

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)

**Monday 3 November 2008  
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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 ( <b>BOLDFACE</b> 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		
	# 18	Monday	3 November	Noon Tuesday	28 October	Noon Wednesday	22 October	
# 19	<b>TUESDAY 11 NOVEMBER</b>		Noon Tuesday	4 November	Noon Wednesday	29 October		
# 20	Monday	17 November	Noon Tuesday	11 November	Noon Wednesday	5 November		
# 21	Monday	24 November	Noon Tuesday	18 November	Noon Wednesday	12 November		

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# Minnesota Rules: Amendments and Additions

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

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

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

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 Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*.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

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

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## Adopted Rules

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

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

## Department of Revenue

### Adopted Permanent Rules Governing Sales Tax Exemption of Isolated and Occasional Sales

The rules proposed and published at *State Register*, Volume 32, Number 17, pages 753-760, October 22, 2007 (32 SR 753); and Volume 32, Number 28, pages 1253-1259, January 7, 2008 (32 SR 1253), are adopted with the following modifications:

#### **8130.5800 ISOLATED OR OCCASIONAL SALES AND SALES OF PERSONAL PROPERTY USED IN A TRADE OR BUSINESS.**

##### Subp. 10. **Consignment sales and consignment auctions.**

E. When the sale is taxable, the person receiving the payment is responsible for collecting and remitting the sales tax on the total sales price of the property.

Example 1. A person sells used books on consignment at a retail store. Under the contract, the store determines the selling price of the books. The sale is taxable.

Example 2. A person sells a lawn mower at a consignment auction. Title passes from the owner directly to the buyer. Payment is deposited in the auction company's books. The company deducts its fee and then pays the owner a share of the payment. The sale is subject to tax.

Example 3. A person rents space from the operator of a craft show to sell craft items. The seller participates in the event for four days. The sales at the show are taxable since ~~this is a~~ the selling event lasts more than three days, as provided under *Minnesota Statutes*, section 297A.87, subdivision 3.

## Exempt Rules

Exempt rules are excluded from the normal rulemaking procedures (*Minnesota Statutes* §§ 14.386 and 14.388). They are most often of two kinds. One kind is specifically exempted by the Legislature from rulemaking procedures, but approved for form by the Revisor of Statutes, reviewed for legality by the Office of Administrative Hearings, and then published in the *State Register*. These exempt rules are effective for two years only.

The second kind of exempt rule is one adopted where an agency for good cause finds that the rulemaking provisions of *Minnesota Statutes*, Chapter 14 are unnecessary, impracticable, or contrary to the public interest. This exemption can be used only where the rules:

- (1) address a serious and immediate threat to the public health, safety, or welfare, or
- (2) comply with a court order or a requirement in federal law in a manner that does not allow for compliance with *Minnesota Statutes* Sections 14.14-14.28, or
- (3) incorporate specific changes set forth in applicable statutes when no interpretation of law is required, or
- (4) make changes that do not alter the sense, meaning, or effect of the rules.

These exempt rules are also reviewed for form by the Revisor of Statutes, for legality by the Office of Administrative Hearings and then published in the *State Register*. In addition, the Office of Administrative Hearings must determine whether the agency has provided adequate justification for the use of this exemption. Rules adopted under clauses (1) or (2) above are effective for two years only. The Legislature may also exempt an agency from the normal rulemaking procedures and establish other procedural and substantive requirements unique to that exemption.

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

## Department of Labor and Industry Adopted Exempt Permanent Rules Governing Occupational Safety and Health Standards

The rules proposed and published at *State Register*, Volume 33, Number 9, pages 435-446, September 2, 2008 (33 SR 435), are adopted as proposed.

## Executive Orders

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

## Office of the Governor Emergency Executive Order # 08-15: Providing for Emergency Relief from Regulations to Motor Carriers Operating in Minnesota

I, TIM PAWLENTY, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and *Minnesota Statutes 2006*, Section 221.0269, do hereby issue this Emergency Executive Order:

WHEREAS, October is peak harvest season in Minnesota; and

WHEREAS, significant rains and cold weather this Spring resulted in many farmers planting their crops later than usual; and

WHEREAS, by this time of year, Minnesota's corn harvest is usually sixty-four percent complete; however, as of Sunday, October

26th, only thirty percent of the corn crop had been harvested; and

**WHEREAS**, as a result of the late planting and late harvest, farmer have a shorter period of time to complete harvest, dry crops and prepare their fields for next year and this compacted harvest season has created a compacted seasonal demand for diesel fuel, propane and anhydrous ammonia for farm use; and

**WHEREAS**, Minnesota is also experiencing disruptions in the supply of diesel fuel including less than normal supplies coming into some terminals within the state and no diesel product being available at some of the terminals; and

**WHEREAS**, without relief, farmers may not be able to obtain needed supplies of diesel fuel and propane to complete the harvest and storage process; and

**WHEREAS**, the later than normal harvest season has also resulted in a compacted demand for anhydrous ammonia which farmers are only able to apply after harvest is complete and during the narrow period of time after ground temperatures are 50 degrees Fahrenheit and before the ground freezes; and

**WHEREAS**, farmers' cooperatives and other retail suppliers of anhydrous ammonia cannot store sufficient amounts of these products on location to meet the compacted demand and rely upon motor carriers to provide prompt delivery from wholesalers during peak usage periods; and

**WHEREAS**, there are limited qualified drivers that can haul diesel fuel, propane and the fertilizer products; and

**WHEREAS**, if farmers are unable to reliably access diesel fuel and propane, farmers will not be able to complete their harvest in a timely manner and, if fuel, propane and anhydrous ammonia are not available at the appropriate time, many farmers' fields will not be ready for spring planting resulting in loss of property and resources to Minnesota farmers.

**NOW, THEREFORE**, I hereby declare that:

1. An emergency exists in Minnesota that requires relief from regulations incorporated in *Minnesota Statutes 2006*, Section 221.0314, Subdivision 9, pertaining to hours of service for carriers and drivers of commercial motor vehicles while in the process of obtaining and transporting propane, diesel fuel and/or anhydrous ammonia. As to the relief from regulations pertaining to hours of service for carriers and drivers of commercial motor vehicles while in the process of obtaining and transporting diesel fuel, the relief in this order also includes obtaining and transporting any "split load" of diesel fuel and another motor fuel(s).
2. Nothing herein shall be construed to relieve commercial motor carriers and drivers from regulations pertaining to qualifications of drivers, driving of commercial motor vehicles, commercial drivers' licenses, drug and alcohol testing and use or financial responsibility.
3. A carrier must keep the time records required by *Code of Federal Regulations*, title 49, section 395.1, paragraph (e) for drivers operating within a 100 air-mile radius of the driver's normal work reporting location. Drivers and carriers operating outside of the 100 air-mile radius must comply with *Code of Federal Regulations*, title 49, section 395.8 and must identify all time operating a vehicle on the record of duty status form as driving time, with a notation identifying which hours are operated under the terms of this order.
4. No commercial motor carrier operating under the terms this emergency order shall require or allow a fatigued or ill driver to operate a motor vehicle. A driver who informs a carrier that he or she needs immediate rest shall be given at least ten consecutive hours off-duty before the driver is required return to service. If a driver requests time off under this paragraph, the motor carrier must document the request in a writing that includes the driver's name and the date and time of the request. The carrier shall retain the document for six months.
5. Upon the request of a driver, a commercial motor carrier operating under this executive order must give a driver at least 34 consecutive hours off-duty when the driver has been on-duty for more than 70 hours in any 8 consecutive days.
6. Upon the expiration of the effective date of this emergency order, or when a driver or commercial motor carrier ceases to provide direct assistance to the emergency relief effort, a driver that has had at least thirty four consecutive hours off-duty, shall be permitted to start his or her on-duty status hours of service record at zero.

# Executive Orders

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7. Drivers operating under the terms of this order should carry a copy of this order.

This order shall be effective immediately and shall remain in effect until the commercial motor carrier or driver ceases direct assistance in providing emergency relief or 11:59 p.m. on November 22, 2008, whichever occurs earlier. For purposes of this order, direct assistance is defined in *Minnesota Statutes 2006*, Section 221.0269, Subdivision 3(c).

IN TESTIMONY WHEREOF, I have set my hand this 29<sup>th</sup> day of October, 2008.

Signed: **TIM PAWLENTY**  
Governor

Filed According to Law:

Signed: **MARK RITCHIE**  
Secretary of State

## Official Notices

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

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

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## Minnesota Comprehensive Health Association Notice of Meetings on Proposed Benefit Change

**NOTICE IS HEREBY GIVEN** that representatives from the Minnesota Comprehensive Health Association's (MCHA) executive staff and writing carrier will hold public meetings for enrollees in Minnesota as indicated below. The purpose of the meetings is to allow MCHA enrollees an opportunity to comment on a Board approved benefit change. Any changes must be approved by the Minnesota Department of Commerce. New policies would go into effect on January 1, 2009

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

### SCHEDULE OF 2008 PUBLIC MEETINGS

<u>LOCATION</u>	<u>DATE</u>	<u>TIME</u>
<b>ROCHESTER</b> Ramada Hotel & Conference Center 1517 6 <sup>th</sup> Street SW Rochester, MN 55902 Tel: 507-289-8866	Tuesday, November 11, 2008	10:00 a.m. to 1:00 p.m.
<b>MINNETONKA</b> Medica 401 Carlson Parkway Minnetonka, MN 55305 Tel: 1-866-894-8053	Wednesday, November 12, 2008	10:00 a.m. to 1:00 p.m.

## Emergency Medical Services Regulatory Board Notice of Completed Application In the Matter of the License Application of the Glacial Ridge Ambulance, Glenwood, Minnesota

**PLEASE TAKE NOTICE** that the Emergency Medical Services Regulatory Board (hereinafter EMSRB) has received a completed application from **Glacial Ridge Ambulance, Glenwood, Minnesota**, for a new license, part-time advanced ambulance.

**NOTICE IS HEREBY GIVEN** that, pursuant to *Minnesota Statutes*, Section 144E.11, subd. 3, each municipality, county, community health board, governing body of a regional emergency medical services system, ambulance service and other person wishing to make recommendations concerning the disposition of the application, shall make written recommendations or comments opposing the application to the EMSRB within 30 days or by December 4, 2008, 4:30 p.m.

Written recommendations or comments opposing the application should be sent to:

Debra K. Teske, Interim Executive Director  
EMSRB  
2829 University Avenue S.E., Suite 310,  
Minneapolis, Minnesota 55414-3222.

If fewer than six comments opposing the application are received during the comment period, and the EMSRB approves the application, the applicant will be exempt from a contested case hearing, pursuant to *Minnesota Statutes*, Section 144E.11, subd. 4. If six or more application comments in opposition to the application are received during the comment period or the EMSRB denies the application, the applicant may immediately request a contested case hearing, or may try to resolve the objections of the public and/or the EMSRB within 30 days, pursuant to *Minnesota Statutes*, Section 144E.11, sub. 5(a), (b). If the applicant is unable to resolve the objections within 30 days, or if

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the applicant initially requests a contested case hearing one will be scheduled and notice of the hearing given pursuant to Minn. Stat. sec. 144E.11, subd. 5(c), (e).

Dated: October 17, 2008

Debra K. Teske, Interim Executive Director  
Emergency Medical Services Regulatory Board

## Minnesota Department of Health

### Division of Health Policy

#### Notice of Adoption of Rule Regarding Uniform, Standard Companion Guide for Health Care Claim Payment and Remittance Advice Electronic Transaction, Pursuant to *Minnesota Statutes*, Section 62J.536

**Adoption:** Notice is hereby given that the *Minnesota Uniform Companion Guide for the Implementation of the Health Care Claim Payment and Remittance Advice Electronic Transaction (ANSI ASC X12 835)* as proposed at *State of Minnesota State Register*, Volume 33, Number 4, page 218, dated July 28, 2008 (33 SR 218) is adopted with the modifications listed at the end of this Notice.

**Companion Guide Available:** *The Minnesota Uniform Companion Guides for the Implementation of the Health Care Claim Payment and Remittance Advice Electronic Transaction (ANSI ASC X12 835)* as defined by the Commissioner of Health, is available on the World Wide Web at <http://www.health.state.mn.us/asa/rule.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 [asaguides@health.state.mn.us](mailto:asaguides@health.state.mn.us)

**Description and Statutory Reference:** The *Minnesota Uniform Companion Guide for the Implementation of the Health Care Claim Payment and Remittance Advice Electronic Transaction (ANSI ASC X12 835)* is the single, uniform companion guide to the implementation guide described under the *Code of Federal Regulations*, title 45, part 162, Subpart P, developed pursuant to *Minnesota Statutes*, Section 62J.536. The statute requires that beginning December 15, 2009, all health care providers must accept from group purchasers, and all group purchasers must transmit to providers, the health care payment and remittance advice transaction described under *Code of Federal Regulations*, title 45, part 162, subpart P. The statute further requires that the transaction must be exchanged electronically, using this Minnesota Uniform Companion Guide. This rule does **NOT** require electronic funds transfer (EFT). *Minnesota Statutes*, Section 62J.536 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 the statute. 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 the rule, the Commissioner of Health is publishing this notice of the adopted rule with the modifications to the proposed rule.

**Development:** The Commissioner of Health, in consultation with the Administrative Uniformity Committee (AUC) and its Explanation of Benefits/Remittance Advice Technical Advisory Group (TAG), developed this rule. The rule was submitted for public comment in the *State of Minnesota State Register*, Volume 33, Number 4, page 218, dated July 28, 2008 (33 SR 218). The Minnesota Department of Health collected the public comments. Comments were received from ten individuals and organizations. The Minnesota Department of Health consulted with the AUC Explanation of Benefits/Remittance Advice TAG on the review of the comments and made modifications to the rule as listed following this notice.

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

Dated: November 10, 2008

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

## Modifications:

This rule was adopted with modifications from the version proposed in the *State of Minnesota State Register*, Volume 33, Number 4, page 218, dated July 28, 2008 (33 SR 218). The adopted rule differs from the rule proposed on July 28, 2008. The portions of the adopted rule which differ from the proposed rule are listed in this Notice. A complete copy of the rule showing all of the changes in a strike/underline format are available at: <http://www.health.state.mn.us/asa/rule.html>.

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

The following sections of the adopted rule for the *Minnesota Uniform Companion Guide for the Implementation of the Health Care Claim Payment and Remittance Advice Electronic Transaction (ANSI ASC X12 835)* differ from the proposed rule published on July 28, 2008:

Cover

Disclaimer – p. 2;

Table of Contents – p. 3;

1.0 Companion Guide Revision History – p. 4;

2.0 Statement from the Minnesota Department of Health – p. 5;

3.0 Statement from the Minnesota Administrative Uniformity Committee (MN-AUC) – p. 7;

4.1.1 Purpose – p. 8;

4.1.2 Applicability – p. 8;

4.1.3 Scope – p. 10;

4.1.4 Reference HIPAA Implementation Guide – p. 10;

4.1.5.2 Situational Loops, Segments and Data Elements – p. 11;

4.1.5.3 Segments and Data Elements Classified as Not Considered for Processing (NCFP) – p. 11;

4.1.6 Addressing Code Set Issues in the Companion Guide – p. 12;

4.2 Information About the 835 Health Care Claim Payment and Remittance Advice Transaction – p. 13;

4.2.1 Business Terminology – p. 13;

4.2.2 Correlating Provider Information from Claim Transaction to 835 Claim Payment and Remittance Advice Transaction – p. 13;

4.2.3 Relationship and Importance of Accurate and Balanced 835s for 837 COB Situations – p. 14;

4.2.3.1 Using Inactive CARC and RARC – p. 14;

4.3 Process for Updating Companion Guide Document – p. 15;

4.4 Minnesota Best Practices for the Implementation of Electronic Health Care Transactions – p. 15;

5.0 835 – Health Care Claim Payment and Remittance Advice - Companion Guide Table - — p. 16;

5.1 Introduction to Table – p. 16;

5.2 Companion Guide Table – p. 18;

Appendix A – Terminology and Acronyms – p. 29;

Appendix B - Minnesota Crosswalk for the Claim Adjustment Reason Codes (CARC), Claim Adjustment Group Codes, and Remittance Advice Remark Codes (RARC) – p. 33;

TABLE B.1 - Minnesota Crosswalk for Claim Adjustment Reason Codes (CARC), Claim Adjustment Group Codes and Remittance Advice Remark Codes (RARC) – p. 35 (new version of Table B.1 replaces version published with proposed rule July 28, 2008).

In Section 5.2, Companion Guide Table, the following rows, identified by ID and Name, differ from the proposed rule that was published on July 28, 2008, 2008:

Title row — all pages of Section 5.2;

CUR, FOREIGN CURRENCY INFORMATION – p. 18;

REF, VERSION IDENTIFICATION – p. 19;

DTM, PRODUCTION DATE – p. 19;

CLP02, Claim Status Code – p. 20;

CLP06, Claim Filing Indicator Code – p. 20;

CAS, CLAIM ADJUSTMENT – p. 20;

NM1, SERVICE PROVIDER NAME – p. 21;

MIA06, Monetary Amount – p. 22;

REF, OTHER CLAIM RELATED IDENTIFICATION – p. 23;

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AMT01, Amount Qualifier Code – p. 23;

SVC01-2, Product/Service ID – p. 24;

(Immediately following) SVC07 Quantity – p. 25;

DTM, SERVICE DATE – p. 25;

CAS, SERVICE ADJUSTMENT – p. 25;

(Immediately following) RENDERING PROVIDER INFORMATION – p. 25 – additions of – REF01, Reference Identifier Qualifier, and REF02, Reference Identification;

AMT01, Amount Qualifier Code – p. 26;

LQ, HEALTH CARE REMARK CODE – p. 26;

PLB01, Reference Identification – p. 26;

Formatting and grammatical changes were made throughout the rule.

## **Minnesota Housing Finance Agency Department of Employment and Economic Development Minnesota Department of Human Services Notice of Public Hearing and Draft Availability of Substantial Amendment to the 2008 Action Plan of the State of Minnesota's 2007-2011 Consolidated Housing and Community Development Plan, Neighborhood Stabilization Program**

The State of Minnesota announces its intent to take comments from citizens and local governments regarding a draft substantial amendment (Amendment) to the State's 2008 Action Plan between November 7 and 10:00 a.m. November 24, 2008. The Amendment will provide a framework for providing federal assistance to local governments and qualified non-profit organizations to stabilize neighborhoods within their jurisdictions with high numbers and concentrations of foreclosures and other risk factors. The federal assistance is called the Neighborhood Stabilization Program, and is authorized under Title III of Division B of the Housing and Economic Recovery Act of 2008 (Public Law 110-289).

The Amendment will be available for public review on November 7, 2008, on the Internet at [www.mnhousing.gov](http://www.mnhousing.gov), and in state depositories identified in the Citizen Participation Plan, which may be viewed at the same internet location. Hard copies of the Amendment may be printed off the website, or obtained by calling Ruth Simmons at the telephone numbers below.

Written public comments on the Amendment may be submitted to:

2008 Action Plan Amendment, Attn: Ruth Simmons  
Minnesota Housing Finance Agency  
400 Sibley Street, Suite 300  
St. Paul, MN 55101

Written comments may also be submitted by fax to (651) 296-8292 or by e-mail to [ruth.simmons@state.mn.us](mailto:ruth.simmons@state.mn.us). To ensure consideration of your comments, type "Action Plan Amendment" in the subject line of your e-mail.

The State will hold a public hearing on the Amendment on Thursday, November 13, 2008, from 10:00 a.m. to 11:00 a.m. at the Minnesota Housing Finance Agency first floor conference room at 400 Sibley Street, Saint Paul, Minnesota, 55101. Call Ruth Simmons at (651) 297-5146; toll free, 800-710-8871; or TTY (651) 297-2361 for more information about this hearing or if you will require interpretive services.

The Amendment will be submitted to HUD on or before December 1, 2008. The State will consider any comments from individuals or groups at the public hearing, or written comments received on or before 10:00 a.m., Monday, November 24, 2008. A summary of the written and public hearing comments and the state's responses will be included in the final Amendment.

**Department of Labor and Industry (DOLI)****Labor Standards Unit****Notice of Correction to Commercial Prevailing Wage Rates for Labor Code 404, Carpenters in CrowWing and Norman Counties**

Corrections have been made to the Commercial Prevailing Wage Rates certified 03/03/2008, for **Labor Code 404**, Carpenters, in Crow Wing and Norman Counties.

Copies with the corrected certified wage rate for this Region or these Counties may be Obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, or by calling (651) 284-5091, or accessing our web site at [www.doli.state.mn.us](http://www.doli.state.mn.us). Charges for the cost of copying and mailing are \$.25 per page for the first 100 pages, \$.65 per page after that. Make check or money order payable to the State of Minnesota.

Steve Sviggum, Commissioner  
Department of Labor and Industry

**Department of Labor and Industry (DOLI)****Labor Standards Unit****Notice of Correction to Highway Heavy Prevailing Wage Rates for Labor Code 103, Laborers, in Region 09**

Corrections have been made to the Highway Heavy Prevailing Wage Rates certified 10/20/2008, for **Labor Code 103**, Laborers, in Region 09.

Copies with the corrected certified wage rate for this Region or these Counties may be Obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, or by calling (651) 284-5091, or accessing our web site at [www.doli.state.mn.us](http://www.doli.state.mn.us). Charges for the cost of copying and mailing are \$.25 per page for the first 100 pages, \$.65 per page after that. Make check or money order payable to the State of Minnesota.

Steve Sviggum, Commissioner  
Department of Labor and Industry

**Teachers Retirement Association****Notice of Meeting November 18, 2008**

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Tuesday, November 18, 2008 at 9:30 a.m. in Suite 400, 60 Empire Drive, St. Paul, MN to consider matters which may properly come before the Board.

# State Grants & Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts Section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself. Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

## Grant Applicants

Have you checked up on all the “active” state grants? For *State Register* subscribers a “Contracts & Grants” section is available that lists all grants and contracts open for bid. Open the *State Register* and click on Bookmarks in the upper left corner. You will see a list of ALL the current rules, with an INDEX, and previous years’ indices, as well as a list of all contracts and grants open for bid. Subscribe and receive LINKS to the *State Register*. You also receive Subscriptions cost \$180 a year (an \$80 savings). Here’s what you receive via e-mail:

- **Word Search Capability**
- **LINKS, LINKS, LINKS**
- **Easy Access to *State Register* Archives**
- **Updates to Index to Vol. 31**
- **“Contracts & Grants” Open for Bid**
- **Early delivery, on Friday**
- **E-mailed to you . . . its so easy**
- **Indexes to Vols. 31, 30, 29, 28 and 27**

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](mailto:cathy.hoekstra@state.mn.us)

## Minnesota Department of Employment & Economic Development Business and Community Development Division (BCD) Notice of the Availability of Funds for the Minnesota Investment Fund Biomass Heating Program – Specific Only to the Allocation of Funds Listed Below

This notice is to inform Eligible Applicants that in accordance with Laws 2008, Chapter 363, Article 10, Section 25, Subd. 2, part bb and Laws 2008, Chapter 363, Article 10, Section 29, the Minnesota Department of Employment and Economic Development (DEED) received an appropriation of \$1,000,000 from the Minnesota state legislature for the Minnesota Investment Fund (MIF) Program specifically targeted to award grants and loans for the installation, in publicly owned facilities, of infrastructure improvements that use renewable Minnesota biomass products to produce energy for heating air or water.

### Eligible Applicants/Funding Limits:

DEED will provide funds in the form of a grant or loan to Eligible Applicants, which are defined as all units of general purpose local government; this includes townships, cities, and counties. Eligible Applicants may apply on behalf of other units of government, such as public school districts and public institutions of higher education, which own publicly owned facilities for which they are seeking to install infrastructure improvements that use renewable Minnesota biomass products to produce energy for heating air or water.

A general funding award limit has been established at \$250,000.00, with a minimum local match of 1 to 1.

### Eligible Activities:

The Program can fund infrastructure improvements, in publicly owned facilities, that use renewable Minnesota biomass products to produce energy for heating air or water.

### Application Requirements:

Applications must be received by the Minnesota Department of Employment and Economic Development on or before April 30<sup>th</sup>, 2009. Eligible Applicants are required to provide at least 50 percent (50%) of the total project costs. The facility in which the infrastructure improvements are made must be publicly owned.

DEED has Program information and an Application on its website at [www.positivelyminnesota.com](http://www.positivelyminnesota.com). Interested parties may also contact:

Jeff Nelson, BCD Senior Loan Officer

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## State Grants & Loans

Minnesota Employment and Economic Development Department  
Business and Community Development (BCD)  
1<sup>st</sup> National Bank Building  
332 Minnesota Street, Suite E200  
St. Paul, Minnesota 55101-1351  
**Phone:** (651) 259-7523  
**E-mail:** [jeff.m.nelson@state.mn.us](mailto:jeff.m.nelson@state.mn.us)

Applicants will be notified of their award status as awards are made, but in no case later than May 15<sup>th</sup>, 2009. For awarded projects, signed and executed contracts must be returned to DEED by May 29<sup>th</sup>, 2009.

### Department of Human Services Child Safety & Permanency Division Request for Proposals for Competitive Urban Primary Support and Special Focus Grants Program

#### To Implement the Minnesota Indian Family Preservation Act

The Minnesota Department of Human Services is requesting proposals to:

Award Competitive Urban Primary Special Focus Support Grants to Indian Child Welfare Programs whose goals are consistent with the Federal Indian Child Welfare Act (25 U.S.C. 1901 et. Seq.) and the Minnesota Indian Family Preservation Act (*Minnesota Statutes*, 260.751 to 260.835). These services include social services activities that focus on Strengthening Indian families and preventing the need for placement outside the family home.

The Urban Primary Support request for proposals is geared to eligible multi-services Indian Organizations and tribal social service agency programs located off-reservation which serves all urban Indian residents, regardless of tribal affiliation living in the communities of Minneapolis, St. Paul and Duluth. The Special Focus grants are geared to local social service agencies, tribes, Indian Organizations, and other organizations for out-of home placement prevention and family reunification services for Indian children. Urban Primary Grants are for 4 Years and Special Focus Grants are for 2 years.

Requests for the Request for Proposals Packet can be directed to:

**Charles D. Hawkins**  
Department of Human Services  
Child Safety & Permanency Division  
444 Lafayette Road North  
St. Paul, MN 55146-0962  
**E-mail:** [charles.hawkins@state.mn.us](mailto:charles.hawkins@state.mn.us)

Proposals must be received no later than 4:30 p.m. on December 12, 2008.

# State Contracts

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

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

**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:

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## Department of Administration (Admin)

### Risk Management Division

### Request for Proposals for a Comprehensive Property and Casualty Risk Management Information System for the Risk Management Division

The Department of Administration, Risk Management Division, hereby gives notice of the availability of a Request for Proposals (RFP) for provision of a comprehensive property and casualty risk management information system (RMIS).

The Risk Management Division is seeking to contract with an insurance hardware and software vendor for the purposes of: (1) minimizing the total cost of risk to the State; (2) purchasing a comprehensive system that accommodates all lines of property and casualty business and workers' compensation; (3) providing administration, policy processing, claims and reporting capabilities; (4) replacing three legacy systems, plus imaging processing, with a single system that is an upgrade to the current process and at a lower combined cost to provide the system solutions necessary for Risk Management to be at the technological forefront for years to come; and, (5) determining the most efficient way to process this information either through an in-house system or through a service bureau approach with the vendor.

In compliance with *Minnesota Statute* § 16C.07, the availability of this work is being offered to state employees. The State will evaluate the responses of any state employee, along with other responses to this RFP.

An informational meeting for all potential proposers will be held on Tuesday, November 12, 2008, 9:00-10:30 a.m., in the Lady Slipper Conference Room, ground level, 658 Cedar Street, St. Paul, Minnesota. This meeting will provide an opportunity for proposers to ask questions regarding the RFP.



A free-of-charge copy of the RFP can be requested through the mail, by calling the Risk Management Division at (651) 270-0339, by e-mail to [Phillip.Blue@state.mn.us](mailto:Phillip.Blue@state.mn.us), or can be picked up at the Department of Administration, Risk Management Division, 310 Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55155.

The deadline for submission of proposals is 2:30 p.m. (Central Standard Time), Monday, December 5, 2008. Late proposals will not be considered.

### Minnesota State Colleges and Universities (MnSCU) Information Technology Services Notice of Request for Proposal for the Security Information and Event Monitoring System

Minnesota State Colleges and Universities is requesting proposals for the purpose of identifying a Security Information and Event Monitoring solution for aggregating, correlating, and analyzing security event data in real time. Security Information and Event Monitoring solutions help security professionals identify and promptly respond to threats, demonstrate compliance with regulatory requirements, and perform sophisticated forensic activities.

Work is proposed to start after April 22, 2009.

The Request for Proposal is available at the following web site: <http://its.mnscu.edu/siemrfp/>

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address listed in the RFP no later than Friday, December 12, 1:00 p.m. US Central Standard Time. Late proposals will not be considered. Faxed or e-mailed proposals will not be considered.

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

### Minnesota State Colleges and Universities (MnSCU) Minneapolis Community & Technical College Notice of Intent to Request Proposals for Multi-year Contract to Provide Sign Language Interpreting Services to School Students, Employees and Guests

**Scope:** Services needed include interpretation for students' classroom and laboratory participation and for lectures, meetings and events for students, employees and guests.

**Due Date:** Monday November 17, 2008 – see RFP for additional information.

**Contact:** Michael Noble-Olson / Purchasing Manager  
Business Services – Room T2700  
**Phone:** (612) 659-6866  
**E-mail:** [michael.noble-olson@minneapolis.edu](mailto:michael.noble-olson@minneapolis.edu)  
Mailing Address:  
1501 Hennepin Avenue  
Minneapolis, MN 55403

## State Contracts

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### Minnesota State Colleges and Universities (MnSCU)

#### St. Cloud State University

#### Advertisement for Sealed Bids for Owners Representative Services for Renovation of Brown Hall

Sealed proposals for services hereinafter described will be received by St. Cloud State University at the Business Services Office, AS 122, St. Cloud Minnesota until **3:00 PM on December 1, 2008** and will be publicly opened and read aloud. The right is reserved to accept or reject any or all bids or parts of bids and to waive informalities therein.

Bids are requested for **Owners Representative Services – Brown Hall Renovation** as per Request for Proposal available in the Business Services Office, St. Cloud State University.

For further information contact:

Lisa Sparks  
Director of Purchasing  
St. Cloud State University – AS 122  
720 4<sup>th</sup> Ave. South  
St. Cloud, MN 56301-4498  
**Phone:** (320) 308-4788, or  
Doris Frieler: (320)308-4001

### Minnesota State Colleges and Universities

#### St. Cloud State University

#### Notice of Availability of Request for Qualifications (RFQ) for Construction Manager at Risk for: Integrated Science and Engineer Lab Facility (ISELF)

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of St. Cloud State University, is soliciting qualifications from interested consultants for construction management at risk services for the above referenced project.

A full Request for Proposals is available on the Minnesota State Colleges Universities website,  
<http://www.finance.mnscu.edu/facilities/design-construction/index.html>

click on “Announcements.” A copy of the pre-design is available for review at <http://www.finance.mnscu.edu/facilities/design-construction/index.html>. An informational meeting is scheduled for 9:00 AM, Monday, November 3, 2008 in Atwood Memorial Center, Mississippi Room on the St. Cloud State University campus, 720 - 4<sup>th</sup> Ave. S., St. Cloud, MN 56301. All firms interested in this meeting should contact Lucie Schwartkopf, at **(320) 308-2286** to sign up to attend the meeting.

Proposals must be delivered to Lisa Sparks, St. Cloud State University, 720 - 4<sup>th</sup> Ave., Building AS 122, St. Cloud, MN 56301, phone number (320) 308-4788 not later than 3:00 P.M., Friday, November 7, 2008. Late responses will not be considered. Minnesota State Colleges and Universities is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.

### Department of Commerce

#### Notice of Availability of Contract for Administering License Examinations

The Minnesota Department of Commerce is requesting proposals for the purpose of contracting with a vendor to develop and administer Insurance, Real Estate, and Appraiser license examinations.

Work is proposed to start January 1, 2009, if a vendor is selected that does not currently possess a bank of license examination questions. Work is proposed to start July 1, 2009, if a vendor is selected that currently possesses a bank of license examination questions required by this RFP.

A Request for Proposals will be available by mail from this office through November 15, 2008. **A written request (by e-mail) is required to receive the Request for Proposal.** After November 15, 2008, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Peter Bratsch  
**E-mail:** [peter.bratsch@state.mn.us](mailto:peter.bratsch@state.mn.us)  
Minnesota Department of Commerce  
85 Seventh Place East Suite 500  
St Paul, MN 55101

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, December 1, 2008. **Late proposals will not be considered.** Proposals submitted by fax or e-mail 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 Department of Human Services

### Managed Care and Payment Policy Division

### Addendum to Request for Proposals to Provide Health Care Services under Prepaid Medical Assistance Program (PMAP) including Minnesota Senior Care Plus (MSC+), Prepaid General Assistance Medical Care (PGAMC) and MinnesotaCare in Brown, Cass, Crow Wing, Dodge, Freeborn, Goodhue, Kanabec, Morrison, Sibley, Steele, Todd, Wabasha, Wadena and Waseca Counties

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Human Services through its Managed Care and Payment Policy Division has published an Addendum to its Request for Proposal published in the August 25, 2008 State Register. The RFP was to provide health care services under PMAP including MSC+, PGAMC and MinnesotaCare to enrollees in Brown, Cass, Crow Wing, Dodge, Freeborn, Goodhue, Kanabec, Morrison, Sibley, Steele, Todd, Wabasha, Wadena and Waseca Counties. This Addendum is withdrawing the RFP in accordance with Section I. B. of the RFP, which allows the state to cancel the solicitation if is considered to be in the State's best interest.

If you have questions, please contact Pam Olson, at [pam.r.olson@state.mn.us](mailto:pam.r.olson@state.mn.us) or at:

Department of Human Services  
Managed Care and Payment Policy Division  
PO Box 64984  
St. Paul, MN 551550984  
Phone: (651) 431-2526  
Fax: (651) 431-7426

This is the only person designated to answer questions regarding this RFP.

# State Contracts

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## Minnesota Department of Natural Resources (DNR)

### Division of Forestry

#### Request for Information

##### 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).

##### 4. 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.

**5. RFI RESPONSES:** Four (4) copies of the response should be submitted to the address shown below no later than **4:00 PM Central Time, December 31, 2008**. Questions may be addressed to Dave Schuller at:

Dave Schuller, Lands Program Coordinator  
Minnesota Department of Natural Resources  
Division of Forestry  
500 Lafayette Road  
St. Paul, MN 55155-4044  
**Phone:** (651) 259-5255  
**E-mail:** [dave.schuller@dnr.state.mn.us](mailto:dave.schuller@dnr.state.mn.us)

## Minnesota Department of Natural Resources

### Division of Lands and Minerals

#### Request for Proposals to Investigate Innovative Methods to Achieve Mercury Control in Taconite Processing Plants

Certification Number 17011

The Department of Natural Resources, Division of Lands and Minerals is seeking research proposals to investigate innovative methods to achieve mercury control in taconite processing plants. Proposals in any of the following areas would be welcomed: (1) Testing of novel methods for mercury removal from stack gases; (2) Mercury monitoring of process gas containing reactive iron-oxides; (3) Investigation of metal corrosion and other deleterious effects of potential control technologies; (4) Other innovative techniques to mitigate the effects of

mercury in taconite plants.

Total funding for these contracts is \$200,000. **One, or more, contracts may be awarded, to one, or more responders.**

Work is proposed to start after November 2008.

A Request for Proposals will be available by mail from this office November 12, 2008. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After November 12, 2008, the Request for Proposal must be picked up in person.

Prospective responders who have any questions regarding this request for proposal, or who wish to submit a proposal must contact:

Mike Berndt, Project Coordinator  
DNR-Lands and Minerals  
Box 45 500 Lafayette Road  
St. Paul, MN 55155  
**Phone:** (651) 259-5378  
**E-mail:** *mike.berndt@dnr.state.mn.us*

### **Proposal Preparation:**

Proposals may be written for research that will be conducted between January 1 and June 30, 2009. However, projects being proposed as precursor studies for research to be completed in subsequent years are encouraged. Proposals should be between five and ten pages in length, **submitted in triplicate**, and use a specific template.

The following web address has been established where interested parties may download the template and also access copies of mercury research conducted to date: [http://www.dnr.state.mn.us/lands\\_minerals/dnr\\_hg\\_research.html](http://www.dnr.state.mn.us/lands_minerals/dnr_hg_research.html)

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 21, 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

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## Department of Public Safety (DPS)

### Division of Emergency Communication Networks

#### Request for Proposals (RFP) for Public Safety Interoperability Planning Services

Professional/technical services are needed to provide the Minnesota Department of Public Safety, Division of Emergency Communication Network with planning services to coordinate and oversee the delivery of public safety interoperable communication programs and initiatives. The direct assistance includes include project plan development, coordination of local participation in developing solutions to public safety interoperability issues, leadership of designated workgroups and task groups, validation and adoption of recommendations and implementation and post-implementation support. The RFP anticipates at least three individuals to provide these planning services; at least one to develop interoperable communication training programs, two for project management of Public Safety Interoperable Communications (PSIC) grant program investments (multiple contractors are anticipated but not required).

The output from this contract(s) will be monthly written reports to the Division of Emergency Communication Network Program, documenting meetings with local and regional public safety officials related to the activities listed above, the development of regional tactical interoperability plans and the development of regionally based public safety communication exercises. The contract(s) will involve contractors working with various local and regional public safety officials and assisting those officials in developing communication system plans and tactical interoperability plans.

Anticipated contract(s) start date is January 5, 2009 with an initial ending date of June 30, 2010. If funding for this project is extended and if additional work is needed by the Division of Emergency Communication Networks after June 30, 2010, the Division of Emergency Communication Networks will retain the option to extend the contract(s) with the contractor's consent, for up to 2 additional 1 year periods. The value of the contract(s) for subsequent extension periods may be adjusted, if justified and approved by the state.

Details are contained in the complete RFP, which may be obtained by e-mailing: [scott.wiggins@state.mn.us](mailto:scott.wiggins@state.mn.us). All questions concerning this RFP should be emailed to Scott Wiggins and should be received by Scott no later than 2:00 p.m. Central Standard Time on November 21, 2008. Answers to questions will be emailed to all entities requesting a complete RFP by end of business day November 26, 2008. Final date for submitting proposals is 2:00 p.m. Central Standard Time on December 5, 2008.

## Minnesota State Court Administrator's Office

### Education and Organization Development & Human Resources

#### Request for Proposal for Performance Rating Management System (PRMS)

The state of Minnesota, State Court Administrator's Office, (State) is using a competitive selection process to select the vendor responsible for implementation of a fully integrated web-based application containing at minimum a Performance Rating Management System (PRMS) module. This is not a bid but a request for a proposal that could become the basis for negotiations leading to a contract with a designated vendor to provide services as described in this document.

SEALED PROPOSALS AND NUMBER OF COPIES. Your proposal must be submitted in writing in a sealed envelope to:

Matt Ream, Human Resources Division  
State Court Administration  
25 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155

The submission must include 1 paper copies and 1 electronic (PDF) copy. No facsimile submissions will be accepted. Proposals must be received no later than 5 p.m. local (i.e., St. Paul) time on November 07, 2008. Proposals will be opened the following business day and once opened become accessible to the public. Do not place any information in your proposal that you do not want revealed to the public. All documentation shipped with the proposal, including the proposal, will become the property of the Minnesota Supreme Court.

Questions about the RFP or the selection process **MUST** be in writing and directed to Matt Ream, State Court Administration, Human Resources Division, 25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155 or by e-mail at [Matt.Ream@courts.state.mn.us](mailto:Matt.Ream@courts.state.mn.us). Other

court personnel are not allowed to discuss the Request for Proposal with anyone including responders before the proposal submission deadline.

A full request for proposal is available on the Minnesota Supreme Court website: [www.courts.state.mn.us](http://www.courts.state.mn.us)

### **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

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## 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](http://www.dot.state.mn.us/consult)

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

## Department of Transportation (Mn/DOT)

### Office of Civil Rights

#### Notice of Availability of Contract(s) for Developing and Hosting the 2009 Summer Transportation Institute Grant

The Minnesota Department of Transportation (Mn/DOT) Office of Civil Rights requests proposals to host a Summer Transportation Institute (STI) Program. The STI Program was designed to contribute to the development of a diverse, well-qualified workforce for the transportation industry by encouraging secondary school students to pursue transportation careers. The goal of this program is to provide awareness to middle and high school students of transportation careers and encourage them to consider transportation-related courses of study in their higher education pursuits.

Work is proposed to start after March 2, 2009.

A Request for Proposals is available by mail through November 14, 2008. **A written request (by direct mail, e-mail, or fax) is required to receive the Request for Proposals.** After November 14, 2008, the Request for Proposals must be picked up in person.

The Request for Proposals can be obtained from:

Deloris M. Bryand, Contract Administrator  
Minnesota Department of Transportation  
Office of Civil Rights  
395 John Ireland Blvd., MS 170  
St. Paul, MN 55155  
**Phone:** (651) 366-3073  
**Fax:** (651) 366-3129  
**E-mail:** [deloris.bryand@dot.state.mn.us](mailto:deloris.bryand@dot.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 P.M. Central Daylight Time, **Friday, November 21, 2008.**

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 proposer.



**Department of Transportation (Mn/DOT)  
Office of Communications  
Request for Proposals (RFP) for Media Monitoring and News Release Distribution**

The State of Minnesota through its Department of Transportation requests responses for the Office of Communications' news distribution and media monitoring needs. The agency seeks a more efficient and effective way of distributing information to the news media, businesses, emergency personnel and the public. The agency also seeks a media clipping service for news articles and video footage about Mn/DOT projects, news and initiatives that appeared in local, statewide and, possibly, national news outlets (including weekly and daily newspapers, television and the Web).

Responses to this advertisement become public information under the Minnesota Government Data Practices Act. This request does not obligate Mn/DOT to complete the work contemplated in this notice, and Mn/DOT reserves the right to cancel this RFP. All expenses incurred in responding to this notice will be borne by the responder.

The full RFP can be viewed on the Mn/DOT Consultant Services Web Page at [www.dot.state.mn.us/consult/index.html](http://www.dot.state.mn.us/consult/index.html) under the P/T Notices Section.

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

Brad Hamilton, Contract Administrator  
**E-mail:** [brad.hamilton@dot.state.mn.us](mailto:brad.hamilton@dot.state.mn.us)  
**Telephone:** (651) 366-4626

**Note:** RESPONSES WILL BE DUE ON NOVEMBER 18, 2008 AT 2:00 PM CENTRAL STANDARD TIME.

**Department of Transportation (Mn/DOT)  
Office of Transportation Data and Analysis  
Request for Proposal (RFP) for Data Business Planning**

This is a notice of availability of Contract for Mn/DOT Data Business Planning. Responses to this advertisement become public information under the Minnesota Government Data Practices Act. This request does not obligate the State of Minnesota Department of Transportation to complete the work contemplated in this notice, and the department reserves the right to cancel this request for proposal. All expenses incurred in responding to this notice shall be borne by the responder.

The Minnesota Department of Transportation is requesting proposals from interested responders to provide technical expertise in leading and facilitating a new department Business Information Council, developing a data business plan, and preparing a new data governance model.

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

**Note:** PROPOSALS WILL BE DUE ON NOVEMBER 25, 2008 AT 2:00PM CENTRAL STANDARD TIME.

# State Contracts

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## Minnesota Department of Veterans Affairs

### Minnesota Veterans Homes

#### Notice of Availability of Contract for Supplemental Nursing Services Master Contracts

The Minnesota Department of Veterans Affairs, Minnesota Veterans Homes is soliciting proposals from Registered Supplemental Nursing Service Agencies to provide supplemental nursing staff for the Minnesota Veterans Home - Minneapolis (MVH-M) on an as-needed basis. The Minnesota Veterans Home - Minneapolis provides care for its residents on a twenty-four— (24) hour, seven (7) day a week basis through its professional licensed health care employees. Due to sick time or vacation leave the Minnesota Veterans Home - Minneapolis may need supplemental nursing personnel in order to meet required staffing levels. The Contractors shall provide the Minnesota Veterans Home - Minneapolis with sufficient numbers of Registered Nurses (RN), Licensed Practical Nurses (LPN), Certified Nursing Assistants (CNA) and Trained Medication Aides (TMA) to cover staff shortages in order to meet resident care needs.

Work is proposed to start on **January 1, 2009**. Multiple Master Contracts are expected to be awarded, with work allocated among them.

A Request for Proposals will be available by direct mail or e-mail from this office. **A written request (by direct mail, e-mail or fax) is required to receive the Request for Proposals.**

The Request for Proposals can be obtained from:

Jeff Boldt  
Minnesota Department of Veterans Affairs  
Minnesota Veterans Home Minneapolis  
5101 Minnehaha Avenue South  
Minneapolis, Minnesota 55417 1699  
**Phone:** (612) 721-0657  
**Fax:** (612) 728-1216  
**E-mail:** [jeff.boldt@state.mn.us](mailto:jeff.boldt@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 **Monday November 24, 2008, 2:30 PM Central Standard Time.**

**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.

## 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.

## Bassett Creek Watershed Management Commission Request for Letters of Interest Proposals—Professional Services for Legal, Engineering and Technical, and Administrative Consulting Services

**NOTICE IS HEREBY GIVEN** that pursuant to *Minnesota Statutes Annotated* 103B.227, Subd. 5, the Bassett Creek Watershed Management Commission (BCWMC) hereby solicits Letters of Interest Proposals for legal, engineering and technical, and administrative consulting services for fiscal years 2009 and 2010. The BCWMC's 2009 operating budget is \$499,875 and proposed 2009 capital budget is \$800,000.

Letters should include a brief description of the company and the experience of the individual(s) proposing to perform services for the Commission. Letters of interest proposals shall be in a sealed envelope clearly marked, "BCWMC – Letter of Interest Proposal." The Commission will review the letters and reserves to itself the right to take such action as it deems in its best interests. All Letters of Interest Proposals shall be submitted on or before November 18, 2008 to:

Mr. Michael Welch, Chair  
BCWMC – Letter of Interest Proposal  
ATTN: Sue Virnig  
7800 Golden Valley Road  
Golden Valley, MN 55427  
(NO CALLS)

## Dakota County Notice of Request for Proposal (RFP) for Transportation Services

**NOTICE IS HEREBY GIVEN** that Dakota County is seeking qualified Contractors to provide MN Family Investment Program (MFIP) participants with transportation through on demand and regularly scheduled appointments within the limits of Dakota County.

To access the complete RFP online, or to acquire additional information about Dakota County visit our website at: [www.co.dakota.mn.us](http://www.co.dakota.mn.us), click on E-Government and select RFP on the menu.

**Contact:** Helene Woods, Program Developer  
Dakota County Workforce Services  
1 Mendota Road West, Suite 500  
West St. Paul, MN 55118-4773  
**Phone:** (651) 554-5908  
**Fax:** (651) 554-6565  
**E-mail:** [helene.woods@co.dakota.mn.us](mailto:helene.woods@co.dakota.mn.us)

**Deadline for proposals is 4:00 p.m. CDT on Friday, November 21, 2008.** No late proposal will be considered.

# Non-State Bids, Contracts & Grants

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## Metropolitan Council

### Notice of Request for Proposals (RFP) for Master Contracts – Engineering Services for Plant Projects

Reference Number 08P162

The Metropolitan Council is soliciting Request for Proposals for five Master Contracts to provide Architectural/Engineering Design and Construction Support services for various wastewater treatment plant projects.

Issue Request for Proposals	November 7, 2008
Proposals Due	December 8, 2008
Award Contract	January 2009

All firms interested in submitting proposals for this contract and desiring to receive an RFP package are invited to make a written request either by e-mail, fax or mail or phone request 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*

## Metropolitan Council

### Notice of Request for Proposals (RFP) for MWWTP Settling Tank Collector Systems Planning and Design

Reference Number 08P158

The Metropolitan Council is soliciting Request for Proposals to provide planning and design for MWWTP settling tank collector systems.

Issue Request for Proposals	November 6, 2008
Proposals Due	December 4, 2008
Award Contract	January 2009

All firms interested in submitting proposals for this contract and desiring to receive an RFP package are invited to make a written request either by e-mail, fax or mail or phone request 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*

## Metropolitan Council - Metro Transit

### Solicitation of Price Quotes for Sale of Retired Transit Buses

Metro Transit, a division of the Metropolitan Council, is soliciting price quotes on 67 retired transit buses. Over the next few weeks, Metro Transit will be soliciting quotes on additional buses that will be retired from its fleet.

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# Non-State Bids, Contracts & Grants

The transit buses for sale are 1994 and 1995 Gillig 40' Phantoms with a Detroit Diesel Series 50 engines and Allison B500R transmissions, 1994 New Flyer 60' articulated buses with a Detroit Diesel Series 50 engines and Allison B500R transmissions, 1992 and 1990 Gillig 40' Phantoms with a Detroit Diesel 6V92 engines and Allison 748 transmissions. Detailed information on these buses is available at the internet site below.

Interested bidders should go to [www.transportmax.com](http://www.transportmax.com), click on Auctions, and follow the instructions for viewing details on the buses for providing a price quote.

## Minnehaha Creek Watershed District

### Sealed Bids Requested for the Furnishing of All Labor, Materials and All Other Items Necessary to Complete the Minnehaha Creek Gorge Restoration – Phase I - Minneapolis Veteran's Home

<b>Owner:</b>	Minnehaha Creek Watershed District
<b>Class of Work:</b>	Storm Sewer, Bituminous, Porous Concrete, Bio-engineered Slopes, Riprap
<b>Project Location:</b>	Hennepin County, Minnesota
<b>Pre-Bid Meeting:</b>	9:00 AM, October 31, 2008 (Mandatory)
<b>Bids Close At:</b>	2:00 PM, November 5, 2008

**NOTICE TO CONTRACTORS:** Sealed Bid Proposals for the furnishing of all labor, materials and all other items necessary to complete the work described herewith, will be received by Minnehaha Creek Watershed District at its office located at 18202 Minnetonka Blvd., Deephaven, MN, until 2:00 PM, November 5, 2008, after which such bids will be opened and read aloud.

The work, in accordance with drawings and specifications prepared by Wenck Associates, Inc. consists of the following major items of work: Storm Sewer Construction, Installation of StormTech® Underground Storm Water Storage Units, or Approved Equal, Porous Concrete Paving, Bituminous Paving, Excavation, Bio-engineered Slopes, Riprap. Contractors desiring a copy of the bid package, plans, specifications and proposal forms may obtain them from the offices of Minnehaha Creek Watershed District, the payment of a \$65.00 non-refundable fee for each bid package. Bid packages are also available for examination at the District office.

All communications relative to this project should be addressed to the Minnehaha Creek Watershed District Attn: Renae Clark, Project Manager, [rclark@minnehahacreek.org](mailto:rclark@minnehahacreek.org) or (952) 471-0590, prior to opening of the Bid. Bid Proposals shall be submitted on forms furnished for that purpose. Each bid proposal shall be accompanied by a "Bid Security" in the form of a certified or cashier's check made payable to Minnehaha Creek Watershed District ("OWNER") in an amount not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the OWNER, with a surety company duly authorized to do business in the state of Minnesota, such Bid Security to be a guarantee that the bidder, if awarded a contract, will enter into a contract with Minnehaha Creek Watershed District; and the amount of the certified check will be retained or the bond enforced by the OWNER in case the bidder fails to do so.

The OWNER will retain the deposits for the three lowest bidders until the contract has been awarded and executed but not longer than sixty (60) days. No bid may be withdrawn for a period of sixty (60) days following the bid opening. A mandatory PRE-BID meeting will be held at the Minnehaha Creek Watershed District office at 9:00 AM on October 31, 2008. The bid of the lowest responsible bidder is intended to be accepted on or before the expiration of sixty (60) days after the date of the opening of bids. The OWNER, however, reserves the right to reject any or all bids and to waive any minor irregularities, informalities or discrepancies, and further reserves the right to award the contract in the best interest of Minnehaha Creek Watershed District.

This project is being bid at the same time as with two additional projects, one administered by MCWD titled "Minnehaha Gorge Restoration – Phase II Minnehaha Falls/Glen" and also a project constructed by the Department of the Army on the site titled "MINNEHAHA CREEK WORKS PROGRESS ADMINISTRATION (WPA) WALLS—CAP SECTION 14— MINNEAPOLIS, MN."

Interested parties are strongly encouraged to review these project advertisements and submit bids accordingly. The Department of Army contact is as follows: William J. Hurley, (651) 290-5416, US Army Engineer District, St. Paul, Contracting Division CEMVP-CT, 190 East Fifth Street, St. Paul, MN 55101-1638.

# Non-State Bids, Contracts & Grants

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## Minnehaha Creek Watershed District

### Sealed Bids Requested for the Furnishing of All Labor, Materials and All Other Items Necessary to Complete the Minnehaha Creek Gorge Restoration – Phase II - Minnehaha Falls-Glen

<b>Owner:</b>	Minnehaha Creek Watershed District.
<b>Class of Work:</b>	Bio-engineered Slopes, Riprap, Trail Construction, Road Surfacing.
<b>Project Location:</b>	Hennepin County, Minnesota.
<b>Pre-Bid Meeting:</b>	9:00 AM, November 3, 2008 (Mandatory).
<b>Bids Close At:</b>	12:00 PM (noon), November 6, 2008.

Sealed Bid Proposals for the furnishing of all labor, materials and all other items necessary to complete the work described herewith, will be received by Minnehaha Creek Watershed District at its office located at 18202 Minnetonka Blvd., Deephaven, MN, until 12:00 PM (noon), November 6, 2008, after which such bids will be opened and read aloud.

The work, in accordance with drawings and specifications prepared by Wenck Associates, Inc. consists of the following major items of work: Construction of bio-engineered slopes, Riprap, rock vanes and toe boulders, Aggregate trail surfacing, Limestone block retaining wall, Bituminous Surfacing, Access Road Improvement. Contractors desiring a copy of the bid package, plans, specifications and proposal forms may obtain them from the offices of Minnehaha Creek Watershed District, the payment of a \$65.00 non-refundable fee for each bid package. Bid packages are also available for examination at the District office.

All communications relative to this project should be addressed to the Minnehaha Creek Watershed District Attn: Renae Clark, Project Manager, [rclark@minnehahacreek.org](mailto:rclark@minnehahacreek.org) or (952) 471-0590, prior to opening of the Bid. Bid Proposals shall be submitted on forms furnished for that purpose. Each bid proposal shall be accompanied by a "Bid Security" in the form of a certified or cashier's check made payable to Minnehaha Creek Watershed District ("OWNER") in an amount not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the OWNER, with a surety company duly authorized to do business in the state of Minnesota, such Bid Security to be a guarantee that the bidder, if awarded a contract, will enter into a contract with Minnehaha Creek Watershed District; and the amount of the certified check will be retained or the bond enforced by the OWNER in case the bidder fails to do so.

The OWNER will retain the deposits for the three lowest bidders until the contract has been awarded and executed but not longer than sixty (60) days. No bid may be withdrawn for a period of sixty (60) days following the bid opening. A mandatory PRE-BID meeting will be held at the Minnehaha Creek Watershed District office at 9:00 AM on November 3, 2008. The bid of the lowest responsible bidder is intended to be accepted on or before the expiration of sixty (60) days after the date of the opening of bids. The OWNER, however, reserves the right to reject any or all bids and to waive any minor irregularities, informalities or discrepancies, and further reserves the right to award the contract in the best interest of Minnehaha Creek Watershed District.

This project is being bid at the same time as with two additional projects, one administered by MCWD titled "Minnehaha Gorge Restoration – Phase I Minneapolis Veteran's Home" and also a project constructed by the Department of Army on the site titled "MINNEHAHA CREEK WORKS PROGRESS ADMINISTRATION (WPA) WALLS—CAP SECTION 14— MINNEAPOLIS, MN."

Interested parties are strongly encouraged to review these project advertisements and submit bids accordingly. The Department of Army contact is as follows: William J. Hurley, (651) 290-5416, US Army Engineer District, St. Paul, Contracting Division CEMVP-CT, 190 East Fifth Street, St. Paul, MN 55101-1638

## 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](http://bidinfo.umn.edu) or call the BIS Coordinator at (612) 625-5534.

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## Non-State Bids, Contracts & Grants

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.

# *Minnesota's Bookstore*

660 Olive Street (Williams Hill Business Development), St. Paul, MN 55155

(1 block east of I-35E Bridge, 1 block north of University Ave.)

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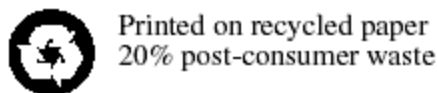


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