.us for informal solicitation announcements.

Formal Solicitations: Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be published in the *State Register*. Certain quasi-state agency and Minnesota State College and University institutions are exempt from these requirements.

Colleges and Universities, Minnesota State Request for Proposals for Executive Conference Center

NOTICE IS HEREBY GIVEN that proposals are being solicited to select an executive conference center to assist Minnesota State Colleges and Universities in hosting a Leadership Development Program from July 24-29, 2005, OR July 31-August 5, 2005.

Applicants must have a facility to accommodate the following:

- Overnight stays for 56 participants in single suites with a Sunday arrival and Friday departure
- General session room for 56 people
- 3-4 breakout rooms or areas available throughout the week
- Private dining area for dinner on two of the five nights for 60 people
- Located within approximately 60 miles of the Minneapolis/St. Paul International Airport
- All proposals must include a statement that the costs and terms of the proposal are valid through August 5, 2005.

For further information, please contact:

Vicki Schoenbeck
Human Resources
Minnesota State Colleges and Universities
500 Wells Fargo Place, 30 East Seventh Street
St. Paul, MN 55101
Telephone: (651) 296-5709
Fax: (651) 296-0872
E-mail: vicki.schoenbeck@so.mnscu.edu

Proposals are due by Friday, April 22, 2005, no later than 4:00 p.m.

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

Colleges and Universities, Minnesota State Notice of Availability of Request for Proposal (RFP) for Designer Selection for Workforce Addition and Renovation at Northland Community & Technical College, Thief River Falls, MN (State Project No. 05-05)

The Minnesota State Colleges and Universities, acting as the owner for the State of Minnesota through the State Designer Selection Board, is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

A full Request for Proposals is available on the Minnesota State Colleges and Universities website: www.facilities.mnscu.edu, click on "Solicitation Announcements."

A project informational meeting has been scheduled for 12:00 P.M. April 18, 2005 at Northland Community & Technical College, Thief River Falls, MN, Room 545. Contact Orley Gunderson, (218) 681-0845, orley.gunderson@northlandcollege.edu to sign up for the meeting.

Proposals must be delivered to Terry Lewko, Executive Secretary, State Designer Selection Board, in the State Architect's Office, not later than 1:00 pm, Monday, April 25, 2005. Late responses will not be considered.

Minnesota State Colleges and Universities is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.

Colleges and Universities, Minnesota State (MnSCU) Request for Proposal (RFP) for Consultant Services for State-Wide Roof Predesign Reports

The Minnesota State Colleges and Universities, acting on as the owner for the State of Minnesota, is soliciting proposals for experienced Consultant Services to provide initial and updated roofing predesign reports for 2005. The Consultant will provide roof predesign reports for 2005 with the option to renew. Reports will cover both academic and revenue buildings at most of the 53 campus locations.

A full Request for Proposal is available on the Minnesota State Colleges and Universities website: www.facilities.mnscu.edu, click on "Solicitation Announcements".

A mandatory project informational meeting has been scheduled for 1:30 PM, Thursday, April 7, 2005, at Minnesota State Colleges and Universities, Office of the Chancellor, Conference Room B, Fourth Floor, Wells Fargo Place. Contact James P. Morgan, (651) 296-3823 or **e-mail** at James.morgan@so.mnscu.edu to sign up for the meeting.

Proposals must be delivered to James P. Morgan, Program Manager, Office of the Chancellor, 500 Wells Fargo Place, 30 East Seventh Street, St. Paul, MN 55101, not later than 2:00 PM, Tuesday, April 19, 2005. Late responses will not be considered.

Minnesota State Colleges and Universities is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its' best interest.

Colleges and Universities, Minnesota State (MnSCU) Hennepin Technical College Notice of Request for Proposals for Conducting a Physical Security Survey of Two Campuses

NOTICE IS HEREBY GIVEN that Hennepin Technical College is seeking proposals for conducting a physical security survey of HTC's two campuses located at Brooklyn Park and Eden Prairie, Minnesota. Work consists of conducting the survey, providing a written and oral report of findings and recommendations, and creating the basis for RFP's to provide for the physical security deemed appropriate.

Deadline for receipt of proposals: April 15, 2005 -- 4:00 p.m.

Copies of the Request for Proposal are available from:

Larry McAtee, Hennepin Technical College
1820 Xenium Lane N.
Plymouth, MN 55441
Telephone: (763) 550-7143
Fax: (763) 550-7198
E-mail: lgmcaatee@int287.k12.mn.us

This request for propsoals does not obligate the state/college to complete the proposed project and the state/college reserves the right to concel the solicitation if it is considered to be in its best interest.

Minnesota State Colleges and Universities Minneapolis Community & Technical College Notice to Solicit Bids for a New Low-Pressure Gradient High Pressure Liquid Chromatography System

NOTICE OF INTENT to solicit bids for a new low-pressure gradient HPLC (High Pressure Liquid Chromatography) system to include the following: system controller, auto-sampler, UV detector, instrument control software and data station with 17 inch monitor, Teflon holding loop, Standard Teflon holding loop assembly, 5mL syringe with bracket, racks for vials, HPLC test kit, Fraction collector, Fraction head with valve, racks to hold fractions.

Bid also to include installation, customer orientation/training and a minimum one (1) year warranty on parts and labor.

Bid Questions: Rekha Ganaganur – (612) 659-6004 or
Rekha.Ganaganur@minneapolis.edu

State Contracts

Deadline for Bids: 2:00pm Thursday April 21, 2005

Contact for bid copies and deliver bids to:

Michael Noble-Olson – Purchasing Manager
Minneapolis Community & Technical College
1501 Hennepin Avenue – Business Office
Minneapolis, MN 55403
Telephone: (612) 659-6866
E-mail: *Michael.Noble-Olson@minneapolis.edu*

Minnesota Department of Corrections

Employee Development

Notice of Request for Proposals (RFP) to Develop and Update On-line Training Modules for all Employees in the Department of Corrections

NOTICE IS HEREBY GIVEN that the Department of Corrections (DOC) is seeking a vendor to design and develop an on-line learning curriculum; maintain and enhance current infrastructure on on-line courses and databases; and act as a resource for DOC employees involved in the project. The contract will be in effect for two years, and the estimated cost should not exceed \$125,000.

Vendor must be skilled in the following areas: Authorware, Shockwave, JavaScript, Active Server Pages (ASP), SQL Server (stored procedures, knowledge of T-SQL), Photoshop, knowledge of data transformation, and familiar with the DOC training management information system. Vendor will ensure ongoing operation of current on-line learning system. Vendor will work to protect software, media, and information assets by regularly backing up files, safeguarding source materials, and ensuring data integrity. Vendor will develop thirty-six new hours of on-line training: leveraging existing technology to produce new courses that are similar in functionality to existing courses; and developing new technology that can serve as the delivery vehicle for multiple courses.

Responses are due not later than 3:00 p.m. May 2, 2005.

Detailed information may be requested from Monica Lyn at *monica.lynn@state.mn.us* or (651) 643-3440. All substantive questions about the RFP should be directed to:

Monica Lyn
Minnesota Department of Corrections
1450 Energy Park Drive, Suite 200
St. Paul, Minnesota 55108-5219
Phone: (651) 643-3440
E-mail: *monica.lynn@state.mn.us*

Department of Human Services

Community Partnerships Division

Request for Proposals for a Functional Cost Analysis of Minnesota's Child Care Resource & Referral (CCR&R) System

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services is requesting proposals for the purpose of:

1. Conducting a functional cost analysis of the Child Care Resource & Referral (CCR&R) system in Minnesota that identifies the cost of providing each type of CCR&R service activity.
2. Identification of strategies to focus limited CCR&R resources in ways that most effectively leverage improvements in the child care system for children and minimize administrative complexity. The strategies should address the following questions:
 - how to target the best use of CCR&R funds,
 - how the CCR&R system could operate more efficiently,
 - how CCR&R services and staffing could be shifted to allow more time to work directly with parents, especially those who are low-income and/or facing special challenges, and
 - how best to utilize the new Integrated Technology System (ITS) internet product.

Work is anticipated to begin June 1, 2005 and be completed by December 1, 2005. A Request for Proposals will be available by mail

from this office through **April 22, 2005**. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After **April 22, 2005**, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Ofelia Lopez
Department of Human Services
444 Lafayette Road North, 3rd Floor South
St. Paul, Minnesota 55155-3860
Fax: (651) 215-5714
E-mail: ofelia.lopez@state.mn.us

Proposals submitted in response to the Request for Proposals must be received at the address above no later than **3:00 p.m. on May 9, 2005**. **Late proposals will not be considered.** Fax or e-mailed proposals will **not** be considered.

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Department of Public Safety

Bureau of Criminal Apprehension

Criminal Justice Information Systems (BCA)

Request for Proposals for BCA Security Assessment

The BCA requests proposals from qualified contractors to conduct a vulnerability risk assessment of the BCA's main physical plant (building) located at 1430 Maryland Ave. E, St. Paul, and of the BCA's three primary IT infrastructure areas listed below, to provide the BCA with written plans, policies, procedures, training and strategies for improving security.

1. The BCA's Active Directory Domain including 430 desktops and laptops
2. The BCA's CJIS servers and network infrastructure
3. The CrimNet backbone servers and infrastructure

Contractor's staff to be assigned to this project will be required to work on site at the BCA central office location when providing services and have the following qualifications: In-depth knowledge and understanding of IT Security Standards and Methodologies including GAISP, COBIT, ISO 17799 and CERT Octave. Have completed at least one detailed Security Architecture Plan in the past year for a customer with 1,000 or more employees. Have experience with Enterprise Architecture models. Have three or more years experience in IT Security Auditing including vulnerability scanning, penetration testing, risk analysis and detailed reporting on findings and recommendations. All analysts must hold current certifications from at least one of the following organizations: (ISC)2 - CISSP certification, SANS GIAC, ISACA, Cisco (CCNP, CCSP or CCIE). Have experience in gathering requirements and providing detailed recommendations in the area of Identity and Access Management. Have the ability to create clear, understandable written reports and policies, communicate complex ideas in simple understandable terms, and give effective, persuasive verbal presentations. Have experience with developing and implementing an effective security awareness training program. Have experience with federal or state criminal justice information systems, policies and procedures including knowledge of criminal justice security requirements such as FBI CJIS Security requirements, Homeland Security cyber security initiatives, the Global Justice Information Sharing Initiative Security Working Group.

Work on this project will be completed in two phases. Phase 1 to be completed by June 30, 2005 includes, but is not limited to, the security vulnerability risk assessment, vulnerability management plan, and development of security policies and procedures. Phase 2 to be completed by September 30, 2005 includes, but is not limited to, development of a Security Architecture Plan and delivery of staff training.

The estimated total cost of this project is not to exceed \$500,000.00. Details are contained in a complete RFP that may be obtained by **e-mailing:** denise.katchmark@state.mn.us. The final date for submitting proposals is 2:00 p.m. Central Daylight on Monday, May 2, 2005.

State Contracts

Minnesota Supreme Court Fourth Judicial District

Notice of Request for Proposal for Enterprise Content Management

NOTICE IS HEREBY GIVEN that the 4th Judicial District Court is seeking proposals from qualified vendors for an Enterprise Content Management solution. The Request for Proposal may become the basis for negotiation of a master contract with a designated vendor to provide ECM software and professional services.

The Court is not obligated to respond to any proposal submitted nor is it legally bound in any manner whatsoever by the submission of a proposal. The Court reserves the right to cancel or withdraw the RFP at any time if it is considered to be in its best interest. In the event the RFP is cancelled or withdrawn for any reason, the Court shall not have any liability to any proposing party for any costs or expenses incurred in connection with the RFP or otherwise. The Court also reserves the right to reject any or all proposals, or parts of proposals, to waive any informalities therein and to extend proposal due dates.

For a copy of the full Request for Proposal, or more information, contact:

Gena Jones
Fourth Judicial District
A-1720 Government Center
300 South 6th Street
Minneapolis, MN 55487
E-mail: gena.jones@courts.state.mn.us

All vendor questions and responses thereto will be posted on:

<http://www.courts.state.mn.us/districts/fourth/Administration/ECMQuestions.htm>

Deadline for proposals is 4:00 p.m. CST on Tuesday, May 10, 2005. No late proposals will be considered.

Department of Transportation Engineering Services Division

Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (the "Consultant Pre-Qualification Program")

This document is available in alternative formats for persons with disabilities by calling Robin Valento at (651) 284-3622 for persons who are hearing or speech impaired by calling the Minnesota Relay Service at (800) 627-3529.

Mn/DOT, working in conjunction with the Consultant Reform Committee, the Minnesota Consulting Engineers Council, and the Department of Administration, has developed the Consultant Pre-qualification Program as a new method of consultant selection. The ultimate goal of the Pre-Qualification Program is to streamline the process of contracting for highway related professional/technical services. Mn/DOT anticipates that most consultant contracts for highway-related technical activities will be awarded using this method, however, Mn/DOT also reserves the right to use RFP or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to complete or use the Consultant Pre-qualification Program.

Mn/DOT is currently requesting applications from consultants. Refer to Mn/DOT's Consultant Services web site, indicated below, to see which highway related professional/technical services are available at this time. Following the advertisement of particular category of services, applications will be accepted on a continual basis.

All expenses incurred in responding to this notice will be borne by the responder. Response to this notice becomes public information under the Minnesota Government Data Practices.

Consultant Pre-Qualification Program information, application requirements and application forms are available on Mn/DOT's web site at: <http://www.dot.state.mn.us/consult>

Send completed application material to:

Robin Valento
Pre-Qualification Administrator
Minnesota Department of Transportation
Consultant Services
395 John Ireland Boulevard, Seventh Floor North, Mail Stop 680
St. Paul, MN 55155

Note: DUE DATE: APPLICATION MATERIAL WILL BE ACCEPTED ON A CONTINUAL BASIS.

**Department of Transportation
Engineering Services Division****Notice Concerning Professional/Technical Contract Opportunities**

NOTICE TO ALL: The Minnesota Department of Transportation (Mn/DOT) is now placing additional public notices for professional/technical contract opportunities on Mn/DOT's Consultant Services **website** at: www.dot.state.mn.us/consult.

New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

Department of Transportation (Mn/DOT)**Finance and Administration Division****Office of Human Resources****Request for Proposal (RFP): Leadership Roundtable Training Program and Diversity Forums**

Notice of availability of Contract for Leadership Roundtable Training Program and Diversity Forums. Responses to this advertisement become public information under the Minnesota Government Data Practices Act. This request does not obligate the State of Minnesota Department of Transportation to complete the work contemplated in this notice, and the department reserves the right to cancel this request for proposal. All expenses incurred in responding to this notice shall be borne by the responder.

The Minnesota Department of Transportation is requesting proposals for a simultaneous two-part training series. One part will be for Mn/DOT managers to develop and enhance skills in the Management of a Diverse Workforce. The second part will be development and delivery of Diversity Forums for all Mn/DOT staff in relevant topic areas. The first year of this project will be a pilot. Specific measurements of change and effectiveness of skill application will be expected from the selected respondent.

The RFP may be viewed on the Consultant Services Web Page at www.dot.state.mn.us/consult under the Professional Technical Notices Section.

Note: PROPOSALS WILL BE DUE ON APRIL 25, 2005 AT 2:00PM CENTRAL TIME.

Minnesota Department of Transportation (Mn/DOT)**Program Management Division****Informal Solicitation****Office of Investment Management Research Services Section (RSS) and the Local Road Research Board (LRRB) Web Site Hosting and Maintenance**

Notice of availability of Contract for web site hosting and maintenance services. Responses to this advertisement become public information under the Minnesota Government Data Practices Act. This request does not obligate Mn/DOT to complete the work contemplated in this notice, and Mn/DOT reserves the right to cancel this informal solicitation. All expenses incurred in responding to this notice shall be borne by the responder.

The Minnesota Department of Transportation is requesting proposals to provide web site hosting and maintenance services for two web sites, jointly hosted and maintained. Both of these web sites are data driven by a single, central database and serve up a common repository of electronic research products to the customers.

The goal of this project is to obtain web maintenance and hosting services for the LRRB and RSS web sites for the new two years.

This Informal Solicitation can be viewed on the Consultant Services Web Page at www.dot.state.mn.us/consult under the Professional Technical Notices Section.

Note: PROPOSALS WILL BE DUE ON MONDAY, APRIL 25, 2005 AT 2:00PM CENTRAL TIME.

Non-State Contracts & Grants

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

Metropolitan Council - Metro Transit Invitation for Sealed Bids for Office Supplies

The Metropolitan Council is soliciting sealed bids for Office Supplies. Bids are due at 2:00 p.m. on May 10, 2005. Bids must be submitted in accordance with the Invitation for Bids document available from:

Metropolitan Council
Metro Transit Purchasing Department
515 N. Cleveland Avenue
St. Paul, MN 55114
(612) 349-5070

County of Steele

Advertisement for Proposals for Electronic Timekeeping System

The County of Steele, Owatonna, MN will receive Sealed Competitive Proposals for an Electronic Timekeeping System until Tuesday May 3rd, 2005 at 2:00 p.m. at the Steele County Administration center located at 630 Florence Avenue, Owatonna, MN 55060. Sealed Competitive Proposals received after this time will not be accepted. Proposals will be opened publicly and read aloud.

Sealed Competitive Proposals shall be addressed to the attention of:

Laura Ihrke
Steele County Auditor
Steele County Administrative Center
630 Florence Avenue
Owatonna, MN 55060

Clearly mark the envelope in the lower right hand corner as follows:

Project name:	Electronic Time Keeping System
Owner name:	Steele County
Bid due:	May 3, 2005 at 2:00 p.m.

Specifications may be obtained from Debra Lesmeister, Steele County Detention center Business Manager, 2500 Alexander Street SW, Owatonna, MN 55060. **Phone** (507) 446-7010 or **e-mail:** debra.lesmeister@co.steele.mn.us Any questions concerning the Sealed Competitive Proposal should be directed to Debra Lesmeister.

Bidders shall be required to provide a bid bond or cashiers check in the amount of five percent (5%) of the bid. No bid may be withdrawn for a period of thirty (30) days from the bid opening.

The owner reserves the right to reject any and all bids and to waive any irregularities or informalities in bids or bidding, and further reserves the right to award the contract in their best interests.

Laura Ihrke
Steele County Auditor

University of Minnesota

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

The University of Minnesota offers 24 hour/day, 7day/week access to all Request for Bids/Proposals through its web-based Bid Information Service (BIS). Subscriptions to BIS are \$75/year. Visit our website at bidinfo.umn.edu or call the BIS Coordinator at (612) 625-5534.

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

University of Minnesota

Request for Qualifications for Consultant to Provide Environmental Engineering Design and Consulting Services for Proposed TCF Banks Stadium on Twin Cities Campus

I. NOTICE OF REQUEST FOR QUALIFICATIONS

The University of Minnesota is soliciting qualifications for a consultant to provide environmental engineering design and consulting services for the proposed TCF Banks Stadium on the Twin Cities Campus. The scope of the contract will include 1) advisory services to the Office of the General Counsel, 2) technical studies in support of the football stadium Environmental Impact Statement (EIS) process, and 3) Comprehensive Consulting and Design Services Regarding Environmental Response Actions.

The University is proposing to construct a new 50,000-seat open-air football stadium on the East Bank of the Twin Cities campus. The current plan is to locate the stadium on the existing Huron Boulevard parking complex, in close proximity to Mariucci Arena and the Williams Arena/Sports Pavilion complex.

The total project cost is estimated at \$235 million.

E-mail your request for the full RFQ, which will be sent free of charge to interested vendors or download the RFQ from <http://www.cppm.umn.edu/rfp.html>.

II. CONTACT FOR RFQ INQUIRIES:

Chip Foster
Purchasing Services
University of Minnesota
400 Donhowe Building
319 15th Ave. SE
Minneapolis, MN 55455-1082
Phone: (612) 626-6080
Fax: (612) 624-5796
E-Mail: fosterc@facm.umn.edu

III. TENTATIVE SCHEDULE OF EVENTS

Be advised that these dates are subject to change, as University officials deem necessary.

<i>State Register Advertisement</i>	April 4, 2005 – Monday
<i>RFQ Document Available</i>	April 6, 2005 – Wednesday
<i>Mandatory Pre-Proposal Meeting / Site Visit @ 9 AM</i>	April 14, 2005 – Thursday
<i>All Questions / Inquiries deadline at Noon</i>	April 18, 2005 – Monday
<i>RFQ Response Deadline – Due at 1:00 PM</i>	April 22, 2005 – Friday
<i>Evaluation & Selection of Short-listed Finalists</i>	April 26, 2005 – Tuesday
<i>Respondent Presentations & Negotiations</i>	May 3, 2005 – Tuesday
<i>Contract Award</i>	May 6, 2005 – Friday
<i>Conduct Contracted Work</i>	Spring 2005
<i>Complete Contracted Work</i>	Fall 2008

The University reserves the right, in its sole discretion, to reject any and all responses, accept any response, waive informalities in responses submitted, and waive minor discrepancies between a response and these instructions, as it deems to be in its best interest. Any waiver of the University with respect to the requirements of these response instructions shall apply only to the particular instance for which it was made or given, and no such waiver shall constitute a permanent or future waiver of such requirements.

