

State of Minnesota

State Register



**Rules, Executive Orders, Appointments,
Commissioners' Orders, Revenue Notices, Official Notices, Grants,
State Contracts & Loans, Non-State Bids, Contracts & Grants**
Published every Monday (Tuesday when Monday is a holiday)

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State Register

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

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

- rules of state agencies
- commissioners' orders
- state grants and loans
- executive orders of the governor
- revenue notices
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
- appointments
- official notices

Printing Schedule and Submission Deadlines

Vol. 33 Issue Number	PUBLISH DATE (BOLDFACE shows altered publish date)			Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts			Deadline for Proposed, Adopted and Exempt RULES		
# 15	Monday	13	October	Noon Tuesday	7	October	Nonn Wednesday	1	October
# 16	Monday	20	October	Noon Tuesday	14	October	Noon Wednesday	8	October
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# 18	Monday	3	November	Noon Tuesday	28	October	Noon Wednesday	22	October

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Minnesota Rules: Amendments & Additions

Rules Index - Vol. 33, # 14-15: Monday 13 October 2008 646

Proposed Rules

Education Department

Proposed Permanent Rules Relating to Secondary Career and
Technical Education..... 647

Adopted Rules

Board of School Administrators

Adopted Permanent Rules Relating to Board of School Administrators'
Duty, Responsibility, and Role, and Technical Changes..... 658

Commissioners' Orders

Natural Resources Department (DNR)

Classification of the Sturgeon River State Forest and Other
State Forest Lands under the Authority of the Commissioner
in St. Louis County, MN with Respect to Motor Vehicle Use..... 660
Exhibit A: State Forest Land Classification..... 661
Designation and Undesignation of Forest Roads in St. Louis County, MN... 662
Exhibit A: State Forest Road Designation..... 663
Exhibit B: State Forest Road Undesignation..... 664
Designation of Forest Trails in the Sturgeon River State Forest
and on Other State Forest Lands under the Authority of the
Commissioner in St. Louis County, MN..... 665
Exhibit A: Off-Highway Vehicle Trail Designations..... 666
Exhibit B: Hunter Walking Trail Designations..... 667

Official Notices

All you Need from 'Official Notices' 668

Agriculture Department

Minnesota Rural Finance Authority:

Public Hearing on the Issuance of an Agricultural Development
Revenue Bond under *Minnesota Statutes*, Chapter 41C on Behalf
of Blake Buehring in Nessel Township, Chisago County..... 668

Energy Security Office

Permit Decision in the Matter of the Application of Xcel Energy
for a Route Permit for the Mary Lake 115 kV Transmission Project..... 669

Health Department (MDH)

Adoption of Technical Changes to Rules for the Minnesota Uniform,
Standard Companion Guide for Eligibility Inquiry
and Response Electronic Transactions..... 669

Higher Education Facilities Authority (HEFA)

Public Hearing on Revenue Obligations on behalf of Carleton College..... 671

Higher Education Office (OHE)

Public Hearing before the Minnesota Office of Higher Education
Regarding Issuance of Supplemental Student Loan Program
Revenue Bonds, 2008 Series (Tax-exempt)..... 671

Metropolitan Council

Public Hearings for the 2009 Unified Operating Budget,
2009-2014 Capital Improvement Program and
2009 Capital Program and Budget..... 672

Public Utilities Commission

Filing and Public Hearing in the Matter of the Application of Enbridge
Pipelines (North Dakota) LLC for a Certificate of Need for Pumping
Station Upgrades in Polk and Clearwater Counties..... 672

Revenue Department

Request for Comments on Possible Amendment to Rules
Governing Practice of Attorneys, Accountants, Agents,
and Preparers Before Department of Revenue..... 673

State Contracts

How to Work with Contracts..... 674

Administration Department (Admin)

Fleet Services Division:

Request for Proposals for Benchmarking the State of Minnesota's
Fleet Operations..... 675

Colleges and Universities, Minnesota State (MnSCU)

Anoka-Ramsey Community College:

Request Proposals for Printing and Mail Preparation for the
Achiever Newsletter..... 675

Bemidji State University:

Request for Sealed Bids for an Impact Test System..... 676

Chancellor's Office:

Request for Proposal for Various Graphic Design Projects..... 676

Normandale Community College:

Request for Bids for Printing Normandale Magazine..... 676

Rochester Community and Technical College:

Request for Proposal (RFP) for Snow Removal for the
2008-2009 Snow Season..... 677

Employment and Economic Development Department (DEED)

Office of Science and Technology:

Availability of Contract for Commercialization Planning Assistance..... 677

Finance and Employee Relations Department

Request for Proposals for Professional Services for Statewide Employment
Investigation Services..... 678
Request for Proposal for Underwriting Services for the Tax Exempt 911
Fee Revenue Bonds Issued by the State of Minnesota..... 678

Health Department (MDH)

Division of Community and Family Health:

Availability of Contract for Conducting Assessment
and Making Recommendations for Health Care Home System..... 679
Availability of Contract for Establishing Health Care Spending
Projections and Certifying Actual Health Care Spending..... 679
Availability of Contract for "Baskets" of Care..... 680

Historical Society (MHS)

Request for Bids for PRINTING SERVICES – *Minnesota Printmakers*..... 680
Request for Bids for PRINTING SERVICES – *Wildflowers of the
Boundary Waters*..... 681

Human Services Department (DHS)

Chemical Health Division:

RETRACTION of Notice of Request for Proposals for Case Management
and Continuing Care Services for Individuals with Substance Use
Issues/Disorders Involved in the Criminal Justice System..... 681

Health Services and Medical Management Division:

Request for Proposals to Evaluate and Report on the Adequacy
of Rates Paid to Minnesota Health Care Program Providers..... 682

Natural Resources Department (DNR)

Division of Forestry:

Request for Information in Conducting Forest Management..... 682
Availability of Contract for Facilitating Stakeholder or
Public Meetings for the Department of Natural Resources or
Other Environmental State Agencies..... 683

Pollution Control Agency (MPCA)

Request for Proposals for Data Governance Program
Development and Implementation..... 684
Request for Proposals for Stormwater Pollution Prevention Integration..... 684

Transportation Department (Mn/DOT)

Contracting Opportunities for a Variety of Highway Related
Technical Activities ("Consultant Pre-Qualification Program")..... 685
Professional/Technical Contract Opportunities and
Taxpayers' Transportation Accountability Act Notices..... 686

Non-State Bids, Contracts & Grants

Dakota County

Request for Information (RFI) for Public Health
eHealth Software Solution..... 686

Metropolitan Council

Invitation for Bids (IFB) for Incinerator Ash Transport and
Disposal for MCES..... 687

Metropolitan Council - Metro Transit

Sealed Bids Sought for Bus Batteries..... 687
Sealed Bids Sought for Snow Removal at 28th Avenue Park and Ride..... 688

University of Minnesota (U of M)

Subscribe to Bid Information Service (BIS)..... 688

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, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

Rules Index: Vol. 33 - #14 - 15:

Monday 6 October 2008 - Monday 13 October 2008

Education Department

3505.1000; .1100; .1150; .1200; .1300; .1400; .1500; .1600;
.1700; .1900; .2000; .2200; .2300; .2400; .2500; .2600; .4300;
.4800; .4900; .5200; .5300; .5400; .5500; .5600; .5700; .5800;
.5900 (**proposed**)..... 647
3505.1000 s. 37, 43, 45, 46, 47, 48; .5000; .5700, s. 3,
(**proposed repealer**)..... 647

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Board of School Administrators

3512.0200; .0300; .0510; .0700; .1200; .1300 (**adopted**)..... 658

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.

Minnesota Department of Education

Center for Postsecondary Success, Office of Academic Excellence

Proposed Permanent Rules Relating to Secondary Career and Technical Education

DUAL NOTICE: Notice of Intent to Adopt Rules Without a Public Hearing Unless 25 or More Persons Request a Hearing, And Notice of Hearing If 25 or More Requests For Hearing Are Received

Proposed Amendment to Rules Governing Secondary Career and Technical Education, *Minnesota Rules*, Chapter 3505

Repealed Rules. The following rule parts will be repealed in their entirety:

***Minnesota Rules* 3505.1000, subpart 37, Secondary Vocational Teacher Full-Time Equivalent**

***Minnesota Rules* 3505.1000, subpart 43, Vocational Aid**

***Minnesota Rules* 3505.1000, subpart 45, Vocational Education**

***Minnesota Rules* 3505.1000, subpart 46, Vocational Instructional Program**

***Minnesota Rules* 3505.1000, subpart 47, Vocational Program Advisory Committee**

***Minnesota Rules* 3505.1000, subpart 48, Vocational Student Organization**

***Minnesota Rules* 3505.5000, Staff for Placement Office**

***Minnesota Rules* 3505.5700, subpart 3, Vocational and Application Procedure**

Introduction. The Department of Education intends to adopt rules without a public hearing following the procedures 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. If, however, 25 or more persons submit a written request for a hearing on the rules by 4:30 p.m. on November 12th, 2008 the Department will hold a public hearing in Conference Center B, Room CC-16 at the Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113 starting at 10:00 a.m., on Tuesday, December 9, 2008. To find out whether the Department will adopt the rules without a hearing or if it will hold the hearing, you should contact the agency contact person after November 12, 2008 and before December 9, 2008.

Agency Contact Person. Submit any comments or questions on the rules or written requests for a public hearing to the agency contact person. The agency contact person is: Kerstin Forsythe Hahn, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113; **Phone:** (651) 582-8583; **Fax:** (651) 582-8248, **E-mail:** Kerstin.Forsythe@state.mn.us. **TTY** users may call the Department of Education at (651) 582-8201.

Subject of Rules and Statutory Authority. The proposed rules are about the provision of career and technical education to students

Executive Orders

in grades 7 through 12 and the alignment of those programs with career and technical education programs in the community and technical colleges operated by the Minnesota State Colleges and Universities. These programs enable students to begin career preparation at an early age. The Carl D. Perkins Career and Technical Education Act was reauthorized in 2006 and directs states to develop a plan for offering career and technical education programs. Due to changes in the federal requirements it is necessary to amend *Minnesota Rules* Chapter 3505 to reflect these changes. Without these modifications career and technical education programs risk losing federal funding. Additionally, term changes were made to the federal act that should be reflected in the state rules to ensure ease of applicability in the field and understanding among practitioners and students. One rule in Chapter 3505, *Minnesota Rules* 3505.5000, Staff For Placement Office, is being repealed in its entirety.

The statutory authority to adopt the rules is 2007 *Minnesota Laws*, chapter 146, article 7, section 3. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

Comments. You have until 4:30 p.m. on Wednesday, November 12, 2008, to submit written comments in support of or in opposition to the proposed rules or any part or subpart of the rules. Your comments must be in writing and received by the agency contact person by the due date. Commenting is encouraged. Your comments should identify the portion of the proposed rules addressed in your comment, the reason for the comment, and any change proposed. You are encouraged to propose any change that you desire. You must also make any comments about the legality of the proposed rules during this comment period.

Request for a Hearing. In addition to submitting comments, you may also request that the Department hold a hearing on the rules. You must make your request for a public hearing in writing and it must be received by the agency contact person by 4:30 p.m. on Wednesday, November 12, 2008. You must include your name and address in your written request. In addition, you must identify the portion of the proposed rules that you object to or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and the agency cannot count it when determining whether it must hold a public hearing. 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, the Department will hold a public hearing unless a sufficient number of persons 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/Accommodation. Upon request, the Department can make this Notice available in an alternative format. To make such a request or if you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

Modifications. The Department may modify the proposed rules, either as a result of public comment or as a result of the rule hearing process. It must support modifications by data and views submitted to the agency or presented at the hearing. The adopted rules may not be substantially different than these proposed rules unless the Department follows the procedure under *Minnesota Rules*, part 1400.2110. If the proposed rules affect you in any way, the Department encourages you to participate in the rulemaking process.

Cancellation of Hearing. The Department will cancel the hearing scheduled for December 9, 2008, if the agency does not receive requests for a hearing from 25 or more persons. If you requested a public hearing, the agency will notify you before the scheduled hearing whether the hearing will be held. You may also call the agency contact person, Kerstin Forsythe Hahn, at (651) 582-8583 after November 12, 2008 to find out whether the hearing will be held.

Notice of Hearing. If 25 or more persons submit valid written requests for a public hearing on the rules, the Department will hold a hearing following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The Department will hold the hearing on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge Steve M. Mihalchick is assigned to conduct the hearing. Judge Mihalchick can be reached at the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, Saint Paul, 55164-0620; **Phone:** (651) 861-7844, and **Fax:** (651) 361-7936.

Hearing Procedure. If the Department holds a hearing, you and all interested or affected persons, including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the hearing record closes. All evidence presented should relate to the proposed rules. You may also submit

Executive Orders

written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. At the hearing the Administrative Law Judge may order that this five-day comment period is extended for a longer period but not more than 20 calendar days. Following the comment period, there is a five-working-day rebuttal period when the agency and any interested person may respond in writing to any new information submitted. No one may submit additional evidence during the five-day rebuttal period. The Office of Administrative Hearings must receive all comments and responses submitted to the Administrative Law Judge no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240, and *Minnesota Statutes*, sections 14.131 to 14.20. You may direct questions about the procedure to the Administrative Law Judge.

The agency requests that any person submitting written views or data to the Administrative Law Judge before the hearing or during the comment or rebuttal period also submit a copy of the written views or data to the agency contact person at the address stated above.

Statement of Need and Reasonableness. The statement of need and reasonableness 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. It is now available from the agency contact person. You may review or obtain copies by paying the cost of reproduction by contacting the agency contact person.

Lobbyist Registration. *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Questions about this requirement should 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 Procedure if No Hearing. If no hearing is required, the agency may adopt the rules after the end of the comment period. The Department will submit the rules and supporting documents 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 either to receive notice of this, to receive a copy of the adopted rules, or to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

Adoption Procedure After a Hearing. If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rules. You may ask to be notified of the date that the Administrative Law Judge's report will become available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date that the agency adopts the rules and the rules are filed with the Secretary of State by requesting this at the hearing or by writing to the agency contact person stated above.

Order. I order that the rulemaking hearing be held at the date, time, and location listed above.

Dated: September 30, 2008

Chas Anderson, Deputy Commissioner
Department of Education

3505.1000 DEFINITIONS.

Subpart 1. **Scope.** For the purpose of parts 3505.1000 to ~~3505.2300~~ 3505.5900, the words, phrases, and terms defined in this part shall have the meanings respectively ascribed to them.

Subp. 2. [Repealed, 12 SR 2746]

Subp. 2a. **Appropriately licensed staff.** "Appropriately licensed staff" means:

A. teachers holding secondary teaching licenses and teachers utilizing waivers or variances granted by the Board of Teaching for teaching in state-approved secondary career and technical education programs as specified on the Table of Career and Technical Education Programs and Licenses maintained by the division within the Department of Education responsible for secondary career and technical education;

B. technical tutors holding technical tutor licensure granted under rules of the State Board of Education;

C. paraprofessionals meeting requirements as highly qualified under the Elementary and Secondary Education Act or its successor;
and

D. individuals holding licensure as Local Vocational Program Director or, where no individual within a district holds such licensure, the superintendent.

Subp. 3. **Authorized local administrator.** "Authorized local administrator" means the licensed ~~vocational~~ career and technical administrator who has major responsibility for ~~vocational~~ career and technical education at the secondary level for a district or center and

Proposed Rules

is assigned to provide management and leadership in secondary ~~vocational career and technical~~ education. The superintendent may act as the authorized local administrator in the absence of a local ~~vocational career and technical~~ administrator.

Subp. 4. **Bona fide sale.** “Bona fide sale” means the competitive sale of unneeded property which results in the highest possible investment return.

Subp. 4a. **Career and technical education.** “Career and technical education” means organized educational programs, services, and activities which are related to the preparation of individuals for paid or unpaid work or for additional preparation for a career requiring technical competencies or a postsecondary or higher education advanced degree.

Subp. 4b. **Career and technical instructional program.** “Career and technical instructional program” means an educational activity or a series of instructional components designed to meet the program objectives for the period of instruction.

Subp. 4c. **Career and technical program advisory committee.** “Career and technical program advisory committee” means a group of persons with competence or interests in an occupational field related to the program being served, selected for offering advice to teachers or administrators regarding career and technical education. At least 50 percent of the members shall be representatives of a directly related business, labor, or industry.

Subp. 4d. **Career and technical revenue.** “Career and technical revenue” means categorical state and federal funding or local levy revenue for secondary career and technical education programs meeting criteria set forth in rules.

Subp. 4e. **Career and technical student organization.** “Career and technical student organization” means organizations of career and technical education students which provide the opportunity for the development of leadership abilities, personal improvement of individual members, and aid in their transition from school to career.

Subp. 5. **Career education.** “Career education” means the process of helping individuals acquire and use those attitudes, skills, and knowledge needed to develop and manage a reasoned, socially purposeful, and personally valued life pattern in relation to work of whatever kind.

[For text of subps 6 to 9, see M.R.]

Subp. 10. **Cooperative center.** “Cooperative center” means two or more districts meeting all provisions of Minnesota statutes, which provide expanded educational options by sharing ~~vocational career and technical~~ programs which have been approved by the commissioner of education.

Subp. 11. **Employment related community-based education.** “Employment related community-based education” (coop experience) means instruction enabling students to prepare for their tentative career objectives or develop general employability skills through the coordination of ~~vocationally related~~ career related, in-school instruction and supervised part time on the job training.

[For text of subps 12 and 13, see M.R.]

Subp. 14. **Essential licensed personnel.** “Essential licensed personnel” means staff assigned to approved ~~vocational career and technical~~ education programs who meet criteria for ~~vocational career and technical~~ education licensure stated in ~~vocational career and technical~~ rules of the ~~Department of Education~~ Board of Teaching and who have been issued the appropriate ~~vocational career and technical~~ license.

Subp. 15. **Exploratory work experience.** “Exploratory work experience” means a school supervised ~~vocational career and technical~~ program designed to provide students with paid or unpaid work experience in a variety of occupations, to help the students identify job traits in relation to their abilities and characteristics and to assist them in making realistic and appropriate occupational choices.

Subp. 16. **Extended employment.** “Extended employment” means paid time when staff is employed beyond the regular school calendar, which is necessary for job placement and coordination, development of training plans and training agreements, equipment maintenance, supply procurement, inventory and storage, curriculum development, staff development, or ~~vocational career and technical~~ student organization activities.

[For text of subps 17 to 22, see M.R.]

Subp. 23. **Necessary equipment.** “Necessary equipment” means items of equipment that meet the criteria as defined in the Uniform Financial Accounting and Reporting system Standards (UFARS), and are identified by the local school district as essential to support the teaching of occupational competencies in approved ~~vocational career and technical~~ programs.

Subp. 24. **Nonexpendable personal property.** “Nonexpendable personal property” means tangible personal property having a useful life of more than one year and an acquisition cost of ~~\$300~~ \$500 or more, per unit.

[For text of subps 25 to 27, see M.R.]

Subp. 28. **Postsecondary ~~vocational career and technical~~ education.** “Postsecondary ~~vocational career and technical~~ education” means ~~vocational career and technical~~ education for persons who have completed or left high school and who are enrolled in organized programs of study.

Subp. 29. **Pre~~vocational~~ Pre-career and technical education.** “Pre~~vocation~~ Pre-career and technical education” means programs, services, or activities designed to provide youth and adults with orientation, guidance, exploration, and instruction to assist them in making meaningful career decisions.

Subp. 29a. **Programs of study.** “Programs of study” are sets of aligned academic and technical courses that begin no later than grade

11 and preferably by grade 9, and continue through at least two years of college and culminate in a certificate, diploma, or degree. The elements of a program of study are:

- A. competency-based curricula tied to industry expectations and skills standards;
- B. sequential course offerings that provide manageable “stepping stones” of skill building, including high school graduation and postsecondary education completion;
- C. flexible course and program formats convenient for various learner segments;
- D. course portability for seamless progression; and
- E. connections among high school and postsecondary education, skill progression, and career opportunities that align academic credentials with job advancement in high skill, high wage, or high demand occupations.

Subp. 30. **Secondary vocational career and technical course.** “Secondary vocational career and technical course” means one or more components of a secondary vocational career and technical instructional program.

Subp. 31. **Secondary vocational career and technical education.** “Secondary vocational career and technical education” means programs for grades ~~10 to 9~~ through 12 that meet the requirements of part 3505.2500, items A to C, and work experience/career exploration programs.

Subp. 31a. **Secondary career and technical teacher full-time equivalent (FTE).** “Secondary career and technical teacher full-time equivalent (FTE)” means a licensed career and technical teacher who teaches the equivalent of six hours per day for 175 days per year within an approved career and technical education program.

[For text of subps 32 and 33, see M.R.]

Subp. 34. **Student staff ratio.** “Student staff ratio” means the relationship between the number of FTE students and the number of FTE teachers in each approved vocational career and technical program.

Subp. 35. **Students with special needs.** “Students with special needs” means students ~~who are disabled~~ with disabilities or students who are disadvantaged.

A. Students ~~identified as disabled~~ with disabilities are defined in *Minnesota Statutes*, section 125A.02, and ~~cannot~~ are more likely to succeed in regular vocational career and technical programs with additional supports as specified in the students’ individual educational program (IEP).

B. Disadvantaged students are those who have academic or economic disadvantages and require special programs, modified programs or supportive services to assist them ~~in succeeding to succeed in a~~ vocational career and technical education program.

(1) ~~Students with academic and economic disadvantages~~ An academically disadvantaged student may lack reading, writing, and mathematic skills; and perform below grade level; A student is academically disadvantaged by meeting one or more of the criteria of the graduation incentives program under *Minnesota Statutes*, section 124D.68, subdivision 2.

(2) An economically disadvantaged student is one for whom the family income is at or below national poverty level, the student or the student’s parents or guardian is unemployed, the student or the student’s parents are recipients of public assistance, or the student is institutionalized or under the state’s guardianship. A student is economically disadvantaged if the student qualifies for free or reduced price meals under the Richard B. Russell National School Lunch Act.

Subp. 36. **Support service.** “Support service” means noninstructional activities, services, and functions carried out to aid and improve the quality of vocational career and technical education programs.

Subp. 37. [See repealer.]

[For text of subps 38 to 42, see M.R.]

Subp. 43. [See repealer.]

Subp. 44. [Repealed, 12 SR 2746]

Subp. 45. [See repealer.]

Subp. 46. [See repealer.]

Subp. 47. [See repealer.]

Subp. 48. [See repealer.]

3505.1100 STANDARDS FOR PROGRAM APPROVAL.

Written application for the approval of vocational career and technical programs by local education agencies shall be made to the commissioner of education. The commissioner’s approval to establish vocational career and technical programs shall be conditioned on meeting the following minimum standards:

A. all programs shall be assigned ~~vocationally~~ appropriately licensed instructional staff as specified in the state plan for vocational-technical career and technical education;

B. sufficient and suitable facilities including laboratories, shops, classrooms, equipment, supplies, and adequate storage for the course to be offered shall be provided;

C. class size conducive to efficient teaching and not exceeding the number which the space and equipment will safely accommodate

Official Notices

effectively shall be maintained;

D. programs shall comply with federal and/or state civil rights laws, labor laws, and wage and hour statutes where applicable; and

E. school districts and centers shall maintain accounting and reporting records according to a Uniform Financial Accounting and Reporting system Standards (UFARS) and all such records shall be available to the Department of Education.

A student shall not be denied access to ~~vocational~~ career and technical education programs because of disability or disadvantaged status. A person with special needs shall be defined as disabled or disadvantaged to be eligible for enrollment in special needs ~~vocational~~ career and technical programs. Special needs ~~vocational~~ career and technical programs for students with disabilities (transition-disabled programs) shall be eligible for aid assistance. The authorized local administrator shall be responsible for coordinating ~~vocational~~ career and technical education programs with ~~Comprehensive Employment Training Act~~ prime sponsors youth programs conducted under the Workforce Investment Act. Programs shall also meet appropriate level (secondary, postsecondary, or adult) criteria designated by these rules in parts 3505.1000 to 3505.5900.

3505.1150 AWARDING SCIENCE, MATHEMATICS, OR ARTS CREDITS THROUGH CAREER AND TECHNICAL EDUCATION.

Subpart 1. **Ability to grant credit.** A school district may grant a science, mathematics, or arts credit to a student who meets appropriate standards as part of a career and technical education program when:

A. the school board concludes that the standards will be delivered with integrity in the career and technical education program; and

B. the career and technical education teacher meets subject matter competence for the core academic subject as identified in *Minnesota Statutes*, section 122A.16.

Subp. 2. **Guidelines for granting credit.** For the purpose of *Minnesota Statutes*, section 120B.024, paragraph (c), districts electing to offer science, mathematics, or arts credits for participation in career and technical education may consider granting credit when the following three criteria are met:

A. the instructor is appropriately licensed under part 3505.1000 and is not operating under a waiver or variance from the Board of Teaching;

B. the instructor has successfully passed the Subject Assessment and Specialty Area Test required for Minnesota licensure in the science, mathematics, or arts area for which credit is to be granted; and

C. the district has identified the academic standards that will be met through participation in the career and technical education program.

3505.1200 OPPORTUNITY TO APPEAL.

Districts or centers whose ~~vocational~~ career and technical programs or courses have been disapproved by the commissioner of education may appeal in writing to the commissioner of education for ~~submission to the State Board of Education and are entitled to a review at a regular or special board meeting. The State Board of Education will notify the districts or centers of the time and place of the review in writing reconsideration.~~ Upon completion of the review, the decision of the ~~State Board of Education~~ commissioner and the reasons for the decision will be made in writing and transmitted to the local education agency. The decision of the ~~State Board of Education~~ commissioner shall be the final state action.

3505.1300 EVALUATION BY STATE BOARD FOR VOCATIONAL EDUCATION OF TRUSTEES OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES.

The ~~Division of Vocational-Technical Education~~ Board of Trustees of the Minnesota State Colleges and Universities will evaluate, in quantitative terms, the effectiveness of each formally organized program or project supported by federal, state, and local funds. The local education agency shall supply, upon request, the data necessary to make the evaluations. These evaluations shall be in terms of:

A. planning and operational processes, such as:

- (1) quality and availability of instructional offerings;
- (2) guidance, counseling and placement, and follow-up services;
- (3) capacity and condition of facilities and equipment;
- (4) employer participation in cooperative programs of ~~vocational~~ career and technical education;
- (5) teacher/pupil ratios; and
- (6) teacher qualifications;

[For text of item B, see M.R.]

C. results of student employment success as measured, for example, by rates of employment and unemployment, wage rates, duration of employment, and employer satisfaction with performance of ~~vocational~~ career and technical education students as compared with performance of persons who have not had ~~vocational~~ career and technical education;

[For text of item D, see M.R.]

3505.1400 LOCAL ADVISORY COMMITTEE.

Subpart 1. **Establishment of local advisory committee.** Each eligible recipient local education agency or postsecondary educational institution which receives federal assistance shall establish a local advisory committee on ~~vocational~~ career and technical education. The local advisory committee may be established for schools, the community, or the region in which the eligible recipient is located.

The local advisory committee shall be composed of representatives of the general public including representatives of directly related business, industry, and labor.

Representatives from several program committees, or representatives of several school committees within a local education agency, having the requisite representation in the above paragraph, may join together to form a general local advisory committee.

Subp. 2. **Duties of local advisory committee.** The local advisory committee shall advise the eligible recipient on the current job needs and the relevance of programs (courses) being offered by the local education agency or postsecondary educational institution in meeting current job needs. The local advisory committee shall assist the eligible recipient in developing its application ~~to the State Board for Vocational Education for funds.~~

3505.1500 CENTER APPROVAL.

Commissioner of education approval is necessary if a cooperative center is to be eligible for secondary categorical ~~vocational aid~~ career and technical revenue or other aid available to approved cooperative centers. The superintendent representing a district school board or a center governing board may submit a request to the commissioner of education for approval by the commissioner when the following criteria have been met.

~~Vocational~~ Career and technical programs shall be shared by one of the following methods: two or more Minnesota school districts operating a cooperative center having met provisions of applicable Minnesota Statutes, or intermediate school districts established by the legislature to serve two or more independent school districts.

A licensed secondary ~~vocational~~ career and technical administrator or the superintendent for a district shall be responsible for the ~~vocational~~ career and technical programs.

3505.1600 LOCAL APPLICATIONS FOR ~~AID~~ CAREER AND TECHNICAL EDUCATION REVENUE.

To be eligible for ~~aids~~ revenue, the local education agency shall submit the following to the commissioner of education:

- A. assurances of compliances, signed by the authorized local administrator ~~and the local state board representative~~;
- B. local labor market information on employee demand which is supplemental to data available from the state;
- C. an approved evaluation document which reports secondary and postsecondary program output ~~by completion and by entry into an occupation~~;
- D. information concerning enrollments; enrollments and costs of current programs in the fiscal year indicating the expansion of present programs and new program plans; enrollments and costs for services to special needs programs.

~~Any income derived from the sale of products or services derived from the operation of a vocational program shall reduce the state's obligation for such program by the amount of income in excess of the cost of production.~~

~~When instructional and support services and facilities are funded by other sources, except adult vocational tuition, the funded amount shall be included in the budget and shall reduce the state's obligation in the request for aids.~~

3505.1700 ALLOTMENT AVAILABILITY OF FEDERAL FUNDS.

A cooperative agreement between the commissioner of education and Minnesota State Colleges and Universities will annually provide for the distribution of federal funds between secondary and postsecondary ~~vocational~~ career and technical programs. Distribution to local education agencies must be determined by state and federal law.

3505.1900 SUBMISSION OF WRITTEN PLANS; USE OF MATCHING FUNDS.

Written plans for the use of federal and state appropriated matching funds shall be submitted to the commissioner of education by eligible agencies or institutions conducting ~~vocational~~ career and technical education programs. Claims for expenditures available for aid may be submitted to the commissioner of education requesting reimbursement upon funds already expended. Recommendations regarding payment shall be made by the commissioner of education.

3505.2000 APPORTIONING FUNDS.

In apportioning funds among local education agencies, the commissioner of education shall assure that no local education agency which is making a reasonable tax effort shall be denied funds for establishing new ~~vocational~~ career and technical programs solely because it is unable to pay the nonfederal share of the cost of the programs.

Official Notices

3505.2200 STANDARDS AND PROCEDURES GOVERNING OWNERSHIP.

This part lists standards and procedures governing ownership, use, and disposition of nonexpendable personal property purchased in whole or in part with state or federal funds. Title must not be taken by the commissioner of education but must be vested in the local education agency subject to the following restrictions on use and disposition of the property:

A. Nonexpendable personal property with an acquisition cost of less than \$500 and used four years or more: the local education agency may divert the property to any approved ~~vocational career and technical~~ program, ~~vocational career and technical~~ administration, or support service or sell the property and retain the proceeds for ~~vocational career and technical~~ education programs.

B. All other nonexpendable personal property with an acquisition cost of \$1,000 or less: the local education agency may use the property for its intended ~~vocational career and technical~~ purpose. If approved ~~vocational career and technical~~ use of the property is discontinued or the property is sold or diverted in some other manner, the commissioner of education is to be credited with its proportionate share of the current fair market value of the property. The current fair market value shall be determined by the sale price in the case of a bona fide sale or by a third party appraisal in the case of some other diversion. The commissioner of education's proportionate share of the property shall be computed by applying the percentage of state funding participation in the property to the current fair market value of the property.

C. Nonexpendable personal property with an acquisition cost of over \$1,000: if the property is not needed for its intended ~~vocational career and technical~~ purpose, the local education agency shall request disposition instructions from the commissioner of education. If instructions are not received within 120 days, the local education agency may dispose of the property at its discretion.

A physical inventory of nonexpendable personal property shall be taken by the local education agency and the results reconciled with the local education agency property records at least once every two years to verify the existence, current use, and continued need for the property. Property records shall be retained for three years after final disposition of the property. The commissioner of education or an authorized representative shall have access to any pertinent property records for the purpose of making examinations.

In addition, when personal property is purchased in whole or in part with federal funds furnished by the commissioner of education, the local education agency shall comply with the appropriate federal regulations regarding standards and procedures governing ownership, use, and disposition of personal property.

3505.2300 STUDENT ELIGIBILITY FOR PROGRAMS.

All students shall be eligible for enrollment in ~~vocational career and technical~~ education programs regardless of race, color, creed, religion, sex, national origin, marital status, age, or status with regard to public assistance or disability providing that no federal or state statute or rule specifically provides for valid exclusions for such things as health conditions, age, or certain physical conditions.

3505.2400 SCOPE.

To be eligible for ~~aid~~ ~~career and technical revenue~~, local education agencies shall meet the requirements in parts 3505.2400 to 3505.5900. Approval requests shall be submitted annually by the local education agency to the commissioner of education. Only approved programs shall be eligible for ~~vocational aid~~ ~~career and technical revenue~~. Local education agencies submitting new program approval or alteration requests shall be notified in writing regarding approval, disapproval, recommended alteration, or delay of action within 20 working days after receipt of the request. When the program is disapproved or recommended for alteration, the notification shall include reasons for denial or changes. When applicable, the notice shall outline corrective actions for the program to qualify for approval upon resubmission. Approved programs and administrative services shall be supervised by the authorized local administrator. The local education agency shall resubmit each approved program for evaluation by the commissioner of education at least once every five years.

3505.2500 INSTRUCTIONAL PROGRAM APPROVAL.

The commissioner of education shall approve programs on the following basis. Approval shall be on the basis of a complete program as defined in ~~parts 3505.2600 to 3505.4100~~ ~~career and technical education program quality assessment rubrics~~. The local education agency shall provide evidence that its curriculum is designed to meet ~~vocational career and technical~~ objectives which shall include:

[For text of items A and B, see M.R.]

C. development of occupational competencies necessary to enter an occupation.

Each program shall have a ~~vocational career and technical~~ ~~program~~ advisory committee to advise the teacher, the local authorized administrator, and the local board; the advisory committee shall meet at least two times a year.

3505.2600 PROGRAM COMPONENTS AND TIME STANDARDS.

All program components and learner outcomes for specific program areas as specified in ~~parts 3505.2700 to 3505.4100~~ ~~career and technical education program quality assessment rubrics~~ must be addressed to qualify for approval; however, emphasis shall be at the discretion of the local education agency with guidance from the program advisory committee.

3505.4300 COMMUNITY-BASED EDUCATION.

When a vocational career and technical program includes a segment in which students are placed on a paid or unpaid experience outside the vocational career and technical class or laboratory for more than 40 hours during the program, the local education agency shall meet the requirements for the employment related community-based education option of a program as stated in parts 3500.3500 and 3505.4400 to 3505.4700 career and technical education program quality assessment rubrics.

3505.4800 ADMINISTRATIVE SERVICES.

Vocational Career and technical administrative services shall be designed to assist students to meet vocational career and technical objectives. When a local education agency provides vocational career and technical administrative services, students in vocational career and technical programs shall be provided administrative services which are available to all students in the district(s) in addition to the vocational career and technical administrative services. A local education agency shall be eligible for aid for one licensed vocational administrator at a ratio of one full-time equivalent administrator per 15 vocational instructional staff in approved programs or one half-time administrator per ten vocational instructional staff. Aid shall be prorated for administrative salaries when the administrative position is between one half-time equivalent and full-time equivalent. Administrative time involved in general education is not eligible for vocational aid. No proration occurs between 0 and 8 and 16 and 20; however, when instructional staff in approved programs exceeds 20, a local educational agency shall be eligible for aid for additional licensed vocational administrative salaries at a ratio of 20 staff to one full-time equivalent administrator. Vocational centers eligible for vocational aid for administrative/instructional staff not meeting the minimum ratio for administrative service may apply to the commissioner of education for an exception to the rule. An exception will be granted on the basis of the following criteria: during the first fiscal year following commissioner of education approval; or in those instances where the demography of the area served by the center cannot reasonably support ten vocational instructional staff.

3505.4900 SUPPORT SERVICES.

Special needs supportive services shall assist students with special needs enrolled in vocational career and technical instructional programs. A district or center shall be eligible for vocational aid for support service personnel when a minimum of one half-time vocational licensed administrator exists to develop and implement the special needs services, and the staff to special needs student ratio in vocational education does not exceed the following:

- A. one full-time equivalent support service facilitator to 60 full-time equivalent students;
- B. one full-time equivalent supplemental support staff/technical tutor to ten full-time equivalent students;
- C. one full-time equivalent interpreter to one full-time equivalent student or more as appropriate;
- D. one full-time vocational evaluator to five full-time equivalent students enrolled in vocational evaluation services.

Proration of vocational aids shall occur when special needs personnel are assigned to vocational education less than full time.

3505.5200 VOCATIONAL AID CAREER AND TECHNICAL REVENUE.

State payments shall be based upon the estimated budget for approved programs operated in accordance with parts 3505.2700 to 3505.4900. When state and federal vocational aid is not adequate to pay the state share identified in the vocational aid law, statewide proration of funds shall take place for all eligible estimated budget categories. Payments for salary, contracted instructional services, travel, curriculum development activities, and specialized instructional supplies and equipment (disability programs only) shall be based on the estimated budget. To receive aid under this part, enrollment figures must be submitted and postmarked on or before October 25 and February 25. Failure to submit budgets and enrollment figures before the deadline will result in the aid being withdrawn. A district or center that does not verify enrollment figures and as a result has aid withdrawn may resubmit the budget by the date of the final report for the fiscal year. The district's or center's request must be kept by the department and will be funded at year end if sufficient aid is available. Final payment of aids for such categories shall be based on actual expenditures and actual enrollment.

Career and technical revenue for secondary career and technical education programs consists of the following:

- A. Federal career and technical education aid provided to school districts and consortia of school districts under the Carl D. Perkins Career and Technical Education Act and distributed according to the Minnesota state plan for career and technical education.
- B. Local revenue generated by a district's career and technical education levy under *Minnesota Statutes*, section 124D.4531.
- C. Transition-disabled aid provided under *Minnesota Statutes*, section 124D.454.

The state shall annually calculate a district's career and technical education levy authority from item B based on an estimated budget submitted from approved career and technical education programs operated in accordance with parts 3505.4300 to 3505.4900. Levy authority for salary, contracted instructional services, travel, curriculum development activities, and specialized instructional supplies and equipment shall be based on the estimated budget and prior year district enrollment. A levy correction shall be calculated based on actual expenditures and actual district enrollment.

When state and federal career and technical revenue is not adequate to pay the state share identified in career and technical education aid and levy laws, statewide proration of funds shall take place for all eligible estimated budget categories.

Official Notices

3505.5300 ~~AID~~ REVENUE FOR SALARIES.

Subpart 1. **Eligibility of local education agency.** A local education agency is eligible for ~~aid~~ revenue according to *Minnesota Statutes*, section ~~124D.453~~ 124D.4531.

Subp. 2. **Eligibility for ~~aid~~ revenue for extended employment.** A district or center is eligible for ~~vocational aid~~ career and technical revenue for extended employment at a maximum rate of:

- A. FTE teacher, six days;
- B. FTE teacher coordinator, 20 days.

~~Aid Revenue~~ must be prorated for a less than full-time equivalent teacher.

Subp. 3. **Eligibility for ~~aid~~ revenue for preparation time.** To be eligible for preparation time ~~aid~~ revenue, each teacher for whom a district claims the ~~aid~~ revenue must teach at least one ~~vocational~~ career and technical period.

~~The department shall fund~~ Revenue shall be available for up to a maximum of one hour of preparation time for a full-time equivalent teacher. ~~Aid Revenue~~ must be prorated for a less than full-time equivalent teacher.

Subp. 4. **Eligibility for substitute staff.** A district or center shall be eligible for ~~vocational aid~~ career and technical revenue for substitute staff holding ~~vocational~~ career and technical licensure appropriate for responsibility when ~~aid~~ revenue is not being requested for salary for regular staff for the same time as the substitute.

3505.5400 ~~ELIGIBLE ADDED~~ COST CATEGORIES.

Subpart 1. **UFARS object or program dimensions.** A district or cooperative center is eligible for ~~aid~~ revenue for the following ~~added~~ costs. The object or program dimensions in the current edition of the Manual for the Uniform Financial Accounting and Reporting System Standards (UFARS) for Minnesota Schools (UFARS), State of Minnesota, Minnesota Department of Education must be used to define each category.

Subp. 2. **Contracted services.** Contracted services provided by a public or private agency other than a Minnesota public school district or cooperative center for instructional education services. ~~Aid Revenue~~ is available for:

A. A resource specialist or a guest speaker employed by an entity described in this subpart 2 who teaches part of a program under the supervision of a licensed secondary ~~vocational~~ career and technical teacher. Contracted services for programs for persons with disabilities must be preapproved by the state program specialist. UFARS object dimension ~~344~~ 303 to 305 must be complied with.

B. A public or private agency other than a Minnesota school district or cooperative center that provides career and technical instructional ~~vocational~~ education services. In order to be eligible for ~~aid~~ revenue:

(1) a binding contract must exist and be submitted with the annual program budget on ~~March 1~~ for approval; and

(2) the public or private agency must comply with all rules governing secondary ~~vocational~~ career and technical education except for teacher-student ratios.

Subp. 3. **Necessary travel.** Necessary travel by ~~vocational~~ career and technical staff in approved ~~vocational~~ career and technical programs defined in parts 3505.2600 to 3505.4900 is eligible for ~~aid~~ revenue as follows:

A. necessary travel between ~~vocational~~ career and technical instructional sites as defined in UFARS object dimension ~~365~~ or 366;

B. necessary travel by licensed secondary ~~vocational~~ career and technical education personnel for ~~vocational~~ career and technical student organization activities held within the state for instructional purposes related to the ~~vocational~~ career and technical program and as defined in UFARS object dimension ~~366~~ 365; and

C. necessary travel by licensed secondary ~~vocational~~ career and technical education personnel for noncollegiate credit bearing professional development related to the ~~vocational~~ career and technical program area as defined in UFARS object dimension ~~367~~ 366.

Subp. 4. **Curriculum development.** Curriculum development that is part of a five year plan for improvement based on program assessment as defined in UFARS program dimension 610.

A. The five year plan must be submitted to the state program specialist for the ~~vocational~~ career and technical program by ~~March 1~~ for approval. Yearly amendments are required if the plan or timelines deviate from the approved five-year plan.

B. The plan must identify the assessment process. The assessment must be a formal process involving teachers, administrators, business and industry, and the community. Program Evaluation and Reporting (PER), North Central Evaluation, ~~Vocational Career and Technical~~ Education Evaluation, or other evaluation process may be used.

C. The plan must be comprehensive and must consider the following:

- (1) mission of ~~vocational~~ career and technical education;
- (2) coordination with district staff development plan;
- (3) Department of Education ~~Model Learner Outcomes~~ Curriculum Frameworks for the ~~vocational~~ career and technical program;
- (4) update relevant to ~~world of work~~ labor market information; and
- (5) articulation between levels and across subject matter areas.

[For text of items D and E, see M.R.]

Subp. 5. **Specialized ~~vocational~~ career and technical instructional supplies.** ~~Aid Revenue~~ is available for specialized ~~vocational~~ career and technical instructional supplies.

career and technical instructional supplies that are unique and essential to the instructional programs as defined in UFARS object dimension 433; ~~excluding instructional equipment as defined in the UFARS Manual in Appendix B, page B-2.~~

3505.5500 AID FOR EQUIPMENT IN PROGRAMS FOR DISABLED CAREER AND TECHNICAL EDUCATION PROGRAMS FOR STUDENTS WITH DISABILITIES (TRANSITION-DISABLED PROGRAMS).

A local education agency shall be eligible for aid at a rate up to the percentage rate set by the legislature for expenditures to lease or purchase equipment to develop occupational competencies in an approved instructional program. Equipment ~~request requests~~ shall be preapproved by the commissioner of education to be eligible for aid.

3505.5600 AID LIMITATIONS.

Expenditures jointly funded by ~~vocational career and technical~~ and special education or other sources (not including ~~foundation aid general education revenue~~ and local levy) shall be eligible for ~~aid revenue~~ at a rate not to exceed the maximum of either ~~aid revenue~~. When a district or center sells products or services produced in an approved program, the revenue from sales shall be recognized. This revenue may be used for expenditures which are directly related to an approved secondary ~~vocational career and technical~~ program. If the revenue from sale of products or services exceeds the cost to produce those products or services in any fiscal year, and the excess revenue ~~is not shall be~~ used in another ~~vocation career and technical~~ program, ~~the excess revenue shall reduce the state's obligation for such program by the amount of income in excess of the cost of production. When excess revenue is used for expenditures within approved secondary vocational programs, those expenditures are not eligible for aid under Minnesota Statutes, section 124D.453.~~

3505.5700 ~~VOCATIONAL AID CAREER AND TECHNICAL LEVY APPLICATION PROCEDURE.~~

Subpart 1. **Submission of annual program budget.** The authorized local administrator shall be responsible for submitting the annual program budget, program budget amendments, ~~program final expenditure report~~, and annual report.

Subp. 2. **Eligibility for ~~vocational aid career and technical levy~~.** To be eligible for ~~vocational aid career and technical levy~~, the annual program budget shall be submitted by ~~March 1~~ May 15 prior to the fiscal year for which ~~aid levy authority~~ is requested. Districts or centers shall be notified of program budget approval or disapproval ~~in writing~~ by ~~May 30~~ June 15. To be eligible for ~~vocational aid career and technical levy~~, annual program budgets must be approved by the commissioner of education. When personnel are assigned ~~nonvocational instructional responsibilities outside the approved career and technical program~~ or general supervisory responsibilities, the salary request shall be prorated on the program budget.

~~An authorized local administrator, a group of districts and centers, or the commissioner of education may request a hearing. The hearings shall be scheduled between March 1 and June 15 and shall discuss the rationale for program and planned revenue and expenditures. Districts or centers whose vocational career and technical budgets have been disapproved by the commissioner of education may appeal in writing to the commissioner of education for submission to the state board for its review. The results of the review shall be transmitted to the local board of education in writing.~~

Subp. 3. ~~[See repealer.]~~

3505.5800 ANNUAL REPORT.

Districts and centers shall maintain records of revenue and disbursements for programs, administrative and support services for which ~~vocational aid career and technical revenue~~ is requested in accordance with the Uniform Financial Accounting and Reporting system Standards (UFARS). Final report data shall be submitted to the commissioner of education by ~~August 15~~ October 30 of each year.

3505.5900 STUDENT ELIGIBILITY.

A student who is eligible to attend a Minnesota senior secondary public school is eligible to enroll in the ~~vocational career and technical~~ programs of the school. A student enrolled in a work experience/career exploration (WE/CEP) program is excepted from this student eligibility requirement. Students from other states or provinces may be served. When nonresidents of Minnesota are provided approved instructional programs, administrative and support services in Minnesota districts or centers, ~~aid revenue~~ requests shall be prorated to reflect only the percentage of Minnesota students being served.

REPEALER. *Minnesota Rules*, parts 3505.1000, subparts 37, 43, 45, 46, 47, and 48; 3505.5000; and 3505.5700, subpart 3, 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.

Board of School Administrators

Adopted Permanent Rules Relating to Board of School Administrators' Duty, Responsibility, and Role, and Technical Changes

The rules proposed and published at *State Register*, Volume 32, Number 26, pages 1101-1116, December 24, 2007 (32 SR 1101); and Volume 33, Number 2, pages 113-126, July 14, 2008 (33 SR 113), are adopted with the following modifications:

3512.0200 EDUCATION AND EXPERIENCE REQUIREMENTS FOR SUPERINTENDENT, PRINCIPAL, AND DIRECTOR OF SPECIAL EDUCATION.

Subpart 1. **Scope.** A person holding a position as a superintendent, assistant superintendent, principal, assistant principal, special education director, or assistant special education director must hold the appropriate license as a superintendent ~~or~~ principal, or special education director.

Subp. 3. **K-12 superintendents, principals, and directors of special education.**

B. An applicant for licensure as a superintendent or principal must have field experience of at least 320 hours or 40 eight-hour days to be completed within 12 continuous months in elementary, middle or junior high, and high schools as an administrative aide to a licensed and practicing school principal for principal licensure ~~or a licensed and practicing superintendent for superintendent licensure.~~ The field experience must include at least 40 hours or one week at each level not represented by the applicant's primary teaching experience.

C. An applicant for licensure as a director of special education must have a practicum or field experience, that must include a minimum of 320 hours in an administrative position under the immediate supervision of a licensed and practicing director of special education. The field experience will include at least 40 hours or one week at a special education administrative unit other than the primary experience of the applicant.

3512.0300 SCHOOL SUPERINTENDENTS, PRINCIPALS, AND DIRECTORS OF SPECIAL EDUCATION.

Subp. 2. **Institutional requirement.** An institution applying to the board for approval of a preparation program leading to licensure as superintendent, principal, or director of special education shall comply with part 3512.2500. An approved program must include a description of how applicants for licensure may have their experience and preparation in those areas listed in subpart 3 or 4 evaluated by an institution with an approved program. The evaluation must include representation from college departments involved with the licensure program and licensed practicing superintendents, principals, and ~~director~~ directors of special education. This evaluation must result in a plan for the applicant to complete the knowledge, skills, and dispositions listed in part 3512.0510.

An approved program for the competency and situational observation component must include an exit evaluation that requires a licensure candidate to demonstrate mastery of aptitude with the knowledge, skills, and dispositions in part 3512.0510.

3512.0510 PROGRAM REQUIREMENTS FOR ALL ADMINISTRATIVE LICENSES.

Subpart 1. **Core leadership competencies for Minnesota administrative licenses.** A person who serves as a superintendent, principal, director of special education, or director of community education shall demonstrate competence in the following core areas:

C. Diversity leadership by:

(4) promoting sensitivity ~~of~~ about diversity throughout the school community; and

H. Curriculum planning and development for the success of all learners by:

(1) demonstrating the ability to enhance teaching and learning through curriculum assessment and strategic planning for all learners, including early childhood, elementary, middle and junior high school, high school, special education, gifted and talented, and adult levels;

3512.0700 ADMINISTRATIVE LICENSURE WITHOUT TEACHING EXPERIENCE FOR SUPERINTENDENTS, PRINCIPALS, AND DIRECTORS OF SPECIAL EDUCATION.

Subpart 1. **Scope.** This part is intended for an applicant for licensure for K-12 principal ~~and~~ superintendent, and director of special education completing an approved licensure program, but lacking the teaching experience requirement.

[For text of ~~subps 1 and~~ subp 2, see M.R.]

Subp. 3a. **Teaching knowledge and skills.** An applicant shall demonstrate basic teaching knowledge and skills as required by part 8710.2000. The applicant shall:

A. present a portfolio or other appropriate presentation as determined by the approved school administration program demonstrating appropriate teaching knowledge and skills; or

3512.1200 CONTINUING EDUCATION PROGRAMS FOR DIRECTORS, PRINCIPALS, AND SUPERINTENDENTS.

Subp. 1a. **Approval.** All continuing education programs, and the clock hours which may be earned in each program, must be approved by the board. If clock hours are to be earned, approval must be secured before ~~participants are registered in a continuing education program~~ beginning a continuing education professional development activity. Admission to all approved continuing education programs shall be open to any licensed Minnesota school administrator. The board shall disseminate lists of known approved continuing education programs twice annually.

3512.1300 PROCEDURES FOR VOLUNTARY SURRENDER OF LICENSES.

Subp. 4. **Initial license after surrender.** A person whose Minnesota administrative or supervisory license has been voluntarily surrendered may apply for initial licensure in the field for which licensure was previously surrendered. An initial license must be granted to the applicant if:

B. the applicant meets the ~~entrance~~ initial licensure standards that are in effect in the field at the time of application and meets procedures in board rules applicable to an ~~entrance~~ initial license; and

C. the required processing fee under part 3512.2000 accompanies the application for ~~entrance~~ initial licensure.

Commissioners' Orders

Various agency commissioners are authorized to issue "commissioner's orders" on specified activities governed by their agency's enabling laws. See the *Minnesota Statutes* governing each agency to determine the specific applicable statutes. Commissioners' orders are approved by assistant attorneys general as to form and execution and published in the *State Register*. These commissioners orders are compiled in the year-end subject matter index for each volume of the *State Register*.

Minnesota Department of Natural Resources Classification of the Sturgeon River State Forest and Other State Forest Lands under the Authority of the Commissioner in St. Louis County, Minnesota with Respect to Motor Vehicle Use

NOTICE IS HEREBY GIVEN that the Commissioner of Natural Resources orders the classification of state forest lands pursuant to *Minnesota Laws 2003, Chapt. 128, Art. 1, Sect. 167 (as amended in 2005 & 2007)* and *Minnesota Rules Part 6100.1950*.

The commissioner orders the classification of state forest lands within St. Louis County, including lands located within and outside of the Sturgeon River State Forest, as either 'managed', 'limited' or 'closed' with respect to motor vehicle use. These forest land classifications are as shown in **Exhibit A**, attached hereto and incorporated herein.

WHEREAS:

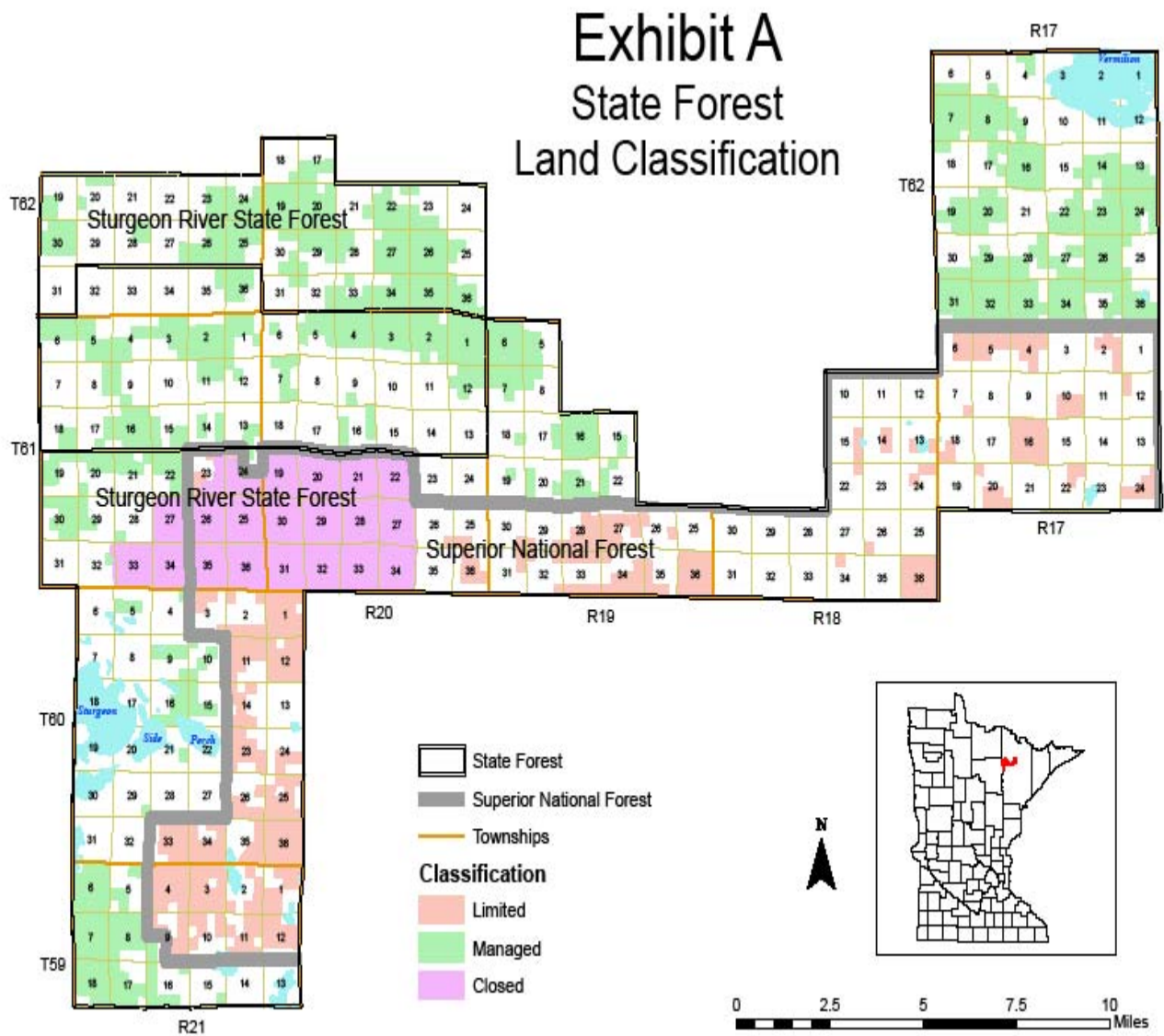
1. *Minnesota Laws 2003, Chapt. 128, Art. 1, Sect. 167 (as amended in 2005 & 2007)* and *Minnesota Rules Part 6100.1950* require the Commissioner of Natural Resources to classify state forest lands with respect to motor vehicle use.
2. The agency published its' proposed motor vehicle use classification and forest road and trail designations in a draft plan in April 2007. Public meetings were held and written comments and submissions were received regarding the public's use of forest lands, roads and trails in St. Louis County.
3. All public notice and procedural requirements in *Minnesota Statutes*, and other applicable rules and legal obligations have been fulfilled.
4. The state forest classification is both needed and reasonable.

NOW THEREFORE, IT IS ORDERED that state forest lands located within the Sturgeon River State Forest, be classified as either 'managed', 'limited' or 'closed' with respect to motor vehicle use, as shown in **Exhibit A**, attached hereto and incorporated herein, pursuant to authority vested in me by Minnesota Law.

IT IS FURTHER ORDERED that the above motor vehicle use classifications and motor-limited area designations shall become effective December 31, 2009.

Dated: September 22, 2008

Mark Holsten, Commissioner
Minnesota Department of Natural Resources



Commissioner's Orders

Minnesota Department of Natural Resources Designation and Undesignation of Forest Roads in St. Louis County, Minnesota

NOTICE IS HEREBY GIVEN that the Commissioner of Natural Resources orders the designation of forest roads identified in *Exhibit A*, and the undesignation of forest roads identified in *Exhibit B* located in St. Louis County, Minnesota.

WHEREAS:

1. *Minnesota Statutes, Section 89.71, Subd. 1*, provides that the commissioner may designate or undesignate forest roads by written order published in the *State Register*.
2. *Minnesota Laws 2003, Chapt. 128, Art. 1, Sect. 167 (as amended in 2005 & 2007)* and *Minnesota Rules Part 6100.1950* require the Commissioner of Natural Resources to classify all state forest lands with respect to motor vehicle use.
3. The agency published its' proposed motor vehicle use classification and forest road and trail designations in a draft plan in April 2007. Public meetings were held and written comments and submissions were received regarding the public's use of forest lands, roads and trails in St. Louis County.
4. All public notice and procedural requirements in *Minnesota Statutes*, and other applicable rules and legal requirements have been fulfilled.
5. The forest road designations are both needed and reasonable.

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

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

IT IS FURTHER ORDERED that the designation of the forest roads identified in *Exhibit A*, and the undesignation of forest roads identified in *Exhibit B*, shall become effective on December 1, 2009.

Dated: September 22, 2008

Mark Holsten, Commissioner
Minnesota Department of Natural Resources

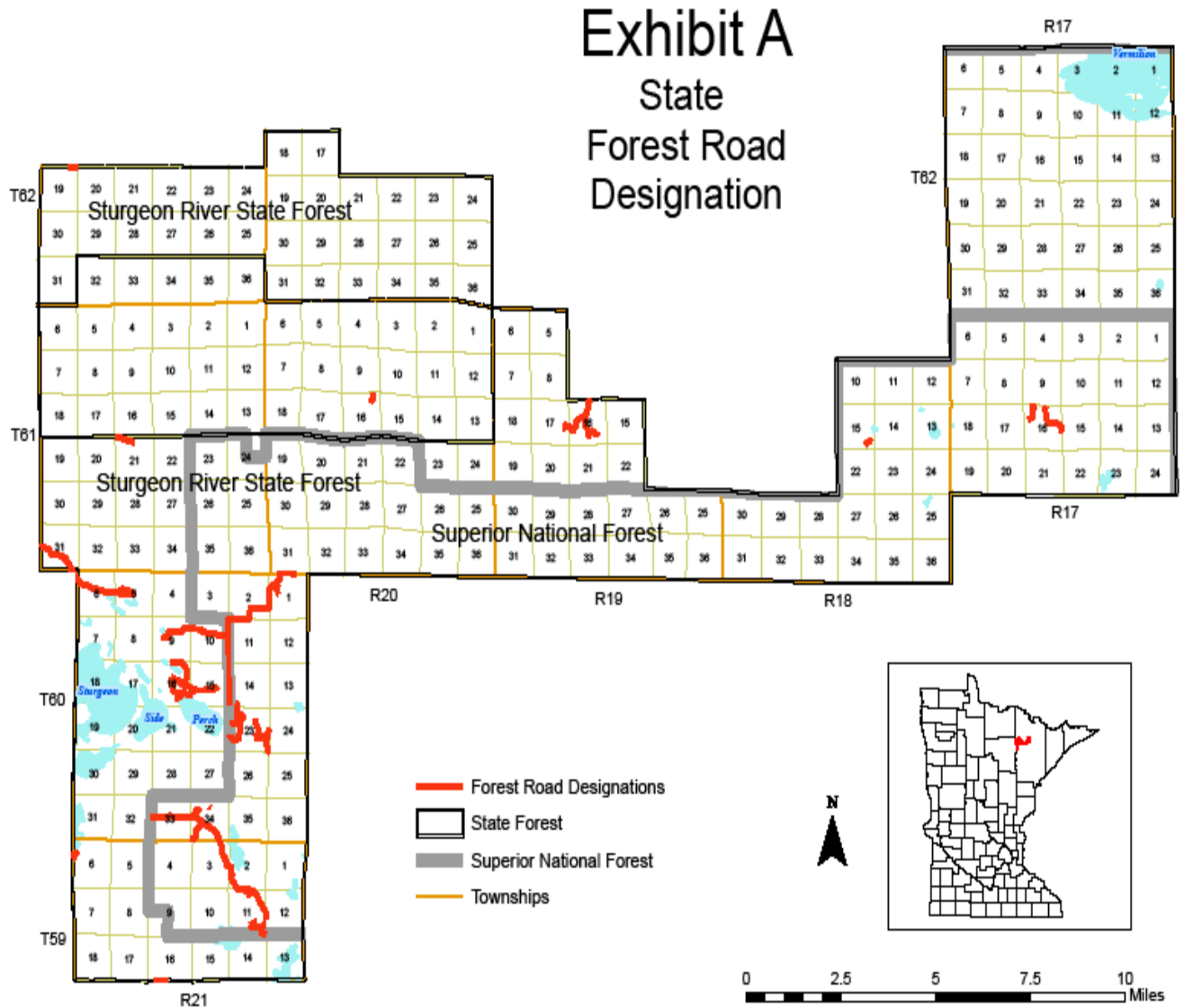
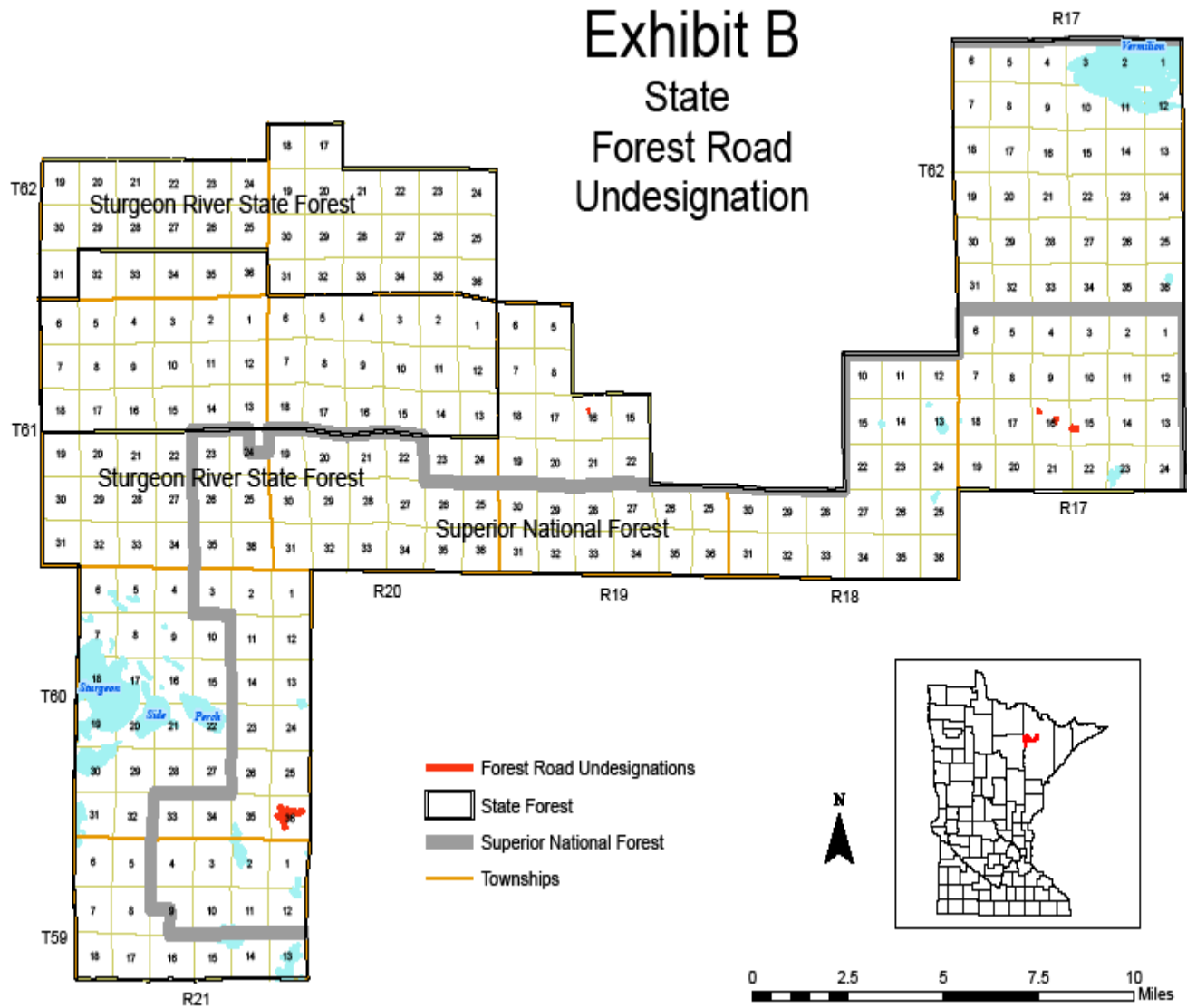


Exhibit B State Forest Road Undesignation



Minnesota Department of Natural Resources

Designation of Forest Trails in the Sturgeon River State Forest and on Other State Forest Lands under the Authority of the Commissioner in St. Louis County, Minnesota

NOTICE IS HEREBY GIVEN that the Commissioner of Natural Resources orders the designation of forest trails pursuant to *Minnesota Statutes, Section 89.19, Subd. 2*. The trail designations are for specified recreational purposes.

WHEREAS:

1. *Minnesota Statutes, Section 89.19, Subd. 2* authorizes the designation, and changes in designation, of forest trails by written order, specifying public notice and public meeting requirements which must be fulfilled prior to making such designations.
2. *Minnesota Laws 2003, Chap. 128, Art. 1, Sect. 167 (as amended in 2005 & 2007)* and *Minnesota Rules Part 6100.1950* require the Commissioner of Natural Resources to classify state forest lands with respect to motor vehicle use.
3. The agency published its proposed motor vehicle use classification and forest road and trail designations in a draft plan in April 2007. The agency held public meetings and solicited and received written comments and submissions regarding the public's use of forest lands, roads and trails in St. Louis County.
4. All public notice and procedural requirements in *Minnesota Statutes*, and other applicable rules and legal obligations have been fulfilled.
5. The forest trail designations are both needed and reasonable.

NOW THEREFORE, IT IS ORDERED that the forest trails described below are hereby designated pursuant to authority vested in me by Minnesota Law:

1. **Off-Highway Vehicle (OHV) Trails** – Approximately 12.7 miles of trail depicted on the map labeled **Exhibit A**, attached hereto and incorporated herein, are designated as Off-Highway Vehicle Trails.
2. **Hunter Walking Trails** - Approximately 26.5 miles of trail depicted on the map labeled **Exhibit B**, attached hereto and incorporated herein, are designated as Hunter Walking Trails.

IT IS FURTHER ORDERED that the trail designations shown in **Exhibit A** and **Exhibit B** shall become effective on December 31, 2009.

Dated: September 22, 2008

Mark Holsten, Commissioner
Minnesota Department of Natural Resources

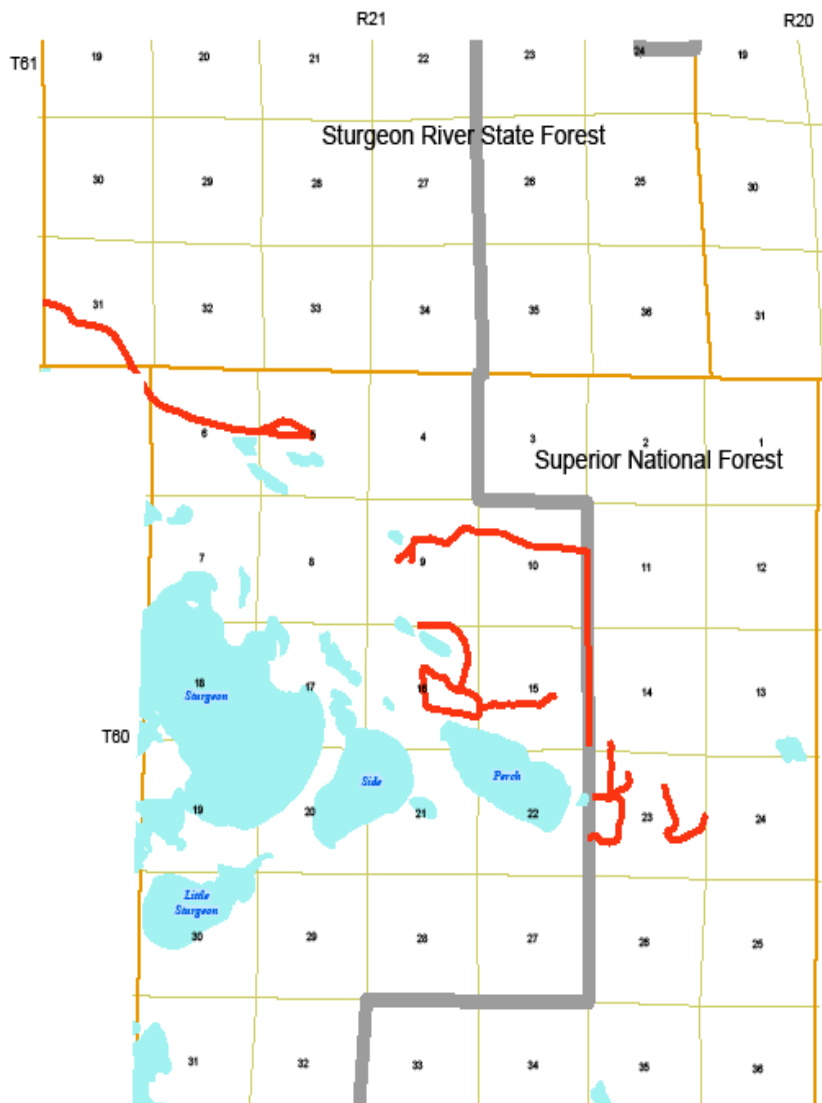
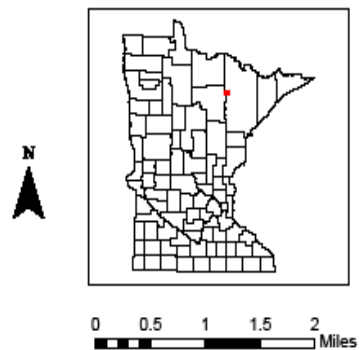
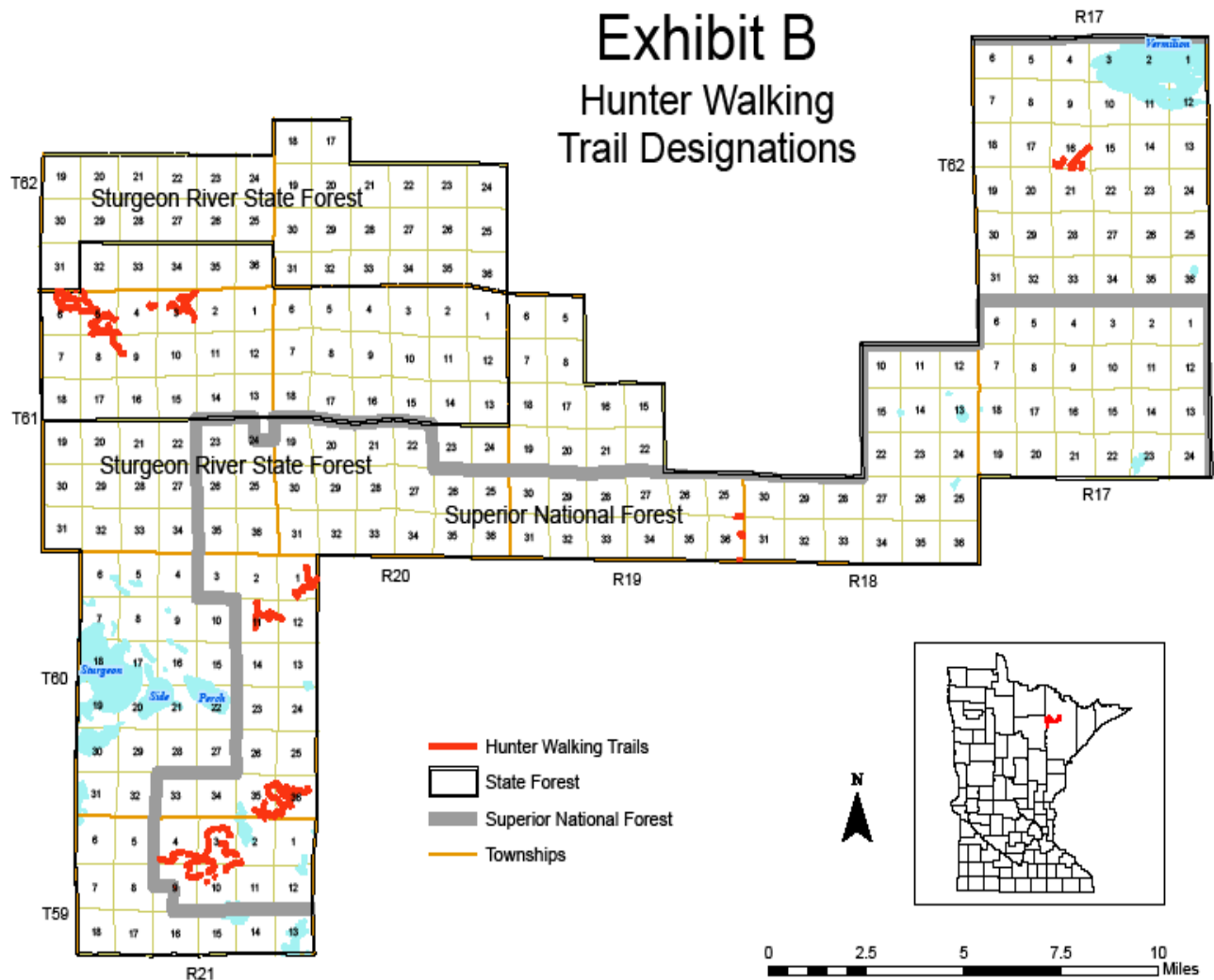


Exhibit A

Off-Highway Vehicle (OHV) Trail Designations

- OHV Trails Designations
- Superior National Forest
- Townships





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.

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Department of Agriculture

Minnesota Rural Finance Authority

Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under Minnesota Statutes, Chapter 41C on Behalf of Blake Buehring in Nessel Township, Chisago County

NOTICE IS HEREBY GIVEN that a public hearing will be held on November 3, 2008, at 9:00 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 construction of heifer facilities and a freestall barn located two miles west of Rush City on County No. 1 to Driftwood Ave.; Section 13, Nessel Township, Chisago County, Minnesota on behalf of Blake Buehring, (the Borrower/s). The maximum aggregate face amount of the proposed bond issue is \$250,000.00.

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 1, 2008

Jim Boerboom
RFA Director

Office of Energy Security**Notice of Permit Decision in the Matter of the Application of Xcel Energy for a Route Permit for the Mary Lake 115 kV Transmission Project****PUC Docket Number: E002/TL-07-1365**

On September 17, 2008, the Minnesota Public Utilities Commission adopted findings of fact and issued an Order determining that the Environmental Assessment prepared for Xcel Energy's proposed Mary Lake 115 kV Transmission Project was adequate. The Order also designated a route and issued a route permit to Xcel Energy for the project. The route is located entirely in Wright County and connects the Buffalo Power – Maple Lake 69 kV transmission line and the Mary Lake – Dickinson Junction 69 kV transmission line, a total distance of approximately 5 miles. The route parallels existing road rights of way for approximately 90 percent of the length.

The project is intended to improve electric reliability to the Buffalo area by providing additional capacity to the existing Buffalo Power-Maple Lake 69 kV transmission line. Xcel Energy anticipates that the Project will address reliability issues related to the transmission system until approximately 2034.

If you have any questions about this project or would like more information, please contact the Department of Commerce project manager: Suzanne Lamb Steinhauer 85 - 7th Place East, Suite 500, St. Paul, MN 55155. **Telephone:** (651) 296-2888; **e-mail:** Suzanne.steinhauer@state.mn.us

Issued: October 2, 2008

Minnesota Department of Health**Division of Health Policy****Notice of Adoption of Technical Changes to Rules for the Minnesota Uniform, Standard Companion Guide for Eligibility Inquiry and Response Electronic Transactions; Pursuant to *Minnesota Statutes, Section 62J.536***

Adoption: NOTICE IS HEREBY GIVEN that Technical Changes to Rules for the Minnesota Uniform Companion Guide for the Implementation of the Eligibility Inquiry and Response Electronic Transactions, pursuant to *Minnesota Statutes, Section 62J.536* as proposed at *State of Minnesota State Register*, Volume 32, Number 49, page 2145, dated June 2, 2008 (32 SR 2145) are adopted with the modifications listed at the end of this Notice.

Companion Guides Available: The Minnesota Uniform Companion Guide for the Implementation of the Eligibility Inquiry and Response Electronic Transactions, pursuant to *Minnesota Statutes, Section 62J.536*, with Technical Changes as defined by the Commissioner of Health, and showing changes between proposed and adopted technical changes in underline-strikeout format, is available on the World Wide Web at <http://www.health.state.mn.us/asa/rules.html> and at Minnesota's Bookstore at (651) 297-3000 or (800) 657-3757. The Minnesota's Bookstore TTY relay service phone number is (800) 627-3529. If you have any questions, please e-mail

health.ASAGuides@state.mn.us.

Interested parties may also obtain a printed copy of the adopted technical changes to the rule showing all of the changes from the proposed technical modifications in a strike/underline format by contacting Colleen Morse by phone at (651) 201-3570 or by fax at (651) 201-5179.

Description and Statutory Reference: The Minnesota Uniform Companion Guide for the Implementation of the Eligibility Inquiry and Response Electronic Transactions with Technical Changes, is the single, uniform companion guide to the implementation guide described under the *Code of Federal Regulations*, title 45, part 162, developed pursuant to *Minnesota Statutes, Section 62J.536*. The statute requires that beginning January 15, 2009: all group purchasers must accept from health care providers the eligibility for a health plan transaction described under *Code of Federal Regulations*, title 45, part 162, subpart L; and all group purchasers must also transmit to providers the eligibility for a health plan transaction as described under *Code of Federal Regulations*, title 45, part 162, subpart L. The statute also requires that beginning January 15, 2009, all health care providers must: submit to group purchasers the eligibility for a health

Official Notices

plan transaction described under *Code of Federal Regulations*, title 45, part 162, subpart L; and all health care providers must also accept from group purchasers the eligibility for a health plan transaction, as described under *Code of Federal Regulations*, title 45, part 162, subpart L. The statute requires the Commissioner of Health to promulgate rules pursuant to section 62J.61 at least 12 months prior to the timelines required in subdivision 1 of *Minnesota Statutes, section 62J.536*. Rules for the Minnesota Uniform Companion Guide for the Implementation of the Eligibility Inquiry and Response Electronic Transactions, pursuant to *Minnesota Statutes, Section 62J.536*, were adopted December 10, 2008. This notice is for technical changes to the adopted rules. Under *Minnesota Statutes, section 62J.61*, the Commissioner of Health is exempt from chapter 14, including section 14.386, in implementing sections 62J.50 to 62J.54, subdivision 3, and 62J.56 to 62J.59. Because the Commissioner of Health has determined that it is unduly cumbersome to publish the entire text of all of the proposed rules, the Commissioner is publishing this notice of the adopted technical changes to the rule with the modifications from the proposed technical changes to the rule.

Development: The Commissioner of Health developed these technical changes in consultation with the Eligibility Work Group #3 of the Minnesota Administrative Uniformity Committee (AUC) and the AUC. These technical changes were submitted for public comment in the *State Register*, Volume 32, Number 49, page 2145, June 2, 2008. The comment period was from June 2, 2008 until July 1, 2008. The Minnesota Department of Health collected the public comments. Comments were received from seven organizations. The Minnesota Department of Health in consultation with the Eligibility Work Group #3 of the Minnesota Administrative Uniformity Committee (AUC) and the AUC reviewed the comments and made modifications to the rules as listed following this notice.

Required Date of Compliance: The required date of compliance is January 15, 2009.

Dated: October 13, 2008

Sanne Magnan, M.D., Ph.D., Commissioner
Minnesota Department of Health
P.O. Box 64975
St. Paul, MN 55164-0975

Modifications:

Technical changes to the Rules for the Minnesota Uniform, Standard Companion Guide for Eligibility Inquiry and Response Electronic Transactions have been adopted which differ from the technical changes as proposed at *State of Minnesota State Register*, Volume 32, Number 49, page 2145, dated June 2, 2008 (32 SR 2145). The adopted technical changes are different than the proposed technical changes in the following sections of the Guide:

Front cover;
Inside front cover;
Table of contents;
1.0 Companion Guide Revision History
4.1.2 Applicability
4.1.5.3 Segments and Data Elements Classified as Not Considered for Processing (NCFP)
4.1.6. Addressing Code Set Issues in the Companion Guide
4.2.2.2 271 Transaction
4.2.3 Search Scenarios and Rejected Transactions (Error Messages)
5.2 Companion Guide Tables, IG ref 88, 2100C, DTP - Subscriber Date
5.2 Companion Guide Tables, IG ref 130, 2100D, DTP – Dependent Date
6.2 Companion Guide Tables, IG ref 216, 2100C, DTP
6.2 Companion Guide Tables, after IG Ref 217, EB - Subscriber Eligibility or Benefit Information
6.2 Companion Guide Tables, IG ref 293, 2100D, DTP
6.2 Companion Guide Tables, after IG Ref 294, EB - Dependent Eligibility or Benefit Information
6.2 Companion Guide Tables, after IG Ref 320, III – Dependent Eligibility or Benefit Additional Information
6.2 Companion Guide Tables, new IG Ref 323
6.2 Companion Guide Tables, new IG Ref 324
Appendix K
Appendix L
Appendix M
Appendix P

Appendix S

Appendix V

Throughout the entire Guide: Formatting and punctuation changes have been made to improve readability.

Minnesota Higher Education Facilities Authority

Notice of Public Hearing on Revenue Obligations on behalf of Carleton College

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Minnesota Higher Education Facilities Authority (the “Authority”) with respect to a proposal to issue revenue bonds or other obligations on behalf of Carleton College (the “College”), as owner and operator of the College, at the Authority’s office at Suite 450, 380 Jackson Street, Saint Paul, Minnesota on October 29, 2008 at 9:00 a.m. Under the proposal, the Authority would issue its revenue bonds or other obligations in an original principal amount of up to approximately \$25,000,000 to finance a project generally described as (i) construction of student housing consisting of two four-story buildings with a total of approximately 210 beds and located on the College campus along First Avenue between Nevada Street and Maple Street, and (ii) acquisition, construction and equipping of utility infrastructure improvements to provide backup electrical generation for the entire College campus (and, with related furnishings, equipment and site improvements, collectively, the “Project”), all owned and operated by the College and located on the College campus, the principal mailing address of which is One North College Street, Northfield, Minnesota 55057.

At said time and place the Authority shall give all parties who appear or who have submitted written comments and opportunity to express their views with respect to the proposal to undertake and finance the Project.

Dated: October 13, 2008

By Order of the Minnesota Higher Education
Facilities Authority
Marianne Remedios, Executive Director

Minnesota Office of Higher Education

Notice of Public Hearing before the Minnesota Office of Higher Education

Regarding Issuance of Supplemental Student Loan Program Revenue Bonds, 2008 Series (Tax-exempt)

The Minnesota Office of Higher Education (“OHE”) will hold a public hearing at 9:00 a.m. in 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota on the 30th day of October, 2008, on the issuance of Supplemental Student Loan Program Revenue Bonds, Series 2008 (Tax-Exempt) (the “Bonds”). The Bonds are being issued for the purpose of making loans to eligible students (the “Student Loans”) under the OHE’s Supplemental Student Loan Program in accordance with the provisions of *Minnesota Statutes*, Chapter 136A, as amended, funding certain funds and paying a portion of the costs of issuance of the Bonds (the “Project”). OHE’S principal offices are located at 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota 55108. The Bonds are proposed to be issued in an amount not to exceed \$43,300,000. The Bonds shall be limited obligations of OHE payable from and secured solely by all payments of principal of and interest on certain Student Loans and the proceeds thereof, certain funds and accounts and other collateral constituting the security as to be described in the resolution authorizing the Bonds. The Bonds will not be deemed to constitute a pledge of the faith of OHE or the State of Minnesota, but shall be payable solely from revenues pledged by OHE in accordance with an indenture of trust, as supplemented. Neither the faith or credit nor the taxing power of the State of Minnesota will be pledged to the payment of principal of or the interest on the Bonds. OHE has no taxing power. The hearing shall provide the fullest opportunity for expression of opinion, for argument on the merits and for the introduction of documentary evidence pertinent to the nature of the Project and the proposed issuance of the Bonds. Written comments will be accepted by OHE at 1450 Energy Park Drive, Suite 350, St. Paul, Minnesota 55108, but must be received on or before the date of the hearing.

Dated: October 6, 2008

BY ORDER OF THE DIRECTOR OF THE MINNESOTA OFFICE
OF HIGHER EDUCATION, Susan Heegaard, Director

Official Notices

Metropolitan Council

Notice of Public Hearings for the 2009 Unified Operating Budget, 2009-2014 Capital Improvement Program and 2009 Capital Program and Budget

The Metropolitan Council will hold a public hearing on November 12, 2008 to receive comments on the proposed *2009 Unified Operating Budget, 2009-2014 Capital Improvement Plan and 2009 Capital Program and Budget*.

The documents will be available on the Council's website at: www.metrocouncil.org/about/budget2009.htm. The *2009 Unified Operating Budget* and *2009-2014 Capital Improvement Program and 2009 Capital Program and Budget* will be available on October 24, 2008. Printed copies are available at no charge from the Council's Data Center, 390 N. Robert Street, St. Paul. **Call:** (651) 602-1140 or **e-mail:** data.center@metc.state.mn.us

The public hearing will be conducted on Wednesday, November 12, 2008, at 5 pm, 390 N. Robert St., St. Paul, MN.

Upon request, the Council will provide reasonable accommodations to persons with disabilities.

The procedure for the hearing will be as follows:

- Persons will be called to speak in the order in which they have registered. Individuals may register to speak in advance by calling (651) 602-1140.
- Individuals will have 3 minutes each and designated representatives of groups will have 5 minutes. Once all speakers have presented, speakers may request additional time to make further comments.
- The chair of the hearing shall have discretion in limiting or extending testimony by any person.

You may also submit comments for the official record in one of the following ways:

- **Mail:** Metropolitan Council Data Center, 390 N. Robert Street, St. Paul, MN 55101
- **Fax:** (651) 602-1464
- **Public Comment Line:** 651-602-1500
- **E-mail:** data.center@metc.state.mn.us
- **TTY:** (651) 291-0904

Comments will be accepted until 5 p.m., Tuesday, December 9, 2008. At the close of the public comment period, the Council will prepare a hearing summary. To request a copy of the hearing summary, call the Data Center at 651-602-1140, or 651-291-0904 (TTY).

Public Utilities Commission

Notice of Filing and Public Hearing in the Matter of the Application of Enbridge Pipelines (North Dakota) LLC for a Certificate of Need for Pumping Station Upgrades in Polk and Clearwater Counties

Public Utilities Docket No: IP-6670/CN-08-253

NOTICE IS HEREBY GIVEN that on March 31st, 2008 Enbridge Pipeline (North Dakota) LLC (Enbridge) filed an application for a Certificate of Need to upgrade petroleum pipeline pumping stations located entirely in Clearwater and Polk counties.

The proposed petroleum pipeline facilities fall under the definition of "large energy facility" in Minn. Rules Section 7853.0300. Therefore, in accordance with *Minnesota Statutes* § 216B.243, subd. 2, and *Minnesota Rules* Section 7853.0300 the facilities cannot be upgraded in Minnesota unless the Commission issues a Certificate of Need to the Applicant. The Certificate of Need rules governing the upgrading of Petroleum Pipeline facilities can be found in *Minnesota Rules* Chapter 7853.

Enbridge is proposing to upgrade facilities at three pumping stations in Clearwater and Polk counties. This project is the sixth of ongoing efforts to upgrade and expand the capability of Enbridge's 620-mile Lakehead pipeline system. The project is estimated to increase throughput by 51,600 bpd from 110,000 bpd to 161,600 bpd.

Official Notices

The Minnesota Public Utilities Commission will hold a public hearing to receive comments on the Certificate of Need application for the Enbridge Pipeline substation upgrades, at the Crookston American Legion, 102 South Ash Street, Crookston, MN 56716 on October 23, 2008 at 6:00 PM.

Administrative Law Judge Beverly Heydinger will preside at the hearing. Interested persons are encouraged to attend and provide oral or written comments on whether the proposed project is needed and in the public interest. Written comments can be provided to Judge Heydinger at the public hearing and at the address and email listed below. **Comments will be accepted until October 31, 2007 at 4:30 PM.** Judge Heydinger can be reached by mail at the Office of Administrative Hearings, PO Box 64620, St. Paul, MN 55164-0620, by fax at: (651) 361-7838 or by e-mail at: beverly.heydinger@state.mn.us.

Questions about the Enbridge Pumping Station project Certificate of Need application may be directed to Bret Eknes, at the Minnesota Public Utilities Commission, 121 - 7th Place East, Suite 350, St. Paul, MN 55101, by phone at: (651) 201-2236, or by e-mail: bret.eknes@state.mn.us.

Minnesota Department of Revenue

Request for Comments on Possible Amendment to Rules Governing Practice of Attorneys, Accountants, Agents, and Preparers Before Department of Revenue; *Minnesota Rules*, part 8052.0300

Subject of Rules. The Minnesota Department of Revenue requests comments on its planned amendment to the rules governing practice of attorneys, accountants, agents, and preparers before the Department of Revenue. The Department is considering amending subpart 1, to expand the scope of the rules from certain tax types only to all tax types; subpart 2, to clarify when powers of attorney are required in order to represent a taxpayer, and which types of power of attorney forms are acceptable; subpart 3, to reference a new subpart being added; subparts 5 and 6, to conform language in these subparts to the change being made to subpart 1; and adding a new subpart 3a, which discusses the extent to which former employees of the Department of Revenue are ineligible to practice.

Persons Affected. The amendment to the rules would affect attorney, accountants, agents, and tax preparers who represent taxpayers in cases before the Department of Revenue.

Statutory Authority. *Minnesota Statutes*, section 270C.06 authorizes the Department to adopt rules for the administration and enforcement of state tax laws.

Public Comment. Interested persons or groups may submit comments or information on this rule in writing until 4:30 p.m. on Friday, December 12, 2008.

Rules Drafts. The Department is in the initial stages of preparing a draft of the planned rule amendments.

Agency Contact Person. Written comments, questions, requests to receive a draft of the rule and requests for more information on these possible rules should be directed to:

Richard Walzer, Attorney
Minnesota Department of Revenue
Appeals & Legal Services Division
600 North Robert Street, Mail Station 2220
St. Paul, Minnesota 55146-2220
Phone: (651) 556-4093
Fax: (651) 296-8229
TTY users may call the Department at 711.

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

Official Notices

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

Dated: October 7, 2008

Ward L. Einess, Commissioner
Department of Revenue

State Contracts

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

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

Requirements: There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements:

\$0 - \$5000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600
\$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days;
\$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and
anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days

How to Work with Contracts

A summarized "Contracts & Grants" section of all contracts and grants open for bid is available only to subscribers. Obtain MORE and FASTER information with a SUBSCRIPTION to the *State Register*. You also receive LINKS to the *State Register*. Open the *State Register* and click on Bookmarks in the upper left corner. You will see a list of the contents of the current issue, with an INDEX, and previous years' indices. You also receive "Contracts & Grants." Here's what you receive via e-mail:

- Word Search Capability
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Subscriptions cost \$180 a year (an \$80 savings). It's all E-mailed to you, at end-of-day on Friday, instead of waiting for the non-subscriber's issue released on Monday. Contact Cathy Hoekstra, our subscriptions manager, at (651) 297-8777, or **Fax:** (651) 297-8260, or **E-mail:** cathy.hoekstra@state.mn.us

Department of Administration

Fleet Services Division

Request for Proposals for Benchmarking the State of Minnesota's Fleet Operations

It is the project goal to properly identify the State's fleet assets from data provided by the state agency's fleet management application and determine the unit's equipment classification from data supplied. The areas of study would include:

- Purchase Price
- Life Cycle
- Cost of Ownership and Operation
- Fleet age and size
- Utilization
- Other Fleet requirements as defined in the RFP

Work must begin no later than 14 days after contract is awarded.

Copies of the Request for Proposals can be obtained by emailing:

Kim J. Carlson
Department of Administration
Fleet Services Division
E-mail: *kim.carlson@state.mn.us*

Proposals submitted must be received no later than 2:30 p.m. Central Daylight Time on Wednesday, November 5th, 2008 at the following address:

Fleet Services Division
ATTN: Kim J Carlson
5420 Old Highway 8
Arden Hills, MN 55112

Late, faxed or emailed proposals **WILL NOT** be considered.

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

Minnesota State Colleges and Universities (MnSCU)

Anoka-Ramsey Community College

Request Proposals for Printing and Mail Preparation for the Achiever Newsletter

NOTICE IS HEARBY GIVEN that Anoka-Ramsey Community College will receive proposals for printing and preparing for mail its "Achiever: newsletter. Specifications are available on the website: <http://www.anokaramsey.edu/IT/proposal.cfm>. Copies of the specifications can also be obtained from Mirela Gluhic at (763) 433-1338 or mirela.gluhic@anokaramsey.edu. Sealed proposals must be received by the Business Office of Anoka-Ramsey Community College, 11200 Mississippi Blvd., Coon Rapids, MN 55433 by 3:30 p.m. on Oct. 28, 2008. Bid openings will be in the Mississippi Room of Anoka-Ramsey Community College at 3:30 p.m. on Oct. 28, 2008. Anoka-Ramsey Community College reserves the right to reject any or all proposals, or portions thereof, or to waive any irregularities or informalities, in proposals received.

State Contracts

Minnesota State Colleges and Universities (MnSCU)

Bemidji State University

Notice of Request for Sealed Bids for an Impact Test System

NOTICE IS HEREBY GIVEN that Bemidji State University will receive sealed bids for an Impact Test System. Bid specifications will be available on October 13, 2008 at the following website:

http://www.bemidjistate.edu/about/rfps_bids/

Sealed bids must be received by 2:00 PM, Tuesday, October 28, 2008, at the following location:

Belinda Lindell, Director of Logistical Services
Bemidji State University, Deputy 204, Box 8,
1500 Birchmont Drive NE, Bemidji, MN 56601

Bemidji State University reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received. The University further reserves the right to cancel the solicitation if it is considered to be in its best interest.

Minnesota State Colleges and Universities (MnSCU)

Chancellor's Office

Request for Proposal for Various Graphic Design Projects

The Minnesota State Colleges and Universities system is requesting proposals from qualified designers for the design of several regular publications and projects for the Public Affairs division of the Office of the Chancellor. These include spring and fall issues of the Minnesota State Colleges and Universities magazine, a 28- to 32-page biannual magazine, annual greeting card, invitations, an 8-page 8 1/2 x 11" publication, and other design projects throughout the year.

Proposers should review current and past editions of system publications available on the Web at:

<http://www.mnscu.edu/media/publications/index.html>

Request for proposal information is available by visiting the website: *<http://www.mnscu.edu/graphicdesign>*. Proposals must be received by Monday, October 27, 2008, noon CST.

This request does not obligate Minnesota State Colleges and Universities to complete the proposed project, and the system reserves the right to cancel this solicitation if it is considered to be in its best interest.

The Minnesota State Colleges and Universities system is an Equal Opportunity employer and educator.

Minnesota State Colleges and Universities (MnSCU)

Normandale Community College

Request for Bids for Printing Normandale Magazine

Sealed Bids are due Monday, Nov 3rd, 11:00 A.M. CST.

Bid Specifications are from Mary Solverson, NCC Marketing Communications. **Phone:** (952) 487-8192; **Fax:** (952) 487 8101; **e-mail:** *mary.solverson@normandale.edu*

Deliver bids to:

Mary Solverson, Marketing Communications
Normandale Community College
Room C1108

9700 France Ave S
Bloomington MN 55431

Minnesota State Colleges and Universities (MnSCU)

Rochester Community and Technical College

Notice of Request for Proposal (RFP) for Snow Removal for the 2008-2009 Snow Season

NOTICE IS HEREBY GIVEN that Rochester Community and Technical College Request for Proposal to do the snow removal for the University Center Rochester Campus for the 2008-2009 snow season.

To receive a copy of the RFP, send an **e-mail** to june.meitzner@roch.edu or **fax** your request to (507) 285-7104.

Proposals are due back by Monday, October 27th, 4:00 P.M. CDT and are to be addressed to June Meitzner, Rochester Community and Technical College, 851 - 30th Avenue S.E., Rochester, MN 55904.

Faxes are not acceptable. Late responses will not be considered.

Any questions should be in the form of an RFI and directed to June Meitzner; june.meitzner@roch.edu.

Minnesota State Colleges and Universities is not obligated to complete the proposed project and reserves the right to cancel this solicitation.

Department of Employment and Economic Development (DEED)

Office of Science and Technology

Notice of Availability of Contract for Commercialization Planning Assistance

NOTICE IS HEREBY GIVEN that the Department of Employment and Economic Development (DEED) – Office of Science and Technology, is soliciting proposals from qualified organizations with science and technology expertise to serve as commercialization plan service providers. The Office is seeking service providers with experience in developing commercialization plans for technology for the purpose of applying for federal grant opportunities through the Small Business Innovation Research and Small Business Technology Transfer programs. Commercialization plan development requires a different skill set than the preparation of SBIR/STTR technical proposals.

Proposals will be accepted for immediate consideration and work, and will be accepted through March 27, 2009 for work to be completed by June 30, 2009. Proposals received after March 27, 2009 will not be considered. Proposal responses must be sent via mail. Fax or emailed proposal will not be considered.

A full copy of the RFP may be obtained free of charge by contacting, in writing:

Betsy Lulfs, Director
Minnesota Department of Employment and Economic Development
Office of Science and Technology
332 Minnesota St., E200
St. Paul, MN 55101
E-mail: Betsy.Lulfs@state.mn.us

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.

State Contracts

Minnesota Department of Finance and Employee Relations Request for Proposals for Professional Services for Statewide Employment Investigation Services

The Minnesota Department of Finance & Employee Relations seeks a two-year contract with the potential of making one or more awards to qualified respondents to conduct complex employee misconduct investigations. Extensions to the contract may be considered by the state on a year-to-year basis to a total maximum contract period of four years.

Statewide Employee Misconduct Investigations will be conducted within the executive branch agencies of the State of Minnesota. Possible topics of investigations will include, but not be limited to, allegations of sexual and general harassment, conflicts of interest, computer misuse, theft of State property or equipment and violations of Zero Tolerance for Violence policy.

Services under this contract will begin January 1, 2009. The State reserves the right to cancel the solicitation if it is considered to be in its best interests.

Prospective responders can call or email for a full paper copy of the RFP which will be sent free of charge to interested vendors. Please direct your request for an RFP or any questions to Joanie Pream at (651) 259-3756 or **e-mail** at joanie.pream@state.mn.us.

All proposals must be received at the Dept. of Finance & Employee Relations by 3:00 p.m., Friday, November 14, 2008. Three copies of the proposal must be submitted in a sealed mailing envelope or package with the vendor's name and address written on the outside. Late responses or responses filed by email or fax will not be considered.

Other personnel are not allowed to discuss the Request for Proposal with anyone, including responders or potential vendors, before the proposal submission deadline. Contact regarding this RFP with any personnel not listed above may result in disqualification.

Department of Finance

Notice of a Request for Proposal for Underwriting Services for the Tax Exempt 911 Fee Revenue Bonds Issued by the State of Minnesota

The Minnesota Department of Finance is seeking proposals from selected financial institutions to provide tax-exempt financing to fund portions of the system backbone of a statewide radio system. The bond structure is assumed to include an issuance of approximately \$41,750,000 of 911 Revenue Bonds with a 15-year term. The State expects to close on this transaction on or around November 14, 2008.

To receive a complete Request for Proposal, please call or write:

Susan E. Gurrola
Treasury Division
658 Cedar Street – 4th Floor
St. Paul, MN 55155
(651) 201-8046
E-mail: sue.gurrola@state.mn.us

NOTE: Details concerning submission requirements, including due dates are included in the Request for Proposal. No other personnel are authorized to discuss the project with responder before the submittal of the RFP Response.

Deadline for submission of the RFP Response is no later than **4:00 PM, CDT Wednesday, October 22, 2008**.

This request does not obligate the State to complete a negotiated bond transaction as 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 Health (MDH)**Division of Community and Family Health****Notice of Availability of Contract for Conducting Assessment and Making Recommendations for Health Care Home System**

The Minnesota Departments of Health and Human Services are requesting proposals for the purpose of 1) conducting an assessment of the readiness of the primary health care delivery system in Minnesota to implement Health Care Home for targeted populations with chronic or complex conditions; 2) conducting an assessment of consumer understanding and readiness in Minnesota for the implementation of health care homes; and 3) to suggest recommendations that will guide capacity building efforts in establishing a statewide Health Care Home system. Work is proposed to start after November 30, 2008 or as soon as all signatures can be obtained on the contract. To obtain a copy of the Request for Proposal please visit:

<http://www.health.state.mn.us/healthreform/rfp/index.html>

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 4:30 p.m., Central Time, November 7, 2008. **Late proposals will not be considered.** Fax or emailed proposals will **NOT** be considered.

Street Address – Delivery

Janet Olstad
Minnesota Department of Health
85 East Seventh Place, Suite 220
St. Paul, MN 55101

Mailing Address

Janet Olstad
Minnesota Department of Health
P.O. Box 64882
St. Paul, MN 55164-0882

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 Health (MDH)**Notice of Availability of Contract for Establishing Health Care Spending Projections and Certifying Actual Health Care Spending**

The Minnesota Department of Health (MDH) requests proposals to establish projections for Minnesota health spending, beginning with spending estimates for calendar year 2008; evaluate and make recommendations for improving the state's health spending estimation methodology; and annually review and certify actual total health spending estimates prepared by MDH, beginning in 2010 with estimates for calendar year 2008.

Work is proposed to start **after December 8th, 2008.**

A written request (by direct mail or email) is required to receive the Request for Proposal.

The Request for Proposal can be obtained from:

Jessica Herrgott
Health Economics Program
85 East 7th Place, Suite 220
Saint Paul, MN 55101
Phone: (651) 201-5803
E-mail: jessica.herrgott@state.mn.us

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 4:00 pm, Central Time, November 10th, 2008. **Late proposals will not be considered.** Faxed or e-mailed proposals will **NOT** be considered.

State Contracts

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 Health (MDH)

Notice of Availability of Contract for “Baskets” of Care

The Minnesota Department of Health requests proposals from reputable respondents with clinical expertise to manage a project related to packages of health care services, otherwise known as “baskets” of care. Specifically, the Minnesota Department of Health seeks proposals on facilitating and staffing a process through which a steering committee and related subcommittees will identify and uniformly define seven baskets of care. The contractor will be responsible for planning, scheduling and managing the logistics of steering committee and subcommittee meetings; recruiting subcommittee members who are knowledgeable about identified baskets of care; providing professional staffing support through preparation and distribution of written materials; facilitating all steering committee and subcommittee meetings; and providing final recommendations on baskets of care and a uniform definition for each basket to the Minnesota Department of Health. The contractor will subsequently provide background information on quality measures for baskets of care and facilitate a public process through which steering committee members and subcommittee members will recommend a set of quality measures related to baskets of care.

In order to promote market adoption of the identified baskets, the contractor will work with steering committee members to identify administrative and operational challenges associated with baskets of care and propose practical solutions to those issues. The contractor will also provide outreach and education to relevant providers of health care services about the established baskets of care.

Work is proposed to start after December 1, 2008.

A Request for Proposals will be available by email and direct mail from this office. **A written request (by email or direct mail) is required to receive the Request for Proposal.**

The Request for Proposal can be obtained from:

Jessica Herrgott
Health Economics Program
85 East 7th Place, Suite 220
Saint Paul, MN 55101
Phone: (651) 201-5803
Fax: (651) 201-5179
E-mail: Jessica.herrgott@state.mn.us

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 4:00 pm, Central Time, November 17, 2008. **Late proposals will not be considered.** Fax or e-mailed proposals will **NOT** be considered.

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

Minnesota Historical Society (MHS)

Notice of Request for Bids for PRINTING SERVICES – *Minnesota Printmakers*

The Minnesota Historical Society, on behalf of the Minnesota Historical Society Press, is seeking bids from qualified printing companies (not printing brokers) for the printing of a book entitled *Minnesota Printmakers* [2,000 casebound books, plus additional 500s].

The schedule is as follows:

- December 1, 2008 - all to printer; and
- January 15, 2009 - finished books at the Society's warehouse and Press.

The Request for Bids is available by calling or writing Mary Green-Toussaint, Purchasing Coordinator, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102. Telephone: (651) 259-3175; e-mail: mary.green-toussaint@mnhs.org.

Bids must be received no later than 2:00 p.m., Local Time, Wednesday, November 12, 2008. A public bid opening will be conducted at that time. No late bids will be accepted.

Dated: October 13, 2008

Minnesota Historical Society (MHS)

Notice of Request for Bids for PRINTING SERVICES – *Wildflowers of the Boundary Waters*

The Minnesota Historical Society, on behalf of the Minnesota Historical Society Press, is seeking bids from qualified firms for the printing of a book entitled *Wildflowers of the Boundary Waters* [4,000 casebound books, plus additional 500s].

The schedule is as follows:

- December 1, 2008 - all to printer; and
- April 1, 2009 - finished books at the Society's warehouse and Press.

The Request for Bids is available by calling or writing Mary Green-Toussaint, Purchasing Coordinator, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102. Telephone: (651) 259-3175; e-mail: mary.green-toussaint@mnhs.org.

Bids must be received no later than 2:00 p.m., Local Time, Wednesday, November 12, 2008. A public bid opening will be conducted at that time. No late bids will be accepted.

Dated: October 13, 2008

Department of Human Services

Chemical Health Division

RETRACTION of Notice of Request for Proposals for Case Management and Continuing Care Services for Individuals with Substance Use Issues/Disorders Involved in the Criminal Justice System

Contrary to what appeared in the *State Register* on October 6th, 2008, (33 SR 630) the Chemical Health Division of DHS has NO open RFPs. The error was caused by the *State Register*.

State Contracts

Minnesota Department of Human Services (DHS)

Health Services and Medical Management Division

Notice of Request for Proposals to Evaluate and Report on the Adequacy of Rates Paid to Minnesota Health Care Program Providers

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services is requesting proposals to evaluate, analyze, and draft a report to be submitted by DHS to the Legislature on whether fee-for-service rates are sufficient to guarantee access to services.

Work is proposed to start November 15, 2008. For more information, or to obtain a copy of the Request for Proposal, contact:

Sandy Burge
Department of Human Services
Health Care Operations Division
P.O. Box 64993
444 Lafayette Road North
St. Paul, MN 55164-0993
Phone: (651) 431-3284
E-mail: *sandy.burge@state.mn.us*

This is the only person designated to answer questions by potential responders regarding this request.

Proposals submitted in response to this Request for Proposals must be received at the address above no later than **2:30 p.m., Central Daylight Time, November 3, 2008. Late proposals will not be considered.** Fax or e-mailed proposals will **NOT** be considered.

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

Department of Natural Resources (DNR)

Division of Forestry

Request for Information in Conducting Forest Management

1. INTRODUCTION

The purpose of the Request for Information (RFI) is for the Department of Natural Resources, to obtain information from vendors who might be interested in conducting forest management on select state owned lands in St. Louis, Lake, Cook and Koochiching Counties through a lease program. The lands are outside of state forests, scattered throughout these counties (see map).

2. OBJECTIVE

The objective of the Department of Natural Resources is to improve the productivity of scattered lands through more intensive management by the most cost effective means. The lease would provide for exclusive rights to biomass and timber resources for a 10-year lease period in exchange for lease and royalty payments to the State. DNR's interest is in accomplishing sustainable management objectives in accordance with a sustainable forest management plan. Following forest certification management principles and activities should result in more productive forest stands for the future.

3. TECHNICAL CONSIDERATIONS

The proposed lease lands are located in scattered parcels ranging from 20 to 200 acres, with a median size of approximately 80 acres. Total acres are approximately 8000. Parcels identified include conifer stands requiring precommercial thinning (~280 acres), upland and lowland brush sites (~2400 acres) and highly damaged and declining forest stands with low timber volume (~5300 acres).

3. INFORMATION BEING REQUESTED

- Vendor Qualifications
 - Provide a general description of land you may have managed and how many acres.
 - Include certifications. (Management of state land requires individuals to have dual forest certification capabilities [SFI & FSC], and use certified contractors)
- Would you be interested in state lands within a specific county or all counties?
- Provide ideas/suggestions for forest management lease terms.

4. RFI RESPONSES: Four (4) copies of the response should be submitted to the address shown below, no later than **4:00 PM Central Time, October 31, 2008**.

Questions may be addressed to Dave Schuller at: (651) 259-5255 or by e-mail at: dave.schuller@dnr.state.mn.us

Dave Schuller, Lands Program Coordinator
Minnesota Department of Natural Resources
Division of Forestry
500 Lafayette Road
St. Paul, MN 55155-4044

Department of Natural Resources (DNR)

Notice of Availability of Contract for Facilitating Stakeholder or Public Meetings for the Department of Natural Resources or Other Environmental State Agencies

CERTIFICATION # 16942

The goal of this request for proposal is for the State of Minnesota to obtain several vendors under a master contract who are able to scope, design, manage, and facilitate a public process relating to environmental and natural resource issues.

Work is proposed to start after November 17, 2008.

A Request for Proposals will be available by mail from this office through October 29, 2008. **A written request (by direct mail or email) is required to receive the Request for Proposal.** After October 29, 2008, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Kim Montgomery, Contract Coordinator
Department of Natural Resources
500 Lafayette Road
St. Paul, MN 55155-4010
E-mail: Kim.montgomery@dnr.state.mn.us

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 2:30 p.m., Central Time, November 4, 2008. **Late proposals will not be considered.** Fax or e-mailed proposals will **NOT** be considered.

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

State Contracts

Minnesota Pollution Control Agency (MPCA)

Request for Proposals for Data Governance Program Development and Implementation

The Minnesota Pollution Control Agency (MPCA) requests proposals from qualified consultants to develop and implement an enterprise-level data governance program to effectively manage the quality, accessibility, integration, accountability, usefulness, stewardship, and value of MPCA data. The MPCA is requesting proposals for expert assistance in developing a data governance framework and implementation plan, and providing training for internal staff with a role in governance. Given that the MPCA has only an initial formal data governance program at this time, the design will be for a first-phase program, which will change and mature over time.

For a copy of the Request for Proposal Contact:

Name: Mary Heininger
E-mail: contracts@pca.state.mn.us
Phone: (651) 297-8677
Fax: (651) 297-1456

Responders are encouraged to supply an email address and to receive the RFP electronically. The subject line of the e-mail request should state "Data Governance Program Development and Implementation CR2115"

Proposal Due Date and Time: November 4, 2008, 2:00 P.M.

Contract Duration: January 5, 2009, or from the date of Contract execution (whichever occurs later) to June 30, 2009, or completion of work (whichever occurs first), with the option of three (3) one (1) year extensions upon agreement in each instance of both parties

Questions: Responders should submit in writing a list of questions they would like addressed. Questions must be mailed, faxed, hand-delivered, or e-mailed to Mary Heininger at contracts@pca.state.mn.us (Subject Line: Data Governance, CR 2115) and received by October 17, 2008, 2:00 PM

Minnesota Pollution Control Agency (MPCA)

Request for Proposals for Stormwater Pollution Prevention Integration

Project Overview:

The Minnesota Pollution Control Agency (MPCA) requests proposals to write and develop pollution prevention (P2) support and educational materials that integrate P2 into regulatory guidance for the MPCA Stormwater Program. These educational materials will be distributed to regulated parties, via agency website, via inspectors, and targeted mailings to affected parties. Distribution of these items will be done by the MPCA.

Proposals submitted must address each of the three clearly defined program needs as listed below.

1. MPCA Industrial Stormwater Program Materials
2. MPCA Municipal Separate Storm Sewer Systems (MS4) Program Materials
3. MPCA Construction Stormwater Program Materials

For a copy of the Request for Proposal contact:

Lynette Podritz, Management Analyst
Minnesota Pollution Control Agency
520 Lafayette Road North
St Paul, MN 55155-4194
E-mail: contracts@pca.state.mn.us
Phone: (651) 297-1442
Fax: (651) 297-8676

Responders are encouraged to supply an email address and to receive the RFP electronically. The subject line of the email request should state P2 RFP CR 1902.

Proposal Due Date and Time: All proposals must be received no later than 2:30 p.m. CST, on Tuesday, November 4, 2008. Late proposals will not be considered.

Questions:

Prospective responders who have any questions regarding this Request For Proposals must email their question(s) to: Lynette Podritz, Management Analyst, at contracts@pca.state.mn.us

Other personnel are **NOT authorized** to discuss this request for proposal with responders, before the proposal submission deadline. Contact regarding this RFP with any personnel not listed above could result in disqualification.

Questions must be submitted by 2:30 p.m., CDT, on Wednesday, October 22, 2008, and responses to the questions should be delivered to all proposers by Monday, October 27, 2008. Please reference P2 RFP in the Subject line.

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 Transportation (Mn/DOT)

Engineering Services Division

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

This document is available in alternative formats for persons with disabilities by calling Juanita Voigt at (651) 366-4774 for persons who are hearing or speech impaired by calling Minnesota Relay Service at (800) 627-3529.

Mn/DOT, worked in conjunction with the Consultant Reform Committee, the American Council of Engineering Companies of Minnesota (ACEC/MN), and the Department of Administration, to develop 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 awards most of its consultant contracts for highway-related technical activities using this method, however, Mn/DOT also reserves the right to use Request for Proposal (RFP) or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to 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 for application. Applications are accepted on a continual basis. All expenses are 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 applications forms are available on Mn/DOT’s Consultant Services web site at: <http://www.dot.state.mn.us/consult>.

Send completed application material to:

Juanita Voigt
Consultant Services
Office of Technical Support
Minnesota Department of Transportation
395 John Ireland Blvd. Mail Stop 680

State Contracts

Department of Transportation (Mn/DOT)

Engineering Services Division

Notice Concerning Professional/Technical Contract Opportunities and Taxpayers' Transportation Accountability Act Notices

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

New Public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice. Mn/DOT is also posting notices as required by the Taxpayers' Transportation Accountability Act on the above referenced website.

Non-State Bids, 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.

Dakota County

Notice of Request for Information (RFI) for Public Health eHealth Software Solution

NOTICE IS HEREBY GIVEN that the Dakota County is seeking qualified vendors who have ehealth software solutions which support Public Health activities including, but not limited to case management, electronic health records, interoperability for secure health information exchanges, electronic billing, and tools for aggregate analysis of clinical data to conduct population health analysis.

The County is taking a two-phased approach to its consideration of ehealth software packages. In Phase I, the RFI is being issued to solicit information from product vendors. Vendors who respond by the RFI deadline and whose products meet the requirements of the County will be invited to demonstrate and discuss their products with a review committee comprised of County staff and managers. Phase I vendor finalists will be selected based on vendors who respond by the RFI deadline and whose products meet the requirements of the County as determined by RFI responses and product demonstrations.

Should the County decide to proceed to Phase II, the County will issue a Request for Proposals (RFP) to vendor finalists as determined in Phase I. **To be considered for Phase II, vendors MUST respond to this RFI** by submitting responses to the information required in this RFI, in writing and electronically.

- To access the complete RFI online, or to acquire additional information about Dakota County visit our website at:

Non-State Bids, Contracts & Grants

www.dakotacounty.us, click on Doing Business and select Bids & Proposals on the menu.

Contact: Janet Pool
Dakota County Community Services Division
1 Mendota Road West, Suite 500
West St. Paul, MN 55118-4773
E-mail: janet.pool@co.dakota.mn.us

Deadline for RFI responses is 4:00 p.m. CDT on Friday, October 31, 2008. No late proposal will be considered.

Metropolitan Council

Notice of Invitation for Bids (IFB) for Incinerator Ash Transport and Disposal for MCES

Reference Number - 08P137

The Metropolitan Council is requesting bids for Hauling and proper disposal of waste incinerator ash from Metro and Seneca WWTPs. The term of the contract will be two years.

A tentative schedule for the project is as follows:

Issue Invitation for Bids

October 7, 2008

Bid Due

November 4, 2008 @ 2:00 p.m.

Award Contract

December, 2008

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

Miriam Lopez-Rieth, Contracts and Procurement Unit
Metropolitan Council
390 North Robert Street
St. Paul, MN 55101-1805
Phone: (651) 602-1095
Fax: (651) 602-1083
E-mail: Miriam.Lopez-Rieth@metc.state.mn.us

Inquiries regarding technical aspects of the project should be directed to Gordon Backlund 651-602-1801.

Metropolitan Council - Metro Transit

Sealed Bids Sought for Bus Batteries

The Metropolitan Council is soliciting sealed bids for Bus Batteries. Bids are due at **2:00 p.m.** on October 21, 2008. Bids must be submitted in accordance with the Invitation for Bids document available from:

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

Non-State Bids, Contracts & Grants

Metropolitan Council - Metro Transit

Sealed Bids Sought for Snow Removal at 28th Avenue Park and Ride

Metro Transit a service of the Metropolitan Council is soliciting sealed bids for Snow Plowing services at the 28th Avenue Park and Ride for a period of one year with options for additional 24-months. Bids are due at **2:00 p.m.** on October 31, 2008. Bids must be submitted in accordance with the Invitation for Bids document available from:

Metropolitan Council
Metro Transit Purchasing Department
Attn: Candace Osiecki
515 N. Cleveland Avenue
St. Paul, MN 55114
Phone: (612) 349-5070
E-mail: candace.osiecki@metc.state.mn.us

University of Minnesota (U of M)

Subscribe to Bid Information Service (BIS)

The University of Minnesota offers 24-hour/day, 7-day/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 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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- **OSHA Part 1926 Construction,** \$39.98
- **OSHA Part 1910 General,** \$49.95
- **Trail Planning Guide -** Stock Number 323, \$19.95
- **Fish Cleaning Made Easy -** DVD on Fish Cleaning - Learn to clean 9 species of fish, Stock Number 226, \$14.99
- **No More Gallant a Deed -** A Civil War Memoir of the First Minnesota Volunteers, by James A. Wright, edited by Steven J. Keillor, \$34.95
- **Minnesota's Indian Mounds and Burial Sites:** A Synthesis of Prehistoric and Early Historic Archaeological Data, by Constance M. Arzigian and Katherine P. Stevenson, \$44.95
- **Mike Lynch's Minnesota Starwatch -** The Essential Guide to Our Night Sky, \$24.95
- **Minnesota's State Capitol -** The Arts and Politics of a Public Building, \$16.95
- **A Birders's Guide to Minnesota,** by Kim R. Eckert, \$20.00
- **Celebrate Saint Paul -** 150 Years of History, \$49.95



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