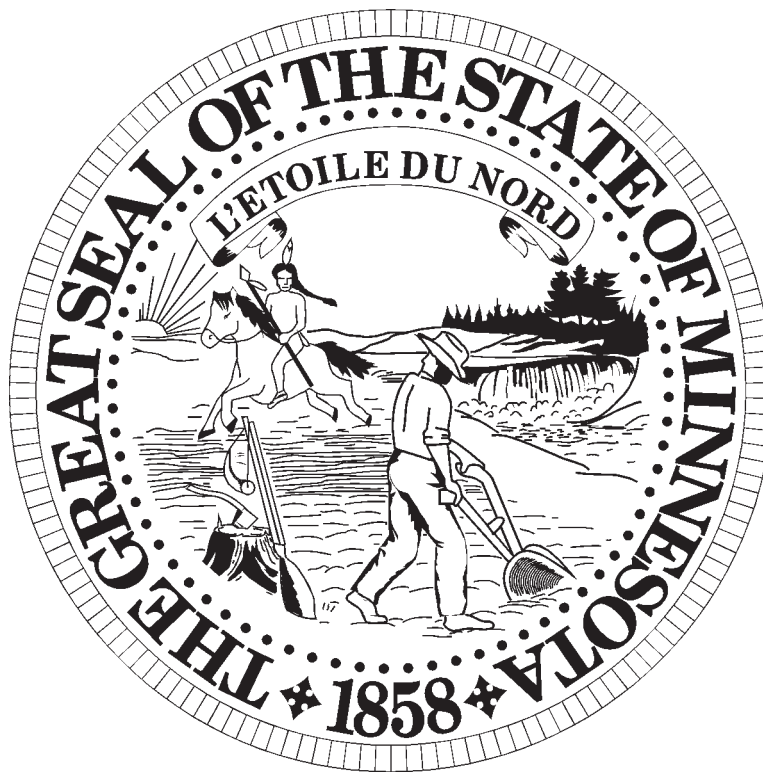


State of Minnesota

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

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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
- non-state public bids, contracts and grants
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# 16	Monday	17 October	Noon Tuesday	11 October	Noon Wednesday	5 October
# 17	Monday	24 October	Noon Tuesday	18 October	Noon Wednesday	12 October
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# Minnesota Rules: Amendments and Additions

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

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

**Comments on Planned Rules or Rule Amendments.** 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, and within 60 days of the effective date of any new statutory grant of required rulemaking.

**Rules to be Adopted After a Hearing.** After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

**Rules to be Adopted Without a Hearing.** Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

**KEY: Proposed Rules** - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

## Department of Employee Relations

### Proposed Permanent Rules Relating to State Employment; Personnel NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING on Proposed Amendments to Rules Governing Personnel, *Minnesota Rules*, 3100.

**Introduction.** The Department of Employee Relations intends to adopt rules without a public hearing following the procedures set forth in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. You may submit written comments on the proposed rules and may also submit a written request that a hearing be held on the rules until November 9, 2005.

**Agency Contact Person.** Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to the agency contact person. The agency contact person is: Mary Jo Erickson at Department of Employee Relations, 200 Centennial Building, 658 Cedar Street, St. Paul, MN 55155, **Phone** (651) 259-3630, **Fax:** (651) 296-8919, and **E-mail:** [mary.jo.erickson@state.mn.us](mailto:mary.jo.erickson@state.mn.us). TTY users may call the Department of Employee Relations at (651) 282-2699.

**Subject of Rules and Statutory Authority.** The proposed rules are revisions of Personnel Rule 3900 to bring it into alignment with the changes made to Minnesota Statutes 43A which affect the state's selection process. The statutory authority to adopt the rules is *Minnesota Statutes*, section 43A.04, subdivision 3. A copy of the proposed rules is published in the *State Register* and a free copy of the rules is available upon request from the agency contact person listed above.

**Comments.** You have until 4:30 p.m. on Wednesday, November 9, 2005, to submit written comment in support of or in opposition to the proposed rules and any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed and the reason for the comment. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules must also be made during this comment period.

**Request for a Hearing.** In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on November 9, 2005. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rules to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the agency when determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

**Withdrawal of Requests.** If 25 or more persons submit a valid written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

**Alternative Format.** Upon request, this Notice 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.

**Modifications.** The proposed rules may be modified as a result of public comment. The modifications must be supported by comments and information submitted to the agency, and the adopted rules may not be substantially different than these proposed rules,



# Proposed Rules

unless the procedure under *Minnesota Rules*, part 1400.2110, has been followed. If the proposed rules affect you in any way, you are encouraged to participate in the rulemaking process.

**Statement of Need and Reasonableness.** A statement of need and reasonableness is now available from the agency contact person. This statement contains a summary of the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. Copies of the statement may be obtained at the cost of reproduction from the agency.

**Lobbyist Registration.** *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Questions regarding this requirement may be directed to the Campaign Finance and Public Disclosure Board at: Suite 190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, **Telephone** (651) 296-5148 or 1-800-657-3889.

**Adoption and Review of Rules.** If no hearing is required, the agency may adopt the rules after the end of the comment period. The rules and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the rules are submitted to the office. If you want to be so notified, or want to receive a copy of the adopted rules, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

Dated: September 26, 2005

Cal R. Ludeman, Commissioner  
Department of Employee Relations

## 3900.0100 PURPOSE AND SCOPE OF RULES.

Chapters 3900; ~~and 3905; and 3910~~ supplement and clarify the provisions of *Minnesota Statutes*, chapter 43A, which generally affect the rights of or processes available to the general public. They also apply to state employees of the executive branch when the employees participate in any process that is available to the general public. Unless otherwise stated, these rules apply to positions in the civil service in the executive branch, the office of the legislative auditor, the Minnesota State Retirement System, the Public Employees Retirement Association, and the Teachers Retirement Association.

## 3900.0400 DEFINITIONS.

Subpart 1. **Scope.** For purposes of chapters 3900; ~~and 3905; and 3910~~, the terms defined in this part have the meanings given them. Terms used in chapters 3900; ~~and 3905; and 3910~~ which are defined in *Minnesota Statutes*, section 43A.02, ~~and part 3910.0200~~ shall have the meanings there given them.

[For text of subps 2 and 3, see M.R.]

Subp. 4. **Agency subdivision.** "Agency subdivision," for purposes of affirmative action, means a state hospital or nursing home, state school, state ~~university, community college or university~~, correctional facility, or regional or district office, or any other organizational unit under the jurisdiction of a state agency, which is geographically separate and which has an appointing authority.

Subp. 4a. **Applicant with a disability.** "Applicant with a disability" means any applicant who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having an impairment.

An applicant with a disability does not include any individual who is an alcohol or drug abuser whose current use of alcohol or drugs prevents the individual from performing the duties of the job in question or whose employment, by reason of the current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.

[For text of subp 5, see M.R.]

Subp. 6. **See repealer.**

Subp. 7. **Emergency employee.** "Emergency employee" means an employee who is appointed for no more than ~~30~~ 45 aggregate working days in any 12-month period for any single appointing authority.

[For text of subps 8 to 10, see M.R.]

Subp. 12a. **See repealer.**

Subp. 13. **See repealer.**

Subp. 13a. **Job grouping.** "Job grouping" means a cluster of classes with similar recruitment needs. Each class is assigned to a single job grouping by the commissioner.

[For text of subps 14 and 15, see M.R.]

Subp. 16a. **Minimum qualifications.** "Minimum qualifications" are the requirements of a job class or position that are necessary at the time of hire to satisfactorily perform the essential functions of a job.

[For text of subps 17 and 18, see M.R.]

Subp. 19. **Temporary employee.** "Temporary employee" means an employee who is appointed under *Minnesota Statutes*, section 43A.15, subdivision 3, with a definite ending date. A temporary employee's term of employment may not exceed a total of 12 months in any 24-month period in any one agency.

[For text of subps 20 to 22, see M.R.]

## **3900.2100 ADMINISTRATION OF THE WAGE AND SALARY PLAN.**

Subpart 1. **Scope.** This part applies to all classified and unclassified positions in the executive branch, the classified positions in the Office of the Legislative Auditor, the Minnesota State Retirement System, the Public Employees Retirement Association, and the Teachers Retirement Association, which have been assigned to salary ranges by the commissioner. The rule is conditional upon the availability of funds and authorization by the commissioner of finance.

Subp. 2. **Salary upon entry into civil service.** Salary upon entry into civil service should usually be at the minimum rate for the classification. An appointing authority may make an appointment at the second or third step of a range or within 12 percent of the minimum rate for the class when the salary range does not contain steps. An appointing authority must receive prior authorization from the commissioner to make an appointment at or beyond the fourth step of the salary range or more than 12 percent above the minimum rate when the range does not contain steps. The commissioner may disapprove an unauthorized salary offer by an appointing authority beyond the third step of a salary range or more than 12 percent from the minimum rate. Appointments above the minimum rate must be based upon the exceptional qualifications of the ~~candidate~~ applicant or the unavailability of ~~candidates~~ applicants at the minimum rate. Salaries paid to current employees in the same or related classifications must also be taken into consideration.

Subp. 3. **Salary upon reinstatement ~~or appointment from a reemployment list~~.** If a former employee is reinstated ~~or reemployed~~ in a classification in which the employee was previously employed, the appointing authority may make the appointment at the same rate of pay the employee had been receiving at the time of ~~his or her~~ last separation from that classification plus any automatic adjustments that may have been made since the employee left the civil service or the classification. Appointments above this rate of pay must be approved by the commissioner before they can take effect. Automatic adjustments include, but are not limited to, across-the-board adjustments, equity adjustments, and cost-of-living adjustments and do not include performance-related increases that the employee might have received had ~~he or she~~ the employee remained in the classification.

## **3900.3100 ANNOUNCEMENT OF EXAMINATION ON COMPETITIVE OPEN OR PROMOTIONAL BASIS LIMITATIONS ON APPLICANT ADMISSION.**

The commissioner shall decide whether to ~~announce an examination on a competitive open or competitive promotional basis or both~~ open a vacancy to the general public or limit consideration to applicants who are current employees of the civil service, current permanent and probationary employees who have indicated availability for transfer or demotion to the class of the vacancy, or former permanent and probationary employees of the class of the vacancy who have indicated availability for reinstatement to the class. To make this decision, the commissioner shall consider:

[For text of items A to E, see M.R.]

## **3900.3200 PUBLIC NOTICE OF EXAMINATIONS.**

The commissioner shall provide public notice of ~~the opening of competitive open examinations by posting announcements on the public bulletin board at the department for at least seven days~~ application requirements and procedures. The commissioner shall also provide public notice, for not less than 24 hours, of any unlimited classified vacancy which is open to the general public. The commissioner may publicize ~~examination announcements~~ this information in any way ~~he or she~~ the commissioner considers appropriate to attract qualified applicants. These ways may include providing notice of announcements in newspapers or appropriate public offices. Vacancy announcements must specify the title of the class/class option, typical job duties, minimum qualifications, location, employment conditions, travel status, and job grouping of the vacancy; the application process; and any specified limitations on applicant consideration.

## **3900.3400 EXPENSES OF CANDIDATES APPLICANTS FOR CIVIL SERVICE POSITIONS.**

The commissioner or an appointing authority may pay travel expenses for ~~candidates or eligible~~ applicants invited to participate in oral ~~examinations~~ assessments or employment interviews. In determining to pay travel expenses, the commissioner or an appointing authority will consider the availability of qualified ~~candidates~~ applicants, the needs of the agency or state service, and the availability of funds. Any expenses paid are subject to the provisions of the commissioner's plan, established under *Minnesota Statutes*, section 43A.18, subdivision 2, regarding types and maximum amounts of reimbursement.

## **3900.4100 APPLICATIONS FOR COMPETITIVE OPEN EXAMINATIONS APPLICATION REQUIREMENTS TO BE ADMITTED TO THE RESUME DATABASE.**

Applicants shall apply ~~for competitive open examinations~~ on paper or electronic forms prescribed by the commissioner. The forms must be used to ask for information for use in the ~~examination~~ selection and appointment process, including an indication of applicant availability for certain geographic locations, employment conditions, job groupings, or travel. The application form must contain a statement providing that false information on the application may subject the applicant to the penalty provisions of *Minnesota Statutes*, section 43A.39. It must also contain a statement explaining why private or confidential information is being collected and the purpose for which it is to be used and must indicate that the appointing authority has the right to verify information provided in the application. The

# Proposed Rules

commissioner will notify applicants whose applications are rejected of the reasons for rejection and the corrective action to be taken before the application may be accepted.

## **3900.4200 ADMISSION TO EXAMINATIONS CONSIDERATION OF APPLICANTS FOR INDIVIDUAL VACANCIES.**

Subpart 1. **~~In general Admission to applicant pool.~~** The ~~commissioner~~ appointing authority shall ~~admit to examinations~~ review the qualifications of all applicants who indicate an interest in being considered for a particular vacancy, whose completed applications are received at the place specified and who meet any limitations on applicant admission in the ~~examination~~ vacancy announcement ~~on or before the specified date~~, and shall admit to the applicant pool any such applicant who meets the minimum qualifications. The appointing authority shall also admit to the applicant pool any identified individuals whose applications were received in the resume database and who appear to best meet the announced minimum qualifications and limitations on admission, and who indicated availability for the geographic location, employment condition, shift, travel status, and job grouping specified in the vacancy notice. The appointing authority may consider additional qualified applicants who may have indicated availability for different locations, employment conditions, travel status, and job groupings if the original number of applicants available is insufficient to fill the vacancy.

The ~~commissioner~~ appointing authority may ~~admit consider~~ an applicant who has submitted an incomplete timely application but shall require completion of the application. The ~~commissioner shall~~ appointing authority may withdraw the applications of ~~from consideration~~ applicants who fail to respond to requests for information within a specified period.

Subp. 2. **~~Limited admissions Additional limits to consideration.~~** The ~~commissioner may limit admission to those applicants who indicate their availability for geographic locations and employment conditions specified in the examination announcement. The appointing authority may limit consideration in the following ways if public notice of the intent to do so is provided in the vacancy announcement:~~

A. The ~~commissioner~~ appointing authority may ~~announce limit~~ the maximum number of ~~candidates~~ applicants whose names will be placed on the list or who will be permitted to compete in any of the separate ~~examination assessment~~ parts. Criteria for how this determination will be made must be included in the public notice.

B. The ~~commissioner~~ appointing authority may ~~admit candidates~~ applicants to later ~~examination assessment~~ parts in rank order of their rating on the previous parts; ~~and may invite additional candidates to complete the examination process as the need arises to create or expand an eligible list.~~

Subp. 3. **~~Refusal to admit to an examination Removal from consideration.~~** To protect the security of an examination, the commissioner may refuse to admit an applicant to an examination or examination part when the applicant has taken the same examination or examination part within the preceding six months. In deciding whether to let an applicant repeat an examination or examination part, the commissioner shall consider the type of examination questions involved, the effect of memory and practice, the availability of untested applicants, and other circumstances regarding the examination, needs of agencies, and situations of individual applicants. If the same examination or examination part is used more than once within a six-month period for the same or a different classification, an applicant who has been refused admission because of a six-month retest prohibition may submit an application and have the score he or she obtained on the previous examination or examination part apply to the subsequent examination or examination part.

The ~~commissioner~~ appointing authority may remove from further consideration the applications of candidates ~~for a vacancy an applicant who do;~~

- A. does not appear at the scheduled time or place for an ~~examination or examination part~~ assessment or interview;
- B. fails to respond within seven days from the date of mailing to a written or electronic inquiry about availability for appointment;
- C. declines an appointment under conditions the applicant previously indicated would be acceptable;
- D. fails to report for work within the time period prescribed by the appointing authority;
- E. fails to maintain a record of current address;
- F. does not meet the minimum requirements of the position;
- G. does not successfully complete an assessment that is part of the selection process for the vacancy; or
- H. does not follow instructions specified in the vacancy announcement.

Subp. 4. **~~Notice of admittance and refusal to admit assessment.~~** The ~~commissioner~~ appointing authority shall notify candidates applicants of the date, time, and place for those parts of the ~~examination assessment~~ process which require the ~~candidate applicant~~ to appear in person.

The commissioner shall give an applicant the reasons for refusing to accept an application or to admit an applicant to an examination or examination part.

## **3900.4300 CHANGE OF APPLICATION DEADLINE OR EXAMINATION ASSESSMENT DATE OR CANCELLATION OF A VACANCY NOTICE.**

The commissioner may postpone the last date for filing applications and appointing authority may revise the date of any examination assessment part or may cancel an examination assessment or examination part. In these cases, the commissioner shall notify candidates vacancy notice by notifying applicants for the vacancy of the new date or cancellation.



## **3900.4400 ADMINISTRATION OF EXAMINATIONS ASSESSMENTS.**

The commissioner will administer ~~all examination parts~~ assessments that are part of the selection process at the time and place and by the personnel ~~he or she~~ the commissioner decides most nearly meet the needs of the service.

## **3900.4500 SCORING OF EXAMINATIONS ASSESSMENT OF APPLICANTS.**

**Subpart 1. Determination of qualifications.** The commissioner shall decide the appropriate scientific techniques and procedures to be used to ~~score examinations and to determine the ratings of candidates~~ assess whether applicants meet the minimum and preferred qualifications of the position. The commissioner shall set the minimum ~~rating qualifications for achieving eligibility~~ the position considering the requirements of the class ~~and the number of vacancies anticipated while the eligible list is in force.~~ Final ratings of candidates ~~will be determined by computing the earned rating on each examination part in accordance with the weights established for each part and the position.~~ The commissioner may require ~~candidates~~ applicants to obtain a minimum rating on each ~~examination assessment~~ part in order to receive a final passing rating or to pass all preceding ~~examination assessment~~ parts in order to be rated on the remaining parts of the ~~examination assessment~~ process. ~~Veterans~~ Veteran's preference points will be assigned ~~in accordance with~~ according to Minnesota Statutes, section 43A.11, and applied only after ~~a candidate~~ an applicant has attained a final passing examination rating ~~met the minimum qualifications of the position.~~ ~~Where rating procedures involve assignment of a numerical score, a score of 70 is required to pass and a score of 100 is the maximum score.~~

The commissioner may revise the minimum qualifications of a position by providing public notice of the changes. Applicants who have already applied will be re-evaluated based on the new qualifications. The appointing authority shall also reconsider applicants whose applications were received in the resume database based on the revised qualifications.

**Subp. 2. Frequency of access to assessment methods.** To protect the security and validity of an assessment method, the commissioner may refuse to allow an applicant to retake an assessment when the applicant has taken the same assessment within the preceding six months. In deciding whether to let an applicant repeat an assessment, the commissioner shall consider the type of assessment questions involved, the effect of memory and practice, the availability of unassessed applicants, and other circumstances regarding the assessment, the needs of the agency, and situations of individual applicants. If the same assessment is used more than once within a six-month period for the same or a different classification, applicants who have been refused the opportunity to retake the assessment because of a six-month prohibition will be considered based upon their results obtained on the previously taken assessment.

## **3900.4700 EXPLANATION AND APPEALS OF EXAMINATION RATINGS QUALIFICATIONS DETERMINATION.**

**Subpart 1. Procedures.** Upon request, the ~~commissioner~~ appointing authority shall give ~~a candidate~~ an applicant or ~~his or her~~ an authorized representative an explanation of the methods used to ~~determine an examination rating~~ assess whether the applicant met the minimum/preferred qualifications for a vacant position to which the applicant expressed interest. ~~A candidate~~ An applicant may appeal to the ~~commissioner~~ appointing authority in writing for reconsideration of ~~his or her examination rating~~ the applicant's qualifications. The appeal must be received in the ~~department~~ agency within 30 calendar days of the date on the notice of ~~examination rating~~ the original determination and shall state the grounds for the appeal. The ~~commissioner~~ appointing authority shall grant a review on the grounds of error, irregularity, or fraud in the conduct or scoring of ~~the examination~~ any assessments or upon submission of additional information affecting the original ~~rating determination.~~

**Subp. 2. Review of other candidate ratings applicants' status.** If a review discloses errors, fraud, or irregularities affecting the ~~ratings assessment~~ of other ~~candidates~~ applicants, the review may be extended to the ~~ratings assessment~~ of those ~~candidates~~ applicants.

**Subp. 3. Rating Determination change required.** The ~~commissioner~~ appointing authority must change the ~~rating final determination~~ of ~~a candidate~~ an applicant's ability to meet minimum/preferred qualifications if additional information affecting the original ~~rating determination~~ is submitted or if an error was made in the original ~~rating determination~~, or must order a new ~~examination assessment~~ or a revision to the ~~examination assessment~~ for the ~~candidate~~ applicant or for all ~~competitors~~ applicants if an error or irregularity occurred in the conduct or scoring of the ~~examination assessment.~~

**Subp. 4. Effect of rating determination change.** A change made in the ~~rating determination~~ of ~~a candidate~~ an applicant's ability to meet the minimum/preferred qualifications of a position as the result of an appeal will not affect an appointment already made in good faith as the result of original ~~ratings determinations.~~

## **3900.5100 TEST ACCOMMODATIONS FOR APPLICANTS WHO ARE HANDICAPPED WITH DISABILITIES.**

Applicants ~~who are handicapped with disabilities~~ may request that an ~~examination process assessment procedure~~ be altered to accommodate their handicaps. ~~The applicant shall indicate disabilities on the standard written or electronic application form prescribed in part 3900.4100 the handicapping condition which substantially limits one or more major life activities and the specific accommodation desired.~~

The ~~commissioner~~ appointing authority shall consider the following in reviewing requests for ~~test assessment procedure~~ accommodations: whether the content and form of the ~~examination assessment procedure~~ would make the requested accommodations necessary; whether the requested accommodations would compromise the validity or job-relatedness of the ~~examination assessment procedure;~~ and

# Proposed Rules

whether the requested accommodations can reasonably be made. The ~~commissioner appointing authority~~ shall decide whether to ~~admit the applicant to the examination if it is open to application and to~~ make the requested accommodations or to deny the request for accommodations. If the ~~commissioner appointing authority~~ denies the request for accommodations, the applicant shall be offered the choice of ~~appealing the decision to the commissioner, participating in the competitive examination process if it is open for application assessment procedure offered to other applicants or, if the commissioner determines that the applicant meets the eligibility criteria specified in Minnesota Statutes, section 43A.10 43A.15, subdivision 8 14, of participating in a qualified handicapped examination in accordance with an on-the-job demonstration process according to part 3900.5200.~~

## **3900.5200 QUALIFIED HANDICAPPED EXAMINATION ON-THE-JOB DEMONSTRATION PROCESS AND APPOINTMENT.**

Subpart 1. **Criteria for offering.** The commissioner may offer applicants whose ~~handicaps disabilities~~ are so severe that they cannot be accommodated in the ~~competitive examination selection process a qualified handicapped examination in accordance with an opportunity to participate in an on-the-job demonstration process according to Minnesota Statutes, section 43A.10 43A.15, subdivision 8 14. A qualified handicapped examination~~ The on-the-job demonstration process shall consist of an on-the-job trial work experience of up to 700 hours. The commissioner shall approve ~~a qualified handicapped examination an on-the-job demonstration process~~ if the commissioner determines that not all of the standard ~~examination selection~~ requirements need to be met for some positions in the class and whether the job duties or procedures can be altered so that the applicant could perform the essential duties of a position in the class.

Subp. 2. **Placement.** ~~A candidate~~ An applicant admitted for ~~a qualified handicapped examination an on-the-job demonstration process~~ must be given a list of agencies having positions in the class and written authorization by the commissioner to seek a vacant position in the class. The ~~candidate applicant~~, with the help of a placement and referral specialist in a rehabilitation program recognized by the state, may contact the agencies to develop a suitable placement. The commissioner in accordance with ~~Minnesota Statutes, section 43A.10 43A.15, subdivision 8 14, shall authorize an examination in on-the-job demonstration process for any position determined suitable by the candidate applicant, counselor, and appointing authority.~~

Subp. 3. **Completion or termination of examination process.** ~~A qualified handicapped examination~~ An on-the-job demonstration process may be successfully completed at any time during the 700 hours of work experience if the appointing authority notifies the commissioner that the ~~candidate applicant~~ can satisfactorily perform the essential duties of the position and is eligible for probationary appointment ~~in accordance with according to Minnesota Statutes, section 43A.13 43A.15, subdivision 6 14. A qualified handicapped examination~~ An on-the-job demonstration process may be terminated at any point during the 700 hours of work experience, except for the first 30 scheduled work days from the date of the start of the ~~examination process~~, if the appointing authority notifies the commissioner that the ~~candidate applicant~~ cannot satisfactorily perform the essential duties of the position. ~~A candidate~~ An applicant terminated from ~~a qualified handicapped examination an on-the-job demonstration process~~ shall be authorized to seek placement in other positions in the class if the commissioner decides that the ~~candidate's applicant's~~ inability to perform was limited to duties essential to the specific position in which ~~he or she the applicant~~ was placed but which are not essential for other positions in the class.

## **3900.5300 NOTICE.**

The ~~commissioner appointing authority~~ shall notify an applicant ~~who is handicapped with a disability~~ and, upon request, provide a written statement of the reasons for the decision; ~~of any of the following decisions:~~

A: to provide or deny a request for ~~test assessment~~ accommodations except when the ~~test~~ accommodation is unnecessary due to the ~~examination selection process format; or,~~

B: The commissioner shall notify an applicant with a disability and, upon request, provide a written statement of the reasons for the ~~decision to admit or deny admission to a competitive or qualified handicapped examination an on-the-job demonstration process.~~

## **3900.6650 DURATION OF AVAILABILITY IN RESUME DATABASE.**

The commissioner will retain an applicant's availability in the resume database for at least one year from the date an applicant's completed application is received, or until the applicant is appointed to a position, whichever comes first.

## **3900.6700 CHANGES IN ELIGIBLE PERSON'S APPLICANT'S AVAILABILITY.**

~~Eligibles~~ Applicants may ~~notify the commissioner of~~ update the resume database with changes in their availability at any time ~~while the eligible list is in force.~~

## **3900.7500 APPOINTMENTS.**

Positions in the classified service must be filled by appointments from ~~eligible lists the applicant pool~~ except as otherwise provided by chapters 3900; ~~and 3905; 3910;~~ and *Minnesota Statutes*, chapter 43A. An appointing authority may select an ~~eligible applicant from an eligible list the applicant pool~~ after comparing the knowledge, skills, and abilities of the ~~eligibles applicant~~ with the specific needs of the position and agency. Specific needs include meeting agency affirmative action goals.

The appointing authority is responsible for verifying all job-related information on all prospective employees for civil service positions. On or before the appointment date, the appointing authority should explain to the prospective employee ~~his or her~~ the proposed classification title, employment status, salary, and terms and conditions of employment. The appointing authority shall submit appropriate appointment forms to the commissioner which must include the effective date of appointment. Appointments made from eligible lists ~~the applicant pool~~ are effective only on or after the date of certification completion of the selection process.

### **3900.8100 OTHER MEANS OF FILLING CIVIL SERVICE POSITIONS.**

In addition to filling vacancies in the civil service by appointing ~~certified eligibles from the applicant pool~~, appointing authorities may make noncompetitive, qualifying, ~~labor service~~, work training, revenue seasonal, internship, or unclassified appointments ~~in accordance with~~ according to Minnesota Statutes. Those appointments may be made when authorized by the commissioner or by statute and are subject to parts 3900.8200 to 3900.9000.

### **3900.8200 EMERGENCY APPOINTMENTS.**

An appointing authority may make an emergency appointment to meet unique and immediate needs. The appointing authority may appoint any person ~~he or she considers~~ considered qualified. Appointments are limited to ~~30~~ 45 working days in any 12-month period by *Minnesota Statutes*, section 43A.15, subdivision 2.

### **3900.8300 TEMPORARY APPOINTMENTS.**

The commissioner may approve an appointing authority's written request for a temporary appointment for:

[For text of items A to C, see M.R.]

D. unusual documented instances, when an appointing authority asks to make a temporary appointment of six months or less to a position otherwise authorized for more than six months.

The commissioner may, in the best interest of the state, grant an extension of a temporary appointment to a maximum period of one year.

An appointing authority may request authorization to make a direct temporary appointment of any person ~~he or she considers~~ considered qualified ~~in accordance with~~ according to Minnesota Statutes, section 43A.15, subdivision 3. The commissioner may ~~certify~~ any authorize the appointing authority to search the state's resume database for a qualified ~~eligible from an appropriate eligible list or may authorize the appointing authority applicant or~~ to make a direct appointment of a person ~~he or she considers~~ considered qualified or both. In making this decision, the commissioner will consider requests from the appointing authority, the anticipated length of the temporary appointment, and the number and availability of eligibles applicants for temporary appointments.

### **3900.8400 PROVISIONAL APPOINTMENTS.**

Subpart 1. **Authorization.** The commissioner may authorize a provisional appointment ~~in accordance with~~ according to Minnesota Statutes, section 43A.15, subdivision 4, after considering the following documentation submitted by the appointing authority:

A. ~~an explanation of the urgent reason for filling the vacancy which makes it impractical to await results of a competitive examination;~~

B: a statement that ~~there is no appropriate eligible list available or that all eligible candidates on an incomplete certification from an eligible list are unavailable or unsuitable for appointment~~ applicant is suitable or available for appointment, including a specific statement of the job-related reasons for determining an eligible applicant to be unsuitable; and

~~C: B.~~ a description of the nominee's qualifications in the form prescribed by the commissioner to ~~permit examination of the nominee's qualifications to determine whether the nominee is qualified to be provisionally appointed to the position as required by Minnesota Statutes, section 43A.15, subdivision 4 demonstrating that the person to be provisionally appointed is qualified in all respects except completion of a licensure or certification requirement.~~

Subp. 2. **Termination.** The appointing authority shall terminate a provisional appointment 90 days after the commissioner provides ~~a certification from which an applicant who is suitable and qualified for appointment could be made~~, or after six months, whichever is earlier. However, in individual cases, the commissioner may grant exceptions and extend provisional appointments ~~in accordance with~~ according to Minnesota Statutes, section 43A.15, subdivision 4, if the appointing authority documents a continued shortage of qualified eligibles and suitable applicants, and the provisional appointee is continuing to work to complete the licensure or certification requirement.

### **3900.8500 EMPLOYEE TRANSFERS FROM OTHER PUBLIC JURISDICTIONS.**

Subpart 1. **Permitted transfers or demotions.** The commissioner may approve the transfer or voluntary demotion of an employee from another public jurisdiction if the following conditions are met:

A. the employee is currently working in the other public jurisdiction or has worked in the other public jurisdiction within the preceding year;

B. the position held by the employee in the other public jurisdiction is covered by a personnel system with competitive entry and promotion standards, comparable in duties and responsibilities to the Minnesota classified position, and compensated at a level similar to

# Proposed Rules

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or higher than the position to which the employee is being transferred or demoted; and

C. the employee meets the qualifications for the position to which the employee is being transferred or demoted.

Subp. 2. **Disallowed transfers.** The commissioner shall not approve the transfer of an employee to a position funded by a grant-in-aid program from a public jurisdiction without a federally approved merit system.

**REPEALER.** *Minnesota Rules*, parts 3900.0400, subparts 6, 12a, and 13; 3900.4600; and 3900.6200, are repealed.

## Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule. If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed. If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

**KEY: Proposed Rules** - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

## Department of Agriculture

### Adopted Permanent Rules Relating to Rural Finance Authority

The rules proposed and published at *State Register*, Volume 29, Number 46, pages 1345-1352, May 16, 2005 (29 SR 1345), are adopted as proposed.

# Revenue Notices

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

## Department of Revenue

### Revenue Notice # 05-09: Sales and Use Tax – Low Income Housing Exemption – Owner

#### Background

*Minnesota Statutes*, section 297A.71, subdivision 23, provides a sales tax exemption for purchases of construction materials and supplies to be used for qualified low-income housing projects. The exemption applies if (1) the project is a qualified low-income housing project as defined in subdivision 23 and (2) the owner is one of the entities identified in the subdivision. Clause (a)(5) of subdivision 23 provides that the exemption may apply if the owner of the project is an owner entity as defined in the *Code of Federal Regulations*, title 24, section 941.604.

Section 941.604 of title 24 of the *Code of Federal Regulations* contains a definition of a Public Housing Agency (“PHA”) and defines the term “owner entity” as “The entity that will own the public housing units, if the PHA holds less than one hundred percent of the ownership interest; or the lessee under a ground lease from the PHA. The owner entity may be a partnership that includes the PHA.” Section 941.604 further defines “Public housing unit” under the *United States Housing Act of 1937* as “A unit that is eligible to receive operating subsidy pursuant to section 9 of the Act (42 U.S.C. 1437g).”

#### Issue

Can a developer, who isn’t in a partnership with a PHA or doesn’t have a ground lease with a PHA, qualify for the exemption under *Minnesota Statutes*, 297A.71, subdivision 23 as an owner entity, when the PHA has no ownership interest in the low-income housing units?

#### Department Position

Section 9 of the *United States Housing Act of 1937*, entitled “Public Housing Capital and Operating Funds” provides that the operating fund can make assistance available to public housing agencies for the operation and management of public housing, including the costs associated with the operation and management of mixed finance projects. Under certain circumstances, a developer who is not in a partnership with a PHA, who doesn’t have a ground lease with a PHA, and who has a 100 percent ownership interest in the low-income housing units can meet the definition of being an owner entity under section 941.604. To qualify as an owner entity, a private developer who is the sole owner of the project and a PHA must have entered into a Development Agreement, which sets the business terms and performance standards for the transaction, and a Regulatory and a Operating Agreement, which outlines the steps required to ensure that the public housing will be operated in accordance with all legal and contractual requirements. Copies of the two agreements must be provided to the department in order for sales tax refunds to be issued under this exemption when the taxpayer is claiming to be an owner entity under the *Code of Federal Regulations*.

Publication Date: October 10, 2005

JOHN H. MANSUN, Assistant Commissioner  
for Tax Policy and External Relations



# 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 Comprehensive Health Association Notice of Meeting of the Enrollee Appeal Committee

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Enrollee Appeal Committee will be held at 1:30 p.m. on Thursday, October 13, 2005, at the MCHA executive office located at 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

This meeting may be closed to the public, if so requested by the appellant(s), pursuant to *Minnesota Statutes* 62E.10, subd. 4.

For additional information, please call Lynn Gruber at (952) 593-9609.

## Minnesota Comprehensive Health Association Notice of Public Meetings on MCHA's High Deductible Health Plans (HDHP)

**NOTICE IS HEREBY GIVEN** that a representative of the Minnesota Comprehensive Health Association's (MCHA) executive staff and a representative of the Minnesota Department of Commerce will hold public meetings on *MCHA's High Deductible Health Plans (HDHP)* in Minnesota as indicated below. The purpose of the meetings is to allow MCHA enrollees an opportunity to learn about, and comment on, the new HDHPs available in January of 2006

For additional information, please call Peggy Zimmerman-Belbeck at (952) 593-9609.

### Schedule of 2005 Public Meetings on MCHA's High Deductible Health Plans (HDHPs)

<u>LOCATION</u>	<u>DATE</u>	<u>TIME</u>
<b>BLOOMINGTON</b> Sheraton Bloomington Hotel 7800 Normandale Blvd. Bloomington, MN (952) 835-7800	<b>Tuesday, October 25, 2005</b>	<b>6:30 pm</b>
<b>ST. PAUL</b> Holiday Inn St. Paul East 2201 Burns Avenue (I-94 East & Mcknight Rd.) St. Paul, MN 55119 (651) 731-2220	<b>Wednesday, October 26, 2005</b>	<b>6:30 pm</b>
<b>ROCHESTER</b> Ramada Hotel & Conference Ctr. 1517 SW 16 <sup>th</sup> Street Rochester, MN (507) 289-8866	<b>Thursday, October 27, 2005</b>	<b>6:30 pm</b>
<b>ST. CLOUD</b> Comfort Inn St. Cloud 4040 Second Street, S. St. Cloud, MN 56301 (320) 251-1500	<b>Tuesday, November 1, 2005</b>	<b>6:30 pm</b>

**BRAINERD**

Ramada Inn  
2115 S. 6<sup>th</sup> Street  
Brainerd, MN 56401  
(218) 829-1441

**Wednesday, November 2, 2005****6:30 pm****DULUTH**

Hampton Inn  
310 Canal Park Drive  
Duluth, MN 55802  
(218) 720-3000

**Thursday, November 3, 2005****6:30 pm**

In case of inclement weather, please call the hotel to be informed of meeting cancellation.

## **Minnesota Comprehensive Health Association**

### **Notice of Public Meetings on MCHA's Medicare Part D Prescription Drug Coverage**

**NOTICE IS HEREBY GIVEN** that a representative of the Minnesota Comprehensive Health Association's (MCHA) executive staff and a representative of the Minnesota Department of Commerce will hold public meetings on *Medicare Part D Prescription Drug Coverage* in Minnesota as indicated below. The purpose of the meetings is to allow MCHA enrollees an opportunity to learn about, and comment on, the new Medicare Part D prescription drug coverage. Medicare Part D coverage will go into effect on January 1, 2006.

For additional information, please call Peggy Zimmerman-Belbeck at (952) 593-9609.

#### **Schedule of 2005 Public Meetings on MCHA's Medicare Part D Prescription Drug Coverage**

**LOCATION**

BLOOMINGTON  
Sheraton Bloomington Hotel  
7800 Normandale Blvd.  
Bloomington, MN  
(952) 835-7800

**DATE**

Tuesday, October 25, 2005

**TIME**

2:00 pm

**ST. PAUL**

Holiday Inn St. Paul East  
2201 Burns Avenue  
(I-94 East & McKnight Rd.)  
St. Paul, MN 55119  
(651) 731-2220

**Wednesday, October 26, 2005****2:00 pm****ROCHESTER**

Ramada Hotel & Conference Ctr.  
1517 SW 16<sup>th</sup> Street  
Rochester, MN  
(507) 289-8866

**Thursday, October 27, 2005****2:00 pm****ST. CLOUD**

Comfort Inn St. Cloud  
4040 Second Street, S.  
St. Cloud, MN 56301  
(320) 251-1500

**Tuesday, November 1, 2005****2:00 pm****BRAINERD**

Ramada Inn

**Wednesday, November 2, 2005****2:00 pm**

# Official Notices

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2115 S. 6<sup>th</sup> Street  
Brainerd, MN 56401  
(218) 829-1441

**DULUTH**  
Hampton Inn  
310 Canal Park Drive  
Duluth, MN 55802  
(218) 720-3000

**Thursday, November 3, 2005**

**2:00 pm**

In case of inclement weather, please call the hotel to be informed of meeting cancellation.

## Minnesota Historical Society State Review Board Regular Meeting

A meeting of the State Review Board of the Minnesota Historical Society to consider nominations to the National Register of Historic Places will be held on Tuesday, October 25, 2005, in the Cargill Commons, MacMillan Education Wing, Minnesota Historical Society History Center, St. Paul, Minnesota. The State Review Board will meet at 7:00 p.m. for an informational presentation on program activities made by the Preservation Office staff. The meeting will be called to order and consideration of the meeting's agenda will begin at 7:30 p.m. A sign language interpreter is available with one weeks notice, and auxiliary aids are available with two weeks notice. Call (651) 296-5434, or TTY 800-627-3529. For further information contact the State Historic Preservation Office, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102, (651) 296-5434.

## Department of Labor and Industry Labor Standards Unit

### Notice of Correction to Commercial Prevailing Wage Rates for Ironworkers in Clay County

A **correction** has been made to the Commercial Prevailing Wage Rates certified 12/27/04, for **Labor Code 412**, Ironworkers, in **Clay County**.

Copies with the correction of the certified wage rates for these Counties 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 web site at [www.doli.state.mn.us](http://www.doli.state.mn.us). Charges for the cost of copying and mailing are \$.25 per page. Make check or money order payable to the State of Minnesota.

M. Scott Brener  
Commissioner

## Metropolitan Council

### 2006 Disadvantaged Business Enterprise Program (DBE) Goal

The Metropolitan Council's Disadvantaged Business Enterprise Program (DBE) and goal request for fiscal year 2006 has been submitted to the Federal Transportation Administration (FTA), pursuant to part 26 of the Code of Federal Regulations, Chapter 49. When approved the Council's overall DBE goal of 16.5% for DOT-assisted contracts will be effective from October 2, 2005 through September 30, 2006. This goal and a description of how it was set is available for inspection during normal business hours at the Council offices for 45 days from the date of this notice. Comments, which are for information purposes only, may be sent to the Director, Office of Diversity and Equal Opportunity, Metropolitan Council, Mears Park Centre, 230 E. Fifth St., St Paul, MN 55101; or the U.S. Department of Transportation, 400 7th St., SW, Washington, DC 20590.

## **Public Employees Retirement Association**

### **Notice of Meeting of the Board of Trustees**

A meeting so the Board of Trustees of the Public Employees Retirement Association (PERA) will be held on Thursday, October 13, 2005, at 9:30 a.m., in the PERA offices, 60 Empire Drive, Room 117, Saint Paul, Minnesota

## **Minnesota Rural Finance Authority**

### **Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond on Behalf of Peter A. and Amie L. Fluth**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on November 1, 2005, at 9 A.M., Department of Agriculture Building, Agricultural Finance Division, 625 Robert Street North, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of a hog farm located four miles west of Cambridge, MN on Highway 95; Section 28-T36-R24, Springvale Township, Isanti County, Minnesota on behalf of Peter A. Fluth and Amie L. Fluth, (the Borrower/s).

The maximum aggregate face amount of the proposed bond issue is \$200,000.00.

The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: October 5, 2005

Jim Boerboom  
RFA Director

## **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 Health**

### **Environmental Health Division**

#### **Request for Proposals for Lead-Safe Housing Grant**

The Minnesota Department of Health (MDH) intends to award a one-year grant totaling up to \$25,000 with an option to continue the grant for an additional \$25,000 for a second year. The grant is authorized under *Minnesota Statutes*, section 144.9507, subdivision 3, to provide temporary lead-safe housing and relocation costs for families displaced by lead hazard reduction being done in their primary residence. Grants may be awarded to one or more applicants.

The grant year will start on December 1, 2005 and end on November 30, 2006, with the optional second year starting on December 1, 2006 and ending on November 30, 2007. **An incomplete application will not be funded.** Additional information will **not** be accepted after the due date for applications.

This grant is competitive. Applicants for previous grants should be aware that each application must stand on its own merits. Information that was submitted in previous applications and MDH staff's personal knowledge of the applicant will not be considered in scoring. Exception: An applicant who previously received any MDH grant and failed to fulfill the terms of that grant may not be considered for funding.

Grantees will be required to prepare and submit progress reports and cost reimbursement requests (invoices) to MDH each quarter of

# State Grants & Loans

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the grant year. Invoices must be itemized. MDH cannot reimburse a grantee for any expenses incurred before a grant contract is fully executed.

Grant applications must be postmarked by **November 4, 2005**, or be hand delivered by 4:00 p.m. on **November 7, 2005**. Submit only one copy. Grant applications and questions should be addressed to:

Nancy La Plante  
Minnesota Department of Health  
Environmental Health Division  
625 Robert Street North  
PO Box 64975  
St. Paul, Minnesota 55164-0975  
**Telephone:** (651) 204-4608  
**Fax:** (651) 201-4604  
**E-mail:** [nancyjo.laplante@health.state.mn.us](mailto:nancyjo.laplante@health.state.mn.us)

Other department personnel are not allowed to discuss the Requests for Proposal with anyone, including responders, before the proposal submission deadline.

## Eligible Applicants

Applicants must be boards of health with responsibility under *Minnesota Statutes*, section 144.9504, for responding to reports of elevated blood lead levels.

## Eligible Costs

Costs associated with relocating any low-income resident into a temporary residence during lead hazard reduction activities are:

1. Inspecting a temporary residence prior to renting or leasing it. The residence must be found to be free of deteriorating lead-based paint, bare lead-contaminated soil and dust, and lead-contaminated drinking water.
2. Renting or leasing the temporary residence (may include damage deposits, utilities, furnishings and supplies).
3. Cleaning the temporary residence after the family returns to their permanent residence (may include exterminator services, if necessary).
4. Moving expenses up to \$250 per family;
5. Administrative costs of the board of health to conduct the administrative activities of the grant (may include salary and fringe benefits);
6. Staff training costs related to providing lead-related health education to families using lead-safe, temporary housing.

## Grant Application Contents

Applicants must include the following in their grant application submittals:

### A. General Information

1. Identify the board of health for which the application is submitted.
2. Provide documentation that the board of health authorized the application. This documentation may be a board resolution specific to this application or a resolution that authorizes an individual to apply for grant applications on behalf of the board.
3. Affirm that no one under the age of 18 years will perform regulated lead work.
4. Describe the clientele and service area in terms of people living in an area of high risk for toxic lead exposure.
5. Describe all services to be provided.

### B. Itemized Budget

1. Describe how expenditures and progress reports relating to the activities done under the grant will be provided to MDH.
2. Describe budgetary line items.
3. List line item dollar amounts and the total grant amount requested.

### C. Schedule

1. List the planned starting date.
2. List the planned end date.



### Department of Health

#### Environmental Health Division

#### Request for Proposals for Swab Team Services Grant

The Minnesota Department of Health (MDH) intends to award a one-year grant totaling up to \$100,000 with an option to continue the grant for an additional \$100,000 for a second year. The grant is authorized under *Minnesota Statutes*, section 119A.46 to provide swab team services training to workers and property owners, and to provide swab team services on residential properties. Grant funds may also be used to remove and replace building components that are identified by a licensed lead risk assessor as being a deteriorated component that also has deteriorated lead-based paint on them.

Grants may be awarded to one or more applicants, and two or more applicants may apply jointly. Priority will be given to community action agencies in greater Minnesota and to either community action agencies or neighborhood-based nonprofit organizations in cities of the first class.

The grant year will start on December 1, 2005, and end on November 30, 2006, with the optional second year starting on December 1, 2006 and ending on November 30, 2007. **An incomplete application will not be funded.** Additional information will **not** be accepted after the due date for applications.

This grant is competitive. Applicants for previous grants should be aware that each application must stand on its own merits. Information that was submitted in previous applications and MDH staff's personal knowledge of the applicant will not be considered in scoring. Exception: An applicant who previously received any MDH grant and failed to fulfill the terms of that grant may not be considered for funding.

Grantees will be required to prepare and submit progress reports and cost reimbursement requests (invoices) to MDH each quarter of the grant year. Invoices must be itemized. MDH cannot reimburse a grantee for any expenses incurred before a grant contract is fully executed.

Grant applications must be postmarked by **November 4, 2005**, or be hand delivered by 4:00 p.m. on **November 7, 2005**. Submit only one copy. Grant applications and questions should be addressed to:

Nancy La Plante  
Minnesota Department of Health  
Environmental Health Division  
625 Robert Street North  
PO Box 64975  
St. Paul, Minnesota 55164-0975  
**Telephone:** (651) 204-4608  
**Fax:** (651) 201-4604  
**E-mail:** [nancyjo.laplante@health.state.mn.us](mailto:nancyjo.laplante@health.state.mn.us)

Other department personnel are not allowed to discuss the Requests for Proposal with anyone, including responders, before the proposal submission deadline.

#### Eligible Applicants

An eligible applicant must be:

- Certified lead contractors;
- Licensed lead supervisors;
- Cities;
- Boards of health;
- Community health departments;
- Community action agencies, as defined in Minnesota Statutes, section 119A.374; or
- Community development corporations.

#### Eligible Costs

Costs associated with providing training for swab team services to workers and property owners, and costs associated with conducting swab team services and component replacement for primary and secondary prevention to meet the requirements of *Minnesota Statutes*, section 144.9503, subdivision 4 and section 144.9504, subdivision 6 are:

A. Labor costs for:

1. conducting training of swab team workers,

# State Grants & Loans

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2. conducting interim controls as defined in *Minnesota Statutes*, section 144.9501, subdivision 13a, and
3. instructing residents and property owners on appropriate lead control techniques, including lead-safe work practices.

Labor costs may include salary and fringe benefits.

B. Supply and equipment costs; including general supplies for training purposes, audio/visual equipment, equipment for hands-on training, and supplies and equipment for conducting interim controls and component replacement.

C. Cleaning supplies for residents to clean lead-contaminated dust in their residences.

D. Lead testing costs; including sample collection supplies, analytical laboratory costs and costs associated with using an x-ray fluorescence analyzer for testing.

E. Training facility costs, including rent or lease agreements.

F. Administrative costs of the grantee to conduct the administrative activities of the grant. Applicants may have up to 12.5 percent of the total annual appropriation for administrative purposes.

## Grant Application Contents

Applicants must include the following in their grant application submittals:

### A. General Information

1. Describe the service(s) to be provided under the grant.
2. Sources of any other funding that is directed to accomplishing the same or similar goals as specified in this request for proposals.
3. Provide documented proof of being a lead certified firm, licensed lead supervisor or the organization's status as one of the eligible organizations. Lead certified firms must also provide proof of workers' compensation and general liability insurance coverage.
4. Affirm that no one under the age of 18 will perform any activities under this grant.
5. Demonstrate an ability to recruit and train individuals living in an area of high risk for toxic lead exposure. Also include your intention to use neighborhood groups and individuals, as swab team workers that are located in these same high risk areas.
6. Describe the plans your company or organization will use to measure program effectiveness.

Additionally, address each of the following items as they pertain to your objectives and goals for the requested grant funds.

## Providing Training of Swab Team Services

7. Demonstrate the knowledge and training of the individuals conducting training and hands-on demonstrations to swab team members.
8. Discuss how your program activities will be coordinated with other federal, state and local public health, job training, apprenticeship and housing renovation programs including programs under *Minnesota Statutes*, section 116L.86 to 116L.881.

## Providing Swab Team Services

9. Describe prior experience in providing swab team services.
10. Affirm that swab team services, and the component replacement activities will only be conducted by lead certified firms and licensed lead supervisors and workers.
11. Affirm that swab team workers will receive monetary compensation equal to the prevailing wage as defined in *Minnesota Statutes*, section 177.42, subdivision 6, for comparable jobs in your organization or certified firm's principal business.
12. Describe how you, your company or your organization will establish a lead screening program for the individuals conducting swab team services.
13. Demonstrate your company's or your organization's experience in working with low-income families.
14. Describe plans to provide residents and property owners the proper education and training on appropriate lead control techniques.
15. Describe plans to provide residents with appropriate cleaning supplies so they can maintain lead-free surfaces within their residences.
16. For purposes of primary prevention evaluations, describe how pre- and post dust samples will be collected on a noncarpeted floor surface, how the extent and location of bare soil and deteriorated lead paint on and within a residential property will be documented and addressed.

### B. Itemized Budgets

1. Describe how expenditures and progress reports relating to the activities done under the grant will be provided to MDH.
2. Describe budgetary line items.
3. List line item and dollar amounts and the total grant amount requested.

### C. Schedule

1. List the planned starting date.
2. Identify milestones.
3. List the planned end date.

## 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](http://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

## Department of Administration

### Subscribing to the *State Register*

The *State Register* helps you with state government business. A subscription gets you the Monday magazine earlier, three days earlier -- at end-of-day on Friday.

- Index to Vol. 30, with LINKS
- Contracts & Grants section, with LINKS
- Early delivery, on Friday
- E-mailed to you . . . its so easy

You receive a growing index to the current Volume 30 so you keep up-to-date on everything in the volume. You receive a list of contracts and grants open for bid. Everything includes LINKS (including the index) that will get you to the information you want with the ease of the click of your mouse. It's all e-mailed to you, on Friday, instead of waiting for an issue to be posted on Monday. A subscription costs \$180 per year. To subscribe, contact Jessie Rahmeyer, our subscriptions manager, at (651) 297-8774, or **Fax:** (651) 297-8260, or **E-mail:** [jessie.rahmeyer@state.mn.us](mailto:jessie.rahmeyer@state.mn.us)

## Colleges and Universities, Minnesota State (MnSCU)

### Request for Proposals for Administrative Services Agent (ASA) and Record-Keeper for MnSCU's Defined Contribution Retirement (DCR) and Tax-Sheltered Annuity (TSA) Programs

**NOTICE IS HEREBY GIVEN** that proposals are being solicited to select a provider to act as an Administrative Services Agent (ASA) and record-keeper for the 401(a) Defined Contribution Retirement program and the 403(b) Tax Sheltered Annuity program of the Minnesota State Colleges and Universities. The Plans cover approximately 18,000 participants at thirty-two (32) State Universities and Community/Technical Colleges throughout the State of Minnesota.

Proposals are due by November 7, 2005, no later than 4:00 p.m. CST.

For further information or to request a copy of the full Request for Proposal, please contact:

Frank Picarelli  
Segal Advisors  
One Park Avenue  
New York, NY 10016-5895  
**Telephone:** (212) 251-5452  
**Fax:** (212) 251-5290  
**E-mail:** [fpicarelli@segaladvisors.com](mailto:fpicarelli@segaladvisors.com)

This request for proposals 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.

# State Contracts

## Department of Employment and Economic Development REQUEST FOR PROPOSALS for Extended Employment Program

The Minnesota Department of Employment and Economic Development, Rehabilitation Services is planning to seek proposals for new or expanded programs to provide the ongoing employment support services necessary for supported employment of individuals with the most severe disabilities consistent with *Minnesota Statutes* 252.431 that directs the commissioners of the Departments of Employment and Economic Development, Human Services, Education to provide necessary supports to assist persons with severe disabilities obtain and maintain employment in normalized work settings.

The Minnesota Department of Employment and Economic Development (DEED) is particularly interested in proposals that address any or all of the following local community issues. Only proposals for providing supported employment will be considered for programs other than the rural county target category.

- **Extended employment providers**, as defined in *Minnesota Rules* 3300.2005, subpart 16, that (a) have lost Extended Employment funding for community-based ongoing support services in the past 18 months for reasons beyond the control of management AND (b) demonstrate the need for, and ability to provide, an expanded program, as defined in *Minnesota Rules* 3300.2005, subpart 14, and 3300.2030, subpart 1, of community employment and/or supported employment, as defined in *Minnesota Rules* 3300.2005, subparts 10 and 35, respectively, AND (c) the expanded program will serve individuals with a most severe disability, as defined in *Minnesota Rules* 3300.2005, living in rural counties experiencing unemployment and poverty rates exceeding the statewide average.

- **Extended Employment projects** for individuals with serious mental illness (EE SMI) having lost funding in the past 18 months because of reduced legislative appropriation. Applications will be limited to programs that convert their entire project funding to provide supported employment services through the Extended Employment program under *Minnesota Rules* 3300.2005 – 3300.2055.

- **Un-served and Under-served populations.** Un-served and/or under served population projects provide services to individuals from groups typically not served in Extended Employment. Some examples of local target populations might include SE Asian or African immigrants, People of Color, American Indians, Spanish-speaking people, TANF recipients, persons with traumatic brain injury, persons with mental illness, transition age youth, juvenile offenders, or homeless persons.

- **Self-sufficiency.** Self-sufficiency projects increase the Extended Employment (EE) workers' independence. Some examples of self-sufficiency projects would be: projects where workers earn "livable wage"; projects that employ persons with no prior work histories; projects that move historic center-based workers into their first supported employment jobs; projects that crack local transportation barriers; projects based on "natural support" models; or other projects that promote self-sufficiency.

- **Local workforce needs.** Local workforce projects use Extended Employment workers to meet local workforce needs. An example of meeting local workforce needs would be placing Extended Employment workers into industries with unusually high unemployment rates, such as communications, medical fields, technology, or printing/publishing industries.

Approximately \$300,000 in Extended Employment funds will be made available through this RFP. DEED anticipates funding proposals of approximately \$30,000 to \$100,000 each. Continued funding will be available based on the vendor's ability to meet annual contracted performance requirements. Contract performance is based on the total work hours of the supported employees reported to DEED by the vendor during the state fiscal year. Payments on the contract are made monthly, based on the number of work hours of the supported employees reported to DEED. Reimbursement rates for Extended Employment subprograms are established by rule and not negotiable. The current rate for supported employment is \$3.55 per work hour; the rate for community employment is \$3.15 per work hour.

Contracts are planned to begin January 1, 2006.

Bidder's conferences for parties interested in applying for funding under this RFP will be held at the following times and locations. Application materials will be available at these meetings or from Extended Employment in early October.

10:00 AM	10:00 AM	8:30 AM
October 12, 2005	October 18, 2005	November 9, 2005
Holiday Inn - Willmar	The Inn on Lake Superior	Department of Employment
2100 East Highway 12	350 Canal Park Drive	and Economic Development
Willmar, MN 56201	Duluth, MN 55802	Room N110332 Minnesota Street
		Saint Paul, MN 55101

### INSTRUCTIONS:

Proposals must be received no later than 4:30 p.m. on November 30, 2005, by Abigail Bergeron, Minnesota Department of Employment and Economic Development, 332 Minnesota Street, Suite E200, St. Paul, MN 55101-1351. Electronic submission of the proposal

is acceptable. Electronic proposals can be sent to *Abigail.Bergeron@state.mn.us*. If you need copies of the proposal format document, call Abigail Bergeron at (651) 296-9157.

If you have questions regarding, please contact: John Sherman at (651) 297-3380, **Fax:** (651) 297-5159, or **E-mail** at *John.Sherman@state.mn.us*

## Department of Health

### Infectious Disease Epidemiology, Prevention and Control Division STD and HIV Section

#### Notice of Availability of Funds for Community HIV Health Education and Risk Reduction Projects

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Health is requesting proposals for the purpose of providing HIV health education and risk reduction information and behavior change interventions including HIV counseling, testing, and referral for select communities in Minnesota where the rates of HIV are highest.

Work is proposed to start after July 1, 2006.

The Request for Proposal packet can be obtained by going to <http://www.health.state.mn.us/divs/idepc/diseases/hiv/rfp/indexherr.html> or by contacting Jessica Barry at (612) 676-5097.

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address below on or before 4:00 p.m., Wednesday, December 14, 2005 or have a legible postmark from the United States Postal Service, or a legible pick-up or drop-off time from a private carrier with a date and time that precedes 4:00 p.m., Wednesday, December 14, 2005. Late proposals will not be considered. Fax or e-mailed proposals will not be considered.

Full proposals are to be submitted by the specified date and time to:

US Postal Service Mailing Address:  
Jessica Barry  
STD and HIV Section  
Minnesota Department of Health  
Orville L. Freeman Building  
PO Box 64975  
St. Paul, Minnesota 55164-0975

Street Address (drop off or courier):

Jessica Barry  
STD and HIV Section  
Minnesota Department of Health  
Orville L. Freeman Building  
625 North Robert Street  
St. Paul, Minnesota 55101-2516

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 Labor and Industry (DOLI)

### Notice of Request for Proposals to Develop Occupational License Exams and Provide Administration of Occupational License Exams for Boiler Operators, Charter Boat Operators, and High Pressure Piping Pipefitters

The Minnesota Department of Labor and Industry, Construction Codes and Licensing Division is soliciting proposals from qualified vendors to develop occupational license exams for 11 boiler license classifications, a charter boat license classification, and two high pressure piping pipefitter classifications; and provide statewide occupational license exam administration for all boiler, charter boat, and pipefitter license classifications. These services must be provided in accordance with the specifications provided in the Request for



# State Contracts

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Proposal and applicable Minnesota boiler laws and administrative rules and high pressure piping laws and administrative rules.

Proposals are due no later than 4:00 p.m. on Thursday, November 10, 2005. To request a copy of the Request for Proposal, send an email request to *Kevin.Wilkins@state.mn.us* or contact:

Kevin Wilkins, Director, Boiler & HPP  
Construction Codes & Licensing Division  
Minnesota Department of Labor and Industry  
443 Lafayette Road  
St Paul, MN 55155  
**Phone:** (651) 284-5396

## Department of Public Safety

### ARMER/911 Program

#### Request for Proposals (RFP) for Risk Assessment and Risk Mitigation Plan for the Statewide Public Safety Radio System (ARMER)

The Department of Public Safety is seeking proposals from experienced contractors to provide the Department of Public Safety - ARMER/911 Program with a risk assessment and risk mitigation plan for the Statewide Public Safety Radio and Communication system Plan (Plan), and to provide the State with additional supplementary information necessary to update the Plan and to provide the information required for the Statewide Radio Board to perform its statutory role.

The output from this contract will be a comprehensive risk assessment and risk mitigation plan for the ARMER project with a supplemental report to the Statewide Radio Board.

Anticipated contract start date is December 1, 2005, with a completion date of May 31, 2006. Details are contained in the complete RFP, which may be obtained by emailing; *ron.whitehead@state.mn.us*. All questions concerning this RFP should be emailed to *ron.whitehead@state.mn.us*, and should be received no later than 2:00 p.m. central daylight time on October 18, 2005. Answers to questions will be emailed to all entites requesting a complete RFP. Final date for submitting a proposal is 2:00 p.m. central standard time on October 31, 2005.

## Department of Transportation (Mn/DOT)

### 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 (Mn/DOT) 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](http://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) Operations, Safety and Technology Division Office of Maintenance Request for Proposals (RFP) to Update the Mn/DOT Maintenance Manual**

Notice of availability of Contract to update the existing Mn/DOT Maintenance manual. 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 RFP. All expenses incurred in responding to this notice shall be borne by the responder.

Mn/DOT requests proposals to update and enhance the existing Mn/DOT Maintenance Manual to reflect current Mn/DOT maintenance policies, processes and best practices. It is the goal of this project to provide up-to-date, pertinent information on maintenance policies, practices and procedures established by Mn/DOT.

The full RFP be viewed on the Consultant Services Web Page at [www.dot.state.mn.us/consult](http://www.dot.state.mn.us/consult) under the Professional Technical Notices Section.

If you have any questions regarding this advertisement, or are having problems viewing the RFP on the Consultant Services Web Page, you may contact:

Melissa McGinnis, Contract Administrator  
**Email:** [melissa.mcgininis@dot.state.mn.us](mailto:melissa.mcgininis@dot.state.mn.us)  
**Telephone:** (651) 284-3245

**Note: RESPONSES WILL BE DUE ON OCTOBER 31, 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

#### Notice of Request for Proposals (RFP) for Purchasing Card Program Services Contract Number 05P095

The Metropolitan Council is requesting proposals for purchasing card program services including issuance of cards, transaction processing with administrative procedures and spending controls for small dollar and other purchases by Metropolitan Council employees via commercial purchasing cards.

Issue Request for Proposals	October 11, 2005
Receive Proposals	November 8, 2005
Contract negotiated, executed, NTP	December, 2005

All firms interested in being considered for this project and desiring to receive a RFP package are invited to submit a Letter of Interest to:

Harriet Simmons, Senior Administrative Assistant, Contracts and Procurement Unit  
Metropolitan Council  
230 East Fifth Street  
Mears Park Centre  
St. Paul, MN 55101  
**Phone:** 651-602-1068  
**Fax:** 651-602-1138  
**E-mail:** [harriet.simmons@metc.state.mn.us](mailto:harriet.simmons@metc.state.mn.us)

### Metropolitan Council

#### Notice of Request for Proposals for an Upgrade of Transit Fire Alarm System RFP Number 04P051

NOTICE IS HEREBY GIVEN that the Metropolitan Council is soliciting Architect/Engineer proposals for design and construction support services for its Metro Transit Division to review and up-grade the existing fire monitoring systems to a campus style "smart" fire monitoring system for 11 of its buildings. The overall system is to retain the Firenet system in place unless it is found not cost effective. Alarms are to be portrayed on a CADD format.

This work is assisted by Federal Transportation Administration funding. There are no Disadvantaged Business Enterprise goals. The estimated cost for the entire project is \$750,000.

The **tentative** schedule for this process is:

<b>RFP Issue Date</b>	<b>October 3, 2005</b>
<b>Proposals Due</b>	<b>November 10, 2005</b>
<b>Contract Award</b>	<b>January, 2006</b>
<b>Period of Performance</b>	<b>January, 2006-January, 2008</b>

Firms interested in submitting a proposal for this work are invited to submit a written request (either by e-mail, fax, or mail) for an RFP document from:

Harriet Simmons, Administrative Assistant, Contracts and Procurement Unit  
Metropolitan Council  
Mears Park Centre  
230 E. Fifth Street  
St. Paul, MN 55101

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## Non-State Contracts & Grants

**Phone:** (651) 602-1086  
**Fax:** (651) 602-1083  
**E-mail:** [harriet.simmons@metc.state.mn.us](mailto:harriet.simmons@metc.state.mn.us)

### Metropolitan Council - Metro Transit Selaed Bids Sought for Snow Removal Services

The Metropolitan Council is soliciting sealed bids for the procurement of Snow Removal Services at various Metro Transit locations. Bids are due 2:00 PM, November 3, 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  
**Telephone:** (612) 349-5070

### PrimeWest Health System Request for Proposals for Administrative Services

**NOTICE IS HEREBY GIVEN** that PrimeWest Health System, a joint powers board composed of the Minnesota Counties of Big Stone, Douglas, Grant, McLeod, Meeker, Pipestone, Pope, Renville, Stevens and Traverse is soliciting proposals to conduct a NCQA HEDIS Compliance Audit <sup>TM</sup> of HEDIS 2006 performance measures required by the Minnesota Department of Health. The vendor will be an organization licensed to conduct NCQA HEDIS Compliance Audits and must maintain its license for the duration of the contracted period.

Letters of Interest / Intent to submit a Response to the Proposal are due no later than **2:00 p.m. Friday October 28, 2005**. A decision regarding the proposals will be made by November 11, 2005. Interested parties may request a copy of the RFP by contacting:

Cheryl L. Anderson  
PrimeWest Health System  
**Telephone:** (320) 762-2956  
**E-mail:** [cheryl.anderson@primewest.org](mailto:cheryl.anderson@primewest.org)

### Solid Waste Management Coordinating Board Notice of Request for Qualifications for SWMCB Website Services

The Solid Waste Management Coordinating Board is seeking proposals from interested contractors to update and maintain two separate websites: SWMCB.org and greenguardian.com. The contractor will be responsible for quickly and cost-effectively updating, expanding and maintaining both websites.

The Request for Qualifications can be downloaded at [www.swmcb.org](http://www.swmcb.org). The Request for Qualifications is also available by calling or writing Linda Gondringer, Solid Waste Management Coordinating Board, 477 Selby Avenue, St. Paul, Minnesota, 55102. Phone: (651) 222-7227. Email: [lgondringer@richardsonrichter.com](mailto:lgondringer@richardsonrichter.com).

Proposals must be received no later than 12:00 noon, Central Standard Time, Friday, November 11, 2005. The SWMCB reserves the right to reject late responses.

Complete specifications and details concerning submission requirements are included in the Request for Qualifications.

*\\Ntserver\company\swmcb\Communications Plan\RFP RFQ\RFQ Web Services 2005 State Register Invitation.doc*

### University of Minnesota Subscribe to Bid Information Service (BIS)

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 free. Visit our website at [bidinfo.umn.edu](http://bidinfo.umn.edu) or call the BIS Coordinator at (612) 625-5534.

Request for Bids/Proposals are also available to the public 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.



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