

State of Minnesota

# State Register



**Proposed, Adopted, & Expedited Rules; Executive Orders; Appointments;  
Commissioners' Orders; Revenue Notices; Official Notices;  
State Grants & Loans; State Contracts; Non-State Public Bids, Contracts & Grants**  
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# State Register

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

- Proposed Rules
- Adopted Rules
- Exempt Rules
- Expedited Rules
- Withdrawn Rules
- Vetoed Rules
- Executive Orders of the Governor
- Appointments
- Proclamations
- Commissioners' Orders
- Revenue Notices
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- State Grants and Loans
- Contracts for Professional, Technical and Consulting Services
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Tim Pawlenty, Governor	(651) 296-3391	Department of Administration:	<i>State Register:</i>
Carol L. Molnau, Lt. Governor	(651) 296-3391	Sheila M. Reger, Commissioner	Robin Panlener, editor
Lori Swanson, Attorney General	(651) 297-4272	Materials Management Division:	John Mikes, assistant editor
Rebecca Otto, State Auditor	(651) 297-3670	Kent Allin, Director	Loretta J. Diaz, subscriptions
Mark Ritchie, Secretary of State	(651) 296-2079	Mary Mikes, Manager	Bonnie Karels, billing

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# 41	Monday 12 April	Noon Tuesday 6 April	Noon Wednesday 31 March
# 42	Monday 19 April	Noon Tuesday 13 April	Noon Wednesday 7 April
# 43	Monday 26 April	Noon Tuesday 20 April	Noon Wednesday 14 April

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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. 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, but 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.

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 #40-52 inclusive, with final index (#1-52, or 53 in some years). 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, phone: (612) 297-3000, or toll-free 1-800-657-3757.

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Monday 5 April 2010

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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 Agriculture Adopted Permanent Rules Relating to Promotional Councils

The rules proposed and published at *State Register*, Volume 34, Number 17, pages 587-592, October 26, 2009 (34 SR 587), are adopted with the following modifications:

### 1570.0200 DEFINITIONS.

Subp. 12: [See repealer.]

[For text of subps ~~13~~ and 12 to 14, see M.R.]

### 1570.0800 GENERAL POLLING PROCEDURES.

Subp. 4. **Balloting at polling places.** The procedures in items A and B must be followed whenever an election will be held at established polling places.

A. Election judges will be selected by the commissioner in consultation with the council. Judges must not indicate their opinions about the election on the day of the election. Each polling place must have at least one judge. The judges are to do the following:

(9) contact the commissioner as soon as practicable with the total number of completed ballots and assure that the proper chain of custody of the ballots is taken;

### 1570.0900 ADMINISTRATION OF PROMOTIONAL ORDERS.

Subp. 3. **Payment of check-off fees.** The procedures in items A to E must be used by the council in collecting the check-off fees from first purchasers or first handlers:

B. The council must determine the first handler or first purchaser for the agricultural commodity. First handlers or first purchasers are responsible for collecting from participating producers and remitting the check-off fee ~~with the name and address of the producer, amount and date the check-off was deducted, and the processor or elevator ID number if applicable~~ to the council by the date stated in the promotional order.

Subp. 4. **Refund of check-off fee.** The procedures in items A to F must be followed for those councils whose check-off fees are refundable:

A. Any participating producer wishing a refund of a check-off fee must submit a refund application form to the commissioner.

B. Upon receipt of the completed refund application form and the proof of paid check-off fee, the commissioner will verify that the information on the refund application form is valid and will forward the original copy of the refund application form and proof of paid check-off fee to the council. Requests for refunds must be received by the commissioner within the time prescribed in the promotional order for the particular agricultural commodity in order to be valid.

D. The council shall mail the refund check and the proof of paid check-off fee to the participating producer.

E. Refunds will be made by the commissioner and the council within 30 days of the date of the commissioner's receipt of the refund application form except when the check-off fee ~~or the list of producers electing check-off~~ has not yet been received by the council. In those instances, the council shall write the first purchaser or first handler and request remittance of the check-off fee. When the council has received the check-off fee ~~and list of producers electing check-off~~, the council shall ~~determine the amount of refund and~~ send the refund check to the producer.

Subp. 5. **Procedures for noncompliance.** The procedures in items A to D shall be followed by the council and commissioner in

# Adopted Rules

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determining and acting upon noncompliance by first handlers or first purchasers whose check-off fee collection or other information required under subpart 3, item B, is not current:

A. The council shall maintain a current noncompliance list as noted in part 1570.0500, subpart 6, item D, and shall use it to determine when a first handler or first purchaser has become delinquent in collecting and remitting check-off fees and the list of producers, based on the remittance period provided in the promotional order.

~~REPEALER. Minnesota Rules, part 1570.0200, subpart 12, is repealed.~~

## Board of Chiropractic Examiners Adopted Permanent Rules Relating to License Reinstatement from the Minnesota Board of Chiropractic Examiners

The rules proposed and published at *State Register*, Volume 33, Number 48, pages 1947-1950, June 1, 2009 (33 SR 1947); and Volume 34, Number 25, pages 864-865, December 21, 2009 (34 SR 864), are adopted with the following modifications:

### 2500.1900 LICENSE REINSTATEMENT.

A license terminated by reason of the licensee's failure to comply with the continuing education requirements of parts 2500.1200 to 2500.2000, or failure to submit a completed application for license renewal as prescribed by the board, may be reinstated or restored to full status by following one of the applicable procedures in items A to E.

A. An applicant whose license has been terminated for a period of less than five years, and who can verify continual practice elsewhere during that time, ~~may~~ shall be reinstated by completing all interim continuing education and paying all interim licensure fees that would have been required for continual licensure, paying any accrued penalty fees established in part 2500.1100, subpart 3, and repairing any other deficiencies that led to the termination.

B. An applicant whose license has been terminated for a period of greater than five years and who can verify continual practice elsewhere during that time must, in addition to following the procedures in item A, complete the board's jurisprudence examination.

C. An applicant whose license has been terminated for a period of less than five years, and who cannot verify continual practice during that time, ~~may~~ shall be reinstated by completing all interim continuing education that would have been required for continual licensure, completing an additional ten units of approved continuing education for each intervening renewal year, paying all accrued penalty fees and interim licensure fees required for continual licensure, and repairing any other deficiencies that led to the termination.

D. An applicant whose license has been terminated for a period of greater than five years, and who cannot verify continual practice during that time, ~~may~~ shall be reinstated by paying all accrued penalty fees and interim licensure fees that would have been required for continual licensure, repairing any other deficiencies that led to the termination, taking the board's jurisprudence examination, and completing the Special Purposes Examination in Chiropractic administered by the National Board of Chiropractic Examiners, or other examination approved by the board.

E. At the election of the applicant, the board shall waive any of the continuing education requirements in items A to C upon successful completion of the Special Purposes Examination in Chiropractic administered by the National Board of Chiropractic Examiners, or any other examination approved by the board, within 12 months preceding the application.

Any continuing education units acquired in another jurisdiction for the purposes of license renewal may be applied to item A, B, or C. None of the continuing education units obtained for the purpose of reinstating a terminated license apply to the current annual requirement. Applicants must complete a board-approved application for reinstatement.

### 2500.2110 REINSTATEMENT OF VOLUNTARILY RETIRED LICENSE.

B. An applicant who has been voluntarily retired for a period of less than five years, and who can verify continual practice elsewhere during that time, ~~may~~ shall be reinstated by completing all interim continuing education and paying all accrued penalty fees and interim

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## Adopted Rules

licensure fees which would have been required for continual licensure, and repairing any deficiencies that occurred prior to retirement.

D. An applicant who has been voluntarily retired for a period of less than five years, and who cannot verify continual practice during that time, ~~may~~ shall be reinstated by completing all interim continuing education that would have been required for continual licensure, completing an additional ten units of approved continuing education for each intervening renewal year, paying all accrued penalty fees and interim licensure fees that would have been required for continual licensure, and repairing any deficiencies that occurred prior to retirement.

E. An applicant who has been voluntarily retired for a period of greater than five years, and who cannot verify continual practice during that time, ~~may~~ shall be reinstated by paying all accrued penalty fees and interim licensure fees that would have been required for continual licensure, repairing any other deficiencies that may have occurred prior to retirement, taking the board's jurisprudence examination, and completing the Special Purposes Examination in Chiropractic administered by the National Board of Chiropractic Examiners, or any other examination the board may deem appropriate.

F. At the election of the applicant, the board shall waive any of the continuing education requirements in items B to E, ~~D~~, upon successful completion of the Special Purposes Examination in Chiropractic administered by the National Board of Chiropractic Examiners, or other examination the board may deem appropriate, within the 12 months preceding the application.

Any ~~hours~~ continuing education units acquired in another jurisdiction, for the purposes of license renewal, may be applied to items B, C, and D. None of the continuing education units obtained for the purpose of reinstating a voluntarily retired license apply to the current annual requirement. Applicants must complete a board-approved application of reinstatement.

### Expedited Emergency Rules

Provisions exist for the Commissioners of some state agencies to adopt expedited emergency rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Expedited emergency rules are effective upon publication in the State Register, and may be effective up to seven days before publication under certain emergency conditions.

Expedited emergency rules are effective for the period stated or up to 18 months. Specific *Minnesota Statute* citations accompanying these expedited emergency rules detail the agency's rulemaking authority.

**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 Natural Resources (DNR)

### Adopted Expedited Emergency Game and Fish Rules: 2010 Moose Season 2010 Moose Season Quotas and Zones

**NOTICE IS HEREBY GIVEN** that the above entitled rules have been adopted through the process prescribed by *Minnesota Statutes*, section 84.027, subdivision 13 (b). The statutory authority for the contents of the rule is *Minnesota Statutes*, sections 97B.505.

The emergency conditions that do not allow compliance with *Minnesota Statutes*, sections 97A.0451 to 97A.0459, are that population and harvest data needed prior to setting quotas and bag limits for moose are not available until late February. Quota numbers and bag limits are necessary so that harvests and populations can be managed and to allow applicants to evaluate where they want to apply.

Dated: March 12, 2010

Mark Holsten, Commissioner  
Department of Natural Resources

# Expedited Emergency Rules

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## 6232.3700 GENERAL REGULATIONS FOR TAKING MOOSE.

*[For text of subps 1 to 8, see M.R.]*

Subp. 9. **Bag limit.** The bag limit of moose is one ~~of any age or sex~~ antlered moose per licensed party of hunters. Only one moose may be taken by a party.

## 6232.3855 QUOTAS FOR TAKING MOOSE.

The number of available licenses for the 2010 moose hunting season is 213. Licenses are distributed by zone as follows:

- A. Moose Zone 20: 11;
- B. Moose Zone 21: 6;
- C. Moose Zone 22: 5;
- D. Moose Zone 23: 2;
- E. Moose Zone 24: 8;
- F. Moose Zone 25: 10;
- G. Moose Zone 26: 4;
- H. Moose Zone 27: 5;
- I. Moose Zone 28: 9;
- J. Moose Zone 29: 6;
- K. Moose Zone 30: 7;
- L. Moose Zone 31: 18;
- M. Moose Zone 32: 3;
- N. Moose Zone 33: 6;
- O. Moose Zone 34: 2;
- P. Moose Zone 36: 10;
- Q. Moose Zone 37: 3;
- R. Moose Zone 60: 4;
- S. Moose Zone 61: 10;
- T. Moose Zone 62: 19;
- U. Moose Zone 63: 4;
- V. Moose Zone 64: 8;
- W. Moose Zone 70: 7;

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## Expedited Emergency Rules

X. Moose Zone 72: 10;

Y. Moose Zone 73: 6;

Z. Moose Zone 74: 4;

AA. Moose Zone 76: 6;

BB. Moose Zone 77: 10;

CC. Moose Zone 79: 5; and

DD. Moose Zone 80: 5.

**EFFECTIVE PERIOD.** The expedited emergency amendment to *Minnesota Rules*, part 6232.3700, expires December 31, 2010. After the emergency amendment expires, the permanent rule as it read prior to the amendment again takes effect, except as it may be amended by permanent rule. *Minnesota Rules*, part 6232.3855, expires December 31, 2010.

### Revenue Notices

The Department of Revenue began issuing Revenue Notices in July of 1991. Revenue Notices are statements of policy made by the department that provide interpretation, detail, or supplementary information concerning a particular statute, rule, or departmental practice. The authority to issue Revenue Notices is found in *Minnesota Statutes*, Section 270C.07.

**KEY:** Underlining indicates additions to existing language. ~~Strikeouts~~ indicate deletions from existing language.

## Department of Revenue

### Correction to Modification of Revenue Notice # 98-11: Sales and Use Tax – Written Notice to Obtain Required Exemption Certificates

The modified revenue notice published in the *State Register* on March 29, 2010 (34 SR 1301) had an error and should contain the following correction. The first name located at the end of the revenue notice is stricken language, ~~Jennifer L. Engh, Assistant Commissioner for Tax Policy.~~

Publication Date: April 5, 2010

# 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 meeting and matters of public interest.

## Don't Miss These Important Notices

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## Department of Commerce Office of Energy Security

### Notice of Intent to Reallocated State Energy Program Funds Appropriated under Laws of Minnesota 2009, Chapter 138

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Commerce Office of Energy Security intends to reallocate State Energy Program funds appropriated to Commerce by *Laws of Minnesota 2009*, Chapter 138, Article 6, Section 3, Subdivision 1. Chapter 138 appropriates funds granted to the state under the American Recovery and Reinvestment Act for energy efficiency and renewable energy activities. Chapter 138, Article 6, Section 3, Subdivision 2 authorizes reallocation of funds among the activities for which State Energy Program funds were appropriated.

Information on the proposed reallocation may be obtained at: [www.energy.mn.gov](http://www.energy.mn.gov) or by calling the Energy Information Center at (651) 296-5175 (metro), 1-800-657-3710 (toll-free), or (651) 296-2869 (tty).

Public comments on the proposed reallocation will be accepted until 4:00 p.m., April 26, 2010. Written comments may be submitted to:

State Energy Program  
Office of Energy Security  
Minnesota Department of Commerce  
85 - 7<sup>th</sup> Place East, Suite 500  
St. Paul, Minnesota 55101-2198

Comments may also be submitted via e-mail to: [Energy.info@state.mn.us](mailto:Energy.info@state.mn.us)

Please include "Reallocation Comment" in the subject line.

## **Department of Corrections Council on Faith and Community Service Initiatives Notice of 2010 Meetings**

**NOTICE IS HEREBY GIVEN** that the Governor's Council on Faith and Community Service Initiatives will meet on the below dates and location to make recommendations on how to develop a closer connection between government and faith and community organizations.

**April 8, 2010** – State of Minnesota, Department of Corrections, 1450 Energy Park Drive, Suite 200, St. Paul, Orville B. Pung Room 2 and 3

**June 10, 2010** - State of Minnesota, Department of Corrections, 1450 Energy Park Drive, Suite 200, St. Paul, Orville B. Pung Room 2 and 3

**August 19, 2010** - State of Minnesota, Department of Corrections, 1450 Energy Park Drive, Suite 200, St. Paul, Itasca Training Room

**October 21, 2010** - State of Minnesota, Department of Corrections, 1450 Energy Park Drive, Suite 200, St. Paul, Orville B. Pung Room 3

**December 15, 2010** - State of Minnesota, Department of Corrections, 1450 Energy Park Drive, Suite 200, St. Paul, Orville B. Pung Room 2 and 3

**February 15, 2011** – State of Minnesota, Department of Corrections, 1450 Energy Park Drive, Suite 200, St. Paul, Orville B. Pung Room 2 and 3

For more information contact:

Lee Buckley, Community Reentry Coordinator  
Department of Corrections  
1450 Energy Park Drive, Suite 200  
St. Paul, MN 55108  
**Phone:** (651) 361-7241  
**Fax:** (651) 603-6768  
**E-mail:** [Lee.Buckley@state.mn.us](mailto:Lee.Buckley@state.mn.us)

## **Minnesota Department of Human Services (DHS) REQUEST FOR COMMENTS on Possible Amendment and Repeals to Rules Governing Medical Assistance Coverage for Mental Health Services and Obsolete Rules, *Minnesota Rules*, Chapters 9505, 9520 and 9535**

**Subject of Rules.** The Minnesota Department of Human Services requests comments on its possible amendment to and repeal of rules governing medical assistance coverage of mental health services. The Department is considering rule amendments and repeal to Minnesota Rules, part 9505.0323 that remove obsolete language, including the removal of rigid time frames used to define and unduly restrict service coverage; update coverage standards to reflect recent legislative changes to the mental health care delivery system; and incorporate changes in practice standards. The Department is also considering amendments and repeals of parts of *Minnesota Rules*, Chapters 9505, 9520 and 9535 that are related to changes in *Minnesota Rules*, part 9505.0323 and parts that contain conflicting, defunct or obsolete language or requirements.

**Persons Affected.** The amendment to the rules would likely affect mental health service providers and their employees and contractors, recipients of mental health services provided under the medical assistance program and other Minnesota health care programs and the families of service recipients.

# Official Notices

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**Statutory Authority.** *Minnesota Statutes*, section 256B.04, subdivision 2, authorizes the Department to adopt rules for the statewide administration of the medical assistance program.

**Public Comment.** Interested persons or groups may submit comments or information on these possible rules in writing until further notice is published in the *State Register* that the Department intends to adopt or to withdraw the rules. The Department does contemplate appointing an advisory committee to comment on the possible rules.

**Rules Drafts.** The Department has not yet prepared a draft of the possible rule amendments for distribution. When a draft has been prepared, it will be posted on the Department's public website at [www.dhs.state.mn.us](http://www.dhs.state.mn.us) or a copy can be obtained through the agency contact persons listed below.

**Agency Contact Person.** Written comments, questions, and requests for more information on the content of these possible rules should be directed to: Linda Fuhrman, Department of Human Services, Mental Health Division, P.O. Box 64981, St. Paul, MN 55164-0981, **phone** (651) 431-2247, **FAX** at (651) 431-7418, **e-mail** at [Linda.fuhrman@state.mn.us](mailto:Linda.fuhrman@state.mn.us) or Karry Udvig, Department of Human Services, Children's Mental Health Division, P.O. Box 64985, St. Paul, MN 55164-0985, **phone** (651) 431-2330, **FAX** at (651) 431-7418, **e-mail** at [Karry.udvig@state.mn.us](mailto:Karry.udvig@state.mn.us). TTY users may contact the Department at (800) 627-3529. Written comments, questions, and requests for more information on the rulemaking process should be directed to: Bob Klukas, Department of Human Services, Appeals and Regulations Division, P.O. Box 64941, St. Paul, MN 55164-0941, **phone** (651) 431-3613, **FAX** at (651) 431-7523, **e-mail** [robert.klukas@state.mn.us](mailto:robert.klukas@state.mn.us) .

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

**NOTE:** Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge if and 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. If you submitted comments during the development of the rules and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Dated: 26 March 2010

Cal R. Ludeman, Commissioner  
Minnesota Department of Human Services

## Department of Labor and Industry (DLI)

### Labor Standards Unit

### Notice of Prevailing Wage Determinations for Commercial Projects in Each of 87 Counties Statewide

On April 05, 2010, the commissioner determined and certified prevailing wage rates for Commercial construction projects in each of 87 Counties statewide.

Copies 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.dli.mn.gov](http://www.dli.mn.gov). Charges for the cost of copying and mailing at \$.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

**Minnesota Plumbing Board****REQUEST FOR COMMENTS on Possible Amendment to Rules Governing the Minnesota Plumbing Code, *Minnesota Rules*, Chapter 4715**

**Subject of Rules.** The Minnesota Plumbing Board requests comments on its possible amendment to rules governing the installation and plumbing for waterless urinals. The Board is considering rule amendments that set standards for waterless urinals..

**Persons Affected.** The amendment to the rules would likely affect plumbing contractors, journeymen, apprentices, master plumbers, restricted master plumbers, restricted journeymen, plumber's apprentices, employers of persons who perform plumbing work, persons who wish to perform plumbing work and building contractors and owners.

**Statutory Authority.** *Minnesota Statutes*, section 326B.43 authorizes the Board to adopt and amend rules of minimum standards for plumbing. *Minnesota Statutes*, section 326B.435 authorizes the Board to adopt and amend the plumbing code.

**Public Comment.** Interested persons or groups may submit comments or information on these possible rules in writing until further notice is published in the *State Register* that the Board intends to adopt or to withdraw the rules. The Board will not publish a notice of intent to adopt the rules until more than 60 days have elapsed from the date of this request for comments.

A possible rule amendment of the Plumbing Code may require a local unit of government to adopt or amend an ordinance or other regulation. If you believe that the possible amendment of the Plumbing Code would require your local unit of government to adopt or amend an ordinance or other regulation, the Board requests that you provide information about the ordinance or regulation to the Agency Contact Person listed below.

**Rules Drafts.** The Board has not yet prepared a draft of the possible rules amendments. When a draft of the possible rule amendments becomes available to the public, the draft and other information about the rulemaking will be posted on the Department's rulemaking docket at [http://www.dli.mn.gov/rulemaking\\_activity.html](http://www.dli.mn.gov/rulemaking_activity.html).

**Agency Contact Person.** Written comments, questions, requests to receive a draft of the rules when it has been prepared, and requests for more information on these possible rules should be directed to: Colleen Chirhart at the Department of Labor and Industry, CCLD, 443 Lafayette Road North, St. Paul, MN 55155, **Phone** (651) 284-5867, **FAX** (651) 284-5749. **TTY** users may call the Department at (651) 297-4198.

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

**NOTE:** Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge if and 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. If you submitted comments during the development of the rules and you want to ensure that the Administrative Law Judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Dated: 23 March 2010

John Parizek, Chair  
Minnesota Plumbing Board

# Official Notices

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## Minnesota Department of Revenue

### REQUEST FOR COMMENTS on Possible Amendment to Rules Governing Practice of Attorneys, Accountants, Agents, and Preparers Before Department of Revenue in Regard to Former Employees of the 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 adding a new subpart 3a, which discusses the extent to which former employees of the Department of Revenue are ineligible to practice. This planned revision was originally part of other revisions to the same rules, for which a Request for Comments was published in the *State Register* on Monday, October 13, 2008 (33 S.R. 673). As that previous rulemaking project progressed, the Department decided to remove this revision and make it into this separate rulemaking project.

**Persons Affected.** The amendment to the rules would affect attorneys, accountants, agents, and tax preparers who are former employees of the Department of Revenue and 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 June 4, 2010.

**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.

**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: 5 April 2010

Ward L. Einess, Commissioner  
Department of Revenue

## Teachers Retirement Association (TRA) Notice of Meeting of the Board of Trustees April 22, 2010

The Board of Trustees, Minnesota Teachers Retirement Association, will hold a meeting on Thursday, April 22, 2010 at 9:30 a.m. in Suite 400, 60 Empire Drive, St. Paul, MN to consider matters which may properly come before the Board. Board members may participate by telephone.

**Teachers Retirement Association (TRA)  
Internal Audit Subcommittee  
Notice of Meeting April 21, 2010**

The Minnesota Teachers Retirement Association Internal Audit Subcommittee will hold a meeting on Wednesday, April 21, 2010 at 1p.m. in Suite 400, 60 Empire Drive, St. Paul, MN to consider matters which may properly come before the committee. Committee members may participate by telephone.

**Department of Transportation (Mn/DOT)  
Engineering Services Division  
Office of Construction  
Notice of Suspension**

**NOTICE IS HEREBY GIVEN** that the Department of Transportation (Mn/DOT) has ordered that the following vendors be suspended effective December 28, 2009, until final disposition of the Hearing scheduled for March 15, 2010:

- Riley Bros. Companies Inc. and its affiliates, Morris MN
- Riley Bros. Construction Inc. and its affiliates, Morris MN

**Notice of Debarment**

**NOTICE IS HEREBY GIVEN** that the Department of Transportation (Mn/DOT) has ordered that the following vendors be debarred effective February 24, 2010, for a period of three (3) years:

- Joseph Edward Riley, Morris MN
- John Thomas Riley, Morris MN

# 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.

## Great Business Opportunities

The *State Register* is one of the best ways to advertise your grants - it's a required read for public works projects. And it's cost is one of the least expensive legal advertising rates in Minnesota. At \$13.60 per 1/10 of a page you cannot go wrong.

Check up on all the "active" state grants in the "Contracts & Grants" section, available only to *State Register* subscribers. Open the *State Register* and click on Bookmarks on the left. You will also see a list of ALL the current rules, a growing INDEX, and previous years' indices. Subscribers also receive LINKS to the *State Register*. 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 Loretta J. Diaz, our subscriptions manager, at (651) 297-8777, or **Fax:** (651) 297-8260, or **E-mail:** [loretta.diaz@state.mn.us](mailto:loretta.diaz@state.mn.us)

## Department of Administration

### STAR Program

### Notice of Operational Funding for Assistive Technology (AT) Device Reutilization

The STAR Program is pleased to announce the availability of a total of \$50,000 in operational funds for reutilization (reuse and recycling) of AT devices for people with disabilities in Minnesota. **AT device reutilization includes device recycle/refurbish/repair activities.** The primary audience for these funds are agencies interested in improving or expanding the reuse and recycling of AT for individuals with disabilities in Minnesota.

AT reuse services must be provided no later than September 15, 2010. **Eligible applicants are** Minnesota associations/organizations currently providing reutilization services to individuals with disabilities and their families, advocates, providers or professionals; or Minnesota chapters of national organizations. The maximum award per applicant is \$5,000. **Application deadline is Friday, April 30, 2010 at 3:00 p.m.** **Please NOTE:** the STAR Program reserves the right to award less than the maximum of \$5,000 to an applicant or withdraw the availability of funds with notice.

For additional information or to request an application form, please contact:

Joan Gillum  
STAR Program  
358 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155  
**Phone:** (651) 201-2640  
**Toll free:** (651) 888-234-1267  
**TTY:** (800) 627-3529 or Minnesota Relay Service or 711  
**E-mail:** [star.program@state.mn.us](mailto:star.program@state.mn.us)

The application is also available at: [www.starprogram.state.mn.us](http://www.starprogram.state.mn.us).

### Bureau of Mediation Services

#### Applications Accepted for Funding Under the Minnesota Area Labor-Management Committee Program for Fiscal Year 2011 Grants

The Bureau of Mediation Services is now accepting applications for funding of new or existing Area Labor-Management Committee programs pursuant to *Minnesota Statutes* § 179.81-.85 and Bureau of Mediation Services Rules, Chapter 5520.

The purpose of the program is to improve labor-management relations and enhance economic development in a geographic area of the state or within a specific industry through labor-management cooperation.

Grants will be based on each applicant's financial need and the ability to demonstrate program goals, objectives and work plans which address specific outcomes. The applicant may address all or a combination of the following points:

1. Increase participation in the labor-management cooperative process.
2. Increase in shared decision making between labor and management.
3. Enhance the level of knowledge regarding issues that affect the workplace.
4. Enhance the economic development climate in the area or industry of operation.
5. Maintain or enhance the number of specialized joint labor-management programs designed to increase the efficiency of services to the area or an industry.
6. Other evidence of positive labor-management program results attained through joint cooperative methods.

Persons interested in applying for such funds may secure an application form and policies on the Bureau's website:

<http://www.bms.state.mn.us/labor-management.html> or by requesting them from:

Carol Clifford  
Bureau of Mediation Services  
1380 Energy Lane, Suite Two  
St. Paul, Minnesota 55108-5253  
**Phone:** (651) 649-5423  
**E-mail:** [carol.clifford@state.mn.us](mailto:carol.clifford@state.mn.us)

Applications for funding for fiscal year 2011 must be postmarked or received by May 5, 2010.

Steven G. Hoffmeyer, Commissioner  
Bureau of Mediation Services

## Minnesota State Colleges and Universities (MnSCU)

### Perkins Grant Unit

#### Notice of Availability of Funds and Request for Proposals (RFP)

Minnesota State Colleges & Universities is authorized to provide, under the auspices of the Carl D. Perkins Career and Technical Education Act of 2006, assistance to **correctional and/or other institutions serving the disabled with funds to support career and technical education services and activities**. Currently MnSCU is requesting proposals from institutions in developing career and technical education service and activities.

This initiative has two primary goals: (1) To provide assistance to institutions which will assist persons through career and technical education services and activities that will upgrade the skills and increase career opportunities in order to increase personal economic self-sufficiency and (2) To assist in the development of career and technical education services and activities, which could be replicated elsewhere in the State.

Funds in the amount of **\$60,000** have been set-aside to further this programmatic objective. MnSCU anticipates making two grant awards to interested parties. This request for proposals does not obligate MnSCU to award a contract, and MnSCU reserves the right to

# State Grants & Loans

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cancel the solicitation if it is considered to be in its best interest. Any contract executed under this RFP will be dependent upon the amount of funds received from the Carl D. Perkins Federal Grant.

Parties interested in pursuing this grant should fax an **Intent to Apply by April 21, 2010** to (651) 296-3214. The RFP online application is located at: <http://tinyurl.com/rfp-corrections>. The grant term is effective July 1, 2010 through June 30, 2011. **Proposal applications are due by Wednesday May 19, 2010** with award notifications anticipated by June 11, 2010. *Faxed, e-mailed or hard copies of the grant applications will NOT be accepted.*

Please contact Eva Scates-Winston at (651) 297-3792 for more information.

## Minnesota Department of Health (MDH) Division of Community and Family Health Notice of Available Funds for the Commodity Supplemental Food Program (CSFP)

**Eligible Applicants:** Food Banks or Nonprofit Health or Human Service agencies with multi pallet food warehouse storage, including refrigeration, and a wholesale food handler's license issued by the Minnesota Department of Agriculture.

**Available Funds:** Established annually by the United States Department of Agriculture (USDA)

**Duration of Grants:** Five years beginning 01/01/2011 and ending 12/31/2015

**Notice of Intent Deadline:** 05/10/2010, 4:30 PM

**Application Materials:** Electronically transmitted by email attachment upon receipt of Notice of Intent, or mailed

**Application Deadline:** 07/15/2010, 4:30 p.m.

**Award Decision:** 09/15/2010

**Beginning Contract Date:** 01/01/2011

### Description of Grant:

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Health, Commodity Supplemental Food Program will have grant funds available that will be awarded to qualified local agencies to warehouse and distribute commodity foods and provide CSFP program services to eligible participants. All current CSFP grant agreements will expire on December 31, 2010.

The Commodity Supplemental Food Program (CSFP) is a federally funded grant program of the United States Department of Agriculture (USDA) that is administered through the Minnesota Department of Health (MDH). Minnesota CSFP is also referred to as the Mothers and Children Program (MAC) and the Nutrition Assistance Program for Seniors (NAPS). Subject to the availability of federal funds, MDH awards grants to qualified local agencies to operate the Program in designated geographic service areas within the State. To be considered a qualified local agency, the agency must have a wholesale food handler's license issued by the Minnesota Department of Agriculture and have access to multi pallet food warehouse storage, including refrigeration. The agency must also have demonstrated experience in distributing food to low income seniors and young children.

CSFP provides a free monthly package of USDA commodity foods to enhance the diets of Program participants. CSFP serves seniors over age 60 with a household income at or below 130 percent of federal poverty guidelines. CSFP also serves children between 5 to 6 years of age and 6 to 12 month postpartum women not currently served by the WIC Program with family incomes at or below 185 percent of the federal poverty guidelines. Approximately 90% of the monthly CSFP caseload is comprised of seniors. CSFP is not an entitlement program and the number of individuals served on an annual basis is dependent upon the caseload allocation received from USDA. Minnesota is currently able to serve about 15,000 participants per month.

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## State Grants & Loans

The responsibilities of a local agency include: performing outreach to identify potentially eligible individuals; assessing eligibility and enrolling individuals through a certification process; assembling and distributing monthly food packages to participants, offering nutrition education to participants, referring participants to other needed services, maintaining warehouse facilities sufficient to warehouse up to three months of commodity food products and refrigerated capacity to store perishable commodities; following established food warehousing procedures for receiving, storing, disbursing and inventorying commodity food products and completing timely monthly caseload, financial and inventory reports.

### Application Process:

An agency wishing to apply for the CSFP Grant must submit a Notice of Intent (see below) to the Minnesota Department of Health by 4:30 p.m. on May 10, 2010. An application form will be provided upon receipt of the completed Notice of Intent.

### For Additional Information

**Please Contact:**

Mary Clare Rieschl  
Minnesota Department of Health  
CSFP Program  
PO Box 64882  
St. Paul, MN 55164-0882  
**Telephone:** (651) 201-4422  
**FAX:** (651) 215-8951  
**E-mail address:** [maryclare.rieschl@state.mn.us](mailto:maryclare.rieschl@state.mn.us)

## CSFP Program

### Notice of Intent Form to Apply for 2011-2015 CSFP Grant

Please complete and submit this form no later than **4:30 p.m. on May 10, 2010** to the attention of: Mary Clare Rieschl, CSFP Program; Minnesota Department of Health. The notice can be mailed to: PO Box 64882, St. Paul, MN 55164-0882, or delivered to 85 East 7<sup>th</sup> Place: Suite 220: St. Paul, MN 55101. The notice can also be faxed to: (651) 215-8951 or sent by e-mail to: [maryclare.rieschl@state.mn.us](mailto:maryclare.rieschl@state.mn.us) by the required deadline.

Applicant Organization \_\_\_\_\_

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Please list the specific geographic area that the applicant organization is proposing to serve:

Type of Applicant Organization *(Please check only one)*

Food Bank

Non-Profit Health or Human Service Agency

# State Grants & Loans

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## Department of Health (MDH)

### Office of Minority and Multicultural Health

#### Request for Proposals for the Eliminating Health Disparities Initiative (EHDI) Strengthening Communities Grant Program - \$300,000, One Year Grant

The Minnesota Department of Health (MDH) announces the availability of funds to be used to support and strengthen the capacity of Eliminating Health Disparities Initiative (EHDI) grantees. The Strengthening Communities Grant Program (SCG) funds are specifically directed to support the EHDI grantees in strengthening prevention and early detection services they provide to cultural communities in Minnesota including identifying best practices in the elimination of health disparities and addressing social determinants of health, building successful partnerships, networking, improving their ability to monitor their success, learning about successful strategies in other communities, documenting success and areas for growth, and reporting results.

The primary responsibilities of the SCG are to assist the EHDI grantees in assessing the effectiveness of their programs in addressing priority health areas and/or social determinants of health in their communities, learning about successful strategies developed by other grantees, and carrying out meaningful evaluations of their work. The SCG will work with EHDI grantees to review strategies and approaches, develop evaluation program plans, develop detailed program descriptions, identify and assess outcomes, and report program results.

The Strengthening Communities Grants Program will award one grant that will support approximately 12 months of work with the EHDI grantees. The desired start-date coincides with the award of community grants which are scheduled to start on or about July 1, 2010. The end-date for this grant will be June 30, 2011. The maximum grant amount is \$300,000 for the 12-month period with an opportunity to negotiate and renew for future grant cycles, based on availability of funds.

Responders may include:

- Non-profit organizations
- Universities, colleges, or research institutions
- Professional consulting firms or individuals
- Other qualified parties

The grant will be awarded based upon a careful review of responders' qualifications (personnel and organizational), previous experience, and the quality of their responses. Reviewers will include a mix of MDH personnel and external reviewers. Applications must possess requisite competencies in evaluation practice and, most important, in the teaching of evaluation through mentorship or consultative approaches. Applicants must also demonstrate the organizational and fiscal capacity needed to complete the scope of work described in this RFP. Of special interest is demonstrated expertise and experience in working with grantees such as those likely to be funded through the Initiative, i.e. culturally-based organizations serving populations of color, social service non-profit groups and coalitions, tribal governments, community health boards, and community clinics. Prior work experiences in measuring and evaluating health impact of projects focused on social determinants of health is desirable.

To be considered for fund, proposals must be postmarked or received by 4:30 p.m. CST, Friday, May 21, 2010, at the Minnesota Department of Health, 625 Robert Street North, St. Paul, MN 55155. If proposals are sent by U.S. mail or other delivery service, it is wholly the responsibility of the proposer to ensure that the proposal package is properly addressed and physically delivered. Late proposals will not be considered.

A copy of the full Request for Proposals may be obtained at: [www.health.state.mn.us/ommh](http://www.health.state.mn.us/ommh). Click on "Request for Proposals: EHDI Strengthening Communities Grants Program." A copy can also be obtained by contacting:

Mary Johnson  
Office of Minority and Multicultural Health  
Minnesota Department of Health  
P.O. Box 64975  
St. Paul, MN 55164-0975  
**Phone:** (651) 201-5813  
**E-mail:** [mary.m.johnson@state.mn.us](mailto:mary.m.johnson@state.mn.us)

### Minnesota Department of Human Services (DHS)

#### Health Care Eligibility and Access Division

### Notice of Request for Proposals to Provide Minnesota Health Care Program Outreach and Enrollment Assistance Services to Uninsured Children in a Minnesota School or School District

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Human Services is requesting proposals from qualified organizations to effectively provide targeted outreach to improve access to health care coverage for uninsured school-aged children in Minnesota.

Work is proposed to start July 1, 2010. For more information, or to obtain a paper copy of the Request for Proposal, contact:

David Van Sant  
Department of Human Services  
Health Care Eligibility and Access Division  
444 Lafayette Road North  
St. Paul, MN 551550989  
**Phone:** (651) 431-3929  
**Fax:** (651) 431-7572  
**E-mail:** [david.vansant@state.mn.us](mailto:david.vansant@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 **4:00 p.m., Central Time, April 30, 2010**. One (1) original and six (6) copies of the Proposal must be submitted. **Late proposals will NOT be considered.** Fax or e-mailed proposals will **NOT** be considered.

The RFP can be viewed by visiting the Minnesota Department of Human Services RFP web site:

[http://www.dhs.state.mn.us/main/id\\_000102](http://www.dhs.state.mn.us/main/id_000102)

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

**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 day.

## Many Business Opportunities

The state spends about \$2 billion a year on contracts. The *State Register* is one of the best ways to advertise your contracts - it's a required read for public works projects. And it's cost is one of the least expensive legal advertising rates in Minnesota. At \$13.60 per 1/10 of a page you cannot go wrong.

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- **Word Search Capability**
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- **Updates to Index to Vol. 31**
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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 Loretta J. Diaz, our subscriptions manager, at (651) 297-8777, or **Fax:** (651) 297-8260, or **E-mail:** [loretta.diaz@state.mn.us](mailto:loretta.diaz@state.mn.us)

## Minnesota State Colleges and Universities (MnSCU)

### Anoka Technical College

### Opportunity for Bid on Vertical Machining Center

#### GENERAL STATEMENT/SCOPE:

Request for Bid is for the purchase cost of a quantity of one (1) new HAAS VF-3 Vertical Machining Center and one (1) complete new tooling package, for the Anoka Technical College Machine Trades Program.

**NOTE:** SUBSTITUTIONS / OTHER MODELS OF THE VERTICAL MACHINING CENTER WILL NOT BE ACCEPTED. BID REQUEST FOR THIS ITEM IS AS SPECIFIED ONLY.

THE TOOLING PACKAGE REFERENCES KENNAMETAL PART #'S, BUT VENDOR MAY BID SAME AS OR EQUAL TO.

Provide shipping/handling/delivery for all items (Cost to be broken out. If none, must state 'None').

Provide delivery timeline for all items to college (i.e. 4 weeks ARO, etc.):

To receive a complete copy of the Bid Request/Specs, please contact Pamela Mogensen at (763) 576-4785, **e-mail:** [pmogensen@anokatech.edu](mailto:pmogensen@anokatech.edu).

Bids must be sealed with a notation on the outside of the envelope stating: "NEW VERTICAL MACHINING CENTER BID – DELIVER IMMEDIATELY".

Mail or deliver (faxes will not be accepted) sealed bid by WEDNESDAY, APRIL 21, 2010, NO LATER THAN 10 AM CST to:

Anoka Technical College  
Purchasing Office  
Attn. Pam Mogensen, Room 197  
1355 West Highway 10  
Anoka, Minnesota 55303  
**Phone:** (763) 576-4785  
**Fax:** (763) 576-4715  
**E-mail:** [pmogensen@anokatech.edu](mailto:pmogensen@anokatech.edu)

BID CLOSE DATE IS APRIL 21, 2010 – 10 A.M. CST

## Minnesota State Colleges and Universities (MnSCU)

### Board of Trustees

### Notice of Request for Information (RFI) for Architectural, Owner's Representative, Real Estate and Other Related Professional and Technical Services for a Master List of Consultants

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities ("MnSCU"), requests information of Minnesota registered consultants, as appropriate, to assist MnSCU in providing Architectural/Engineering, Owner Representative, Real Estate and other related Professional and Technical services as needed for up to a two-year period. Projects will vary in scope and may involve due diligence services, new construction, remodeling, commissioning, site and utility work, facilities, roads and grounds, and land development.

The Request for Information documents can be found online at: [www.finance.mnscu.edu/facilities/index.html](http://www.finance.mnscu.edu/facilities/index.html) under Announcements. This RFI is to permit a consultant to be added to the current MnSCU Master List of Consultants. The consultants currently on the List do not need to respond to this RFI. The current List can be viewed at:

[www.finance.mnscu.edu/facilities/design-construction/pm\\_emanual/index.html](http://www.finance.mnscu.edu/facilities/design-construction/pm_emanual/index.html)

and click on "#37 - Facilities P/T Consultants Master List".

If unable to access the RFI electronically, copies of the RFI may also be requested from:

Nancy Marandola - Minnesota State Colleges & Universities  
Phone: (651) 297-7862  
E-mail: [Nancy.marandola@so.mnscu.edu](mailto:Nancy.marandola@so.mnscu.edu)

Proposals must be delivered to:

Minnesota State Colleges & Universities  
ATTN: Facilities Design and Construction  
Wells Fargo Place  
30 Seventh Street East, Suite 350  
St. Paul, Minnesota 55101-7804

Proposals must be received NOT later than May 7, 2010 at 12:00 P.M. CST; late responses will not be considered.

MnSCU reserves the right to cancel this solicitation if it is considered to be in MnSCU's best interest. The RFI is not a guarantee of work and does not obligate MnSCU to award any contracts. MnSCU reserves the right to discontinue the use or cancel all or any part of this Master List of Consultants program if it is determined to be in its best interest. All expenses incurred in responding to this notice are solely the responsibility of the responder.

# State Contracts

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## Minnesota State Colleges and Universities (MnSCU) Hennepin Technical College, Eden Prairie Campus Notice of Availability of Request for Bid (RFB) for Studio Sound Renovation

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Hennepin Technical College, is soliciting bids for the renovation of sound studio spaces to improve A.D.A. compliance and acoustic performance.

A **Pre-Bid Meeting will be held at 10:00 AM, Tuesday, April 13, 2010 in Room H193** at Hennepin Technical College, Eden Prairie Campus. The Architect/Engineer and/or College/University Representatives will review the bidding procedures, bidding documents and other conditions with interested bidders and answer questions.

Sealed bids for this project will be received by:

Pauline Arnst  
Hennepin Technical College  
13100 College View Drive  
Eden Prairie, MN 55445

A public bid opening will be held **Tuesday, April 20, 2010 in Room H193** Hennepin Technical College, Eden Prairie Campus.

Bidding Documents as prepared by the Project Architect/Engineer; TKDA, are on file at the offices of the:

- 1) above named Project Architect/Engineer.
- 2) following Builders' Exchanges: St. Paul and Minneapolis.
- 3) McGraw Hill Construction Plan Room
- 4) MEDA Minority Contractors Plan Room
- 5) National Association of Minority Contractors of Upper Midwest

Complete sets only of Bidding Documents for use by Bidders in submitting a bid may be obtained at the following address:

TKDA  
444 Cedar Street, Suite 1500  
Saint Paul, Minnesota 55101  
Telephone: (651) 292-4400

A deposit of \$25.00 is required for each set.

Each bid which totals over \$15,000.00 shall be accompanied by a certified check, payable to **Minnesota State Colleges and Universities**, in the sum of not less than 5% of the total base bid; or a corporate surety bond of a surety company duly authorized to do business in the state of Minnesota in the same amount; which is submitted as bid security, conditioned upon the Bidder entering into a contract with Minnesota State Colleges and Universities in accordance with the terms of the bid.

## Minnesota State Colleges and Universities (MnSCU) Minneapolis Community and Technical College Advertisement for Bids for Culinary Kitchen Remodel

Sealed Bids for: **Culinary Kitchen Remodel**  
Minneapolis Community and Technical College  
Minneapolis Campus  
Minneapolis, Minnesota

Will be received by: **Roger Broz**

Facilities Office T.0600  
Minneapolis Community and Technical College  
Minneapolis Campus  
Minneapolis, Minnesota 55403

Until 2:00 pm local time, April 30, 2010 at which time the bids will be opened and publicly read aloud.

**Project Scope:** Interior remodeling of the existing first floor culinary arts program space.

A **Mandatory Pre-Bid Meeting** will be held at 2:00 pm on Tuesday, April 13, 2010, in Hennepin Dining Room T.1500, at the Minneapolis Community and Technical College, Minneapolis Campus. Prospective bidders are required to attend. The Architect/Engineer and/or College/University Representatives will review the bidding procedures, Bidding Documents and other conditions with interested Bidders and answer questions. A follow-up building tour will be held at 2:00 pm on Tuesday, April 20, 2010 for prospective bidders that attended the Mandatory Pre-Bid Meeting, and any of their prospective subcontractors who wish to attend.

**Bidding Documents** as prepared by the Project Architect/Engineer; KKE Architects, Inc., are on file at the offices of the:

- 1) above named Project Architect/Engineer.
- 2) following Builders' Exchanges: St. Paul, Minneapolis, Duluth, and Fargo-Moorhead.
- 3) McGraw Hill Construction Plan Room
- 4) Reed Construction Data Plan Room
- 5) MEDA Minority Contractors Plan Room
- 6) National Association of Minority Contractors of Upper Midwest

Complete sets only of Bidding Documents for use by Bidders in submitting a bid may be obtained at the following address:

KKE Architects, Inc.  
300 First Avenue North  
Minneapolis, Minnesota 55401  
Phone: (612)339-4200

A refundable deposit of \$100.00 is required for each set. Provide official contact information, including an e-mail address. Plan holders will be notified via e-mail as addenda are issued, and are responsible for printing addenda at their own expense.

Prospective Bidders requesting that Bidding Documents (complete sets only) be mailed to them, may send a separate nonrefundable payment (check made out to the Architect) for \$10.00 per set for shipping and handling (in addition to the refundable \$100.00 deposit) to the Architect. Documents will be sent by UPS Ground to street prior to addresses only (P.O. Boxes not acceptable).

Each bid which totals over \$15,000.00 shall be accompanied by a certified check, payable to **Minnesota State Colleges and Universities**, in the sum of not less than 5% of the total base bid; or a corporate surety bond of a surety company duly authorized to do business in the State of Minnesota in the same amount; which is submitted as bid security, conditioned upon the Bidder entering into a contract with Minnesota State Colleges and Universities in accordance with the terms of the bid.

## Minnesota State Colleges and Universities (MnSCU) Minneapolis Community & Technical College Request for Proposals for Consultation and Development of a New Web Design and Presence

**NOTICE OF INTENT** to issue a Request for Proposals for consultation and development of a new web design and presence for the college.

**Description:** Minneapolis Community and Technical College (MCTC) is requesting proposals to provide consultation and development to redesign and improve the functionality of MCTC's web presence. The redesign will move minneapolis.edu from an information-driven to a marketing-driven, learner-focused web site. MCTC is also seeking an Intranet for faculty, staff and current  
(Cite 34 SR 1347) *Minnesota State Register, Monday 5 April 2010* **Page 1347**

# State Contracts

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students, and a Content Management System (CMS) for users throughout the college.

- Bid Deadline:** 2:00p.m. – Tuesday, April 20, 2010
- Pre-bid meeting:** Monday April 12, 2010 – 3:30pm Room L3100
- Contact:** Dawn Skelly at: [dawn.skelly@minneapolis.edu](mailto:dawn.skelly@minneapolis.edu)

## Minnesota State Colleges and Universities (MnSCU) Minnesota West Community & Technical College - Pipestone Campus Notice of Request for Bids for Building Materials and Sub-Contractors

Minnesota West Community & Technical College, Pipestone Campus, is requesting bids for building materials for the construction of the 2010-2011 Carpentry Project House. Bids must be submitted on or before April 12, 2010, by 3:00 PM. Plans and specifications may be obtained from the Minnesota West Community & Technical College, Pipestone, MN, by calling the Carpentry Department at (507) 825-6841.

## Minnesota State Colleges and Universities (MnSCU) Riverland Community College Request for Bids for London Dash for Riverland Community College

Trip dates - Friday, March 11 through Sunday, March 20, 2011

To be considered, please submit a sealed bid for the following description of London Dash by Monday, May 3, 2010, 11:00 a.m., at which time bids will be opened and read. Please submit the bid to:

Page Petersen, Business Office  
Riverland Community College  
1900 8<sup>th</sup> Ave NW, West Bldg.  
Austin, MN 55912

And endorsed: London Dash

Bids should include:

- 1) Round trip Coach to Minneapolis Airport
- 2) Non-stop roundtrip air from Minneapolis – to Gatwick/Heathrow – London
- 3) Roundtrip airport transfers in London – with guide
- 4) Guide upon arrival – bus tour of London on way to Hotel
- 5) 8 nights – President Hotel, Bloomsbury – London - breakfast included
- 6) Tips for guides, drivers and luggage handlers included
- 7) Luggage portorage – 2 per person
- 8) Please include an additional cost for single occupancy
- 9) Bid for a minimum of 15 students and maximum of 25 students with an additional two faculty

Additional separate bid for Paris option:

- Tuesday, March 15 – Wednesday, March 16, 2011
- 1) Roundtrip Eurostar from London Waterloo to Paris Nord
  - 2) One night in hotel – Golden Tulip Opera de Noailles

- 3) No luggage portorage
- 4) Please include an additional cost for single occupancy.

Bidders must provide references of prior similar group trips.

Bidders must be able to attend pre-trip sessions to discuss recent international travel regulations and trip insurance in November of 2010 and January 2011.

Please direct any questions to Jerry Girton – (507) 434-7390.

## **Minnesota State Colleges and Universities (MnSCU) St. Cloud Technical College Advertisement for Bids for 2010 Electrical Distribution Upgrade**

**Sealed Bids for:** 2010 Electrical Distribution Upgrade  
St. Cloud Technical College  
St. Cloud, Minnesota

**will be received by:** **Susan Meyer, Purchasing Agent**  
St. Cloud Technical College  
Room 1-401H  
1540 Northway Drive  
St. Cloud, Minnesota 56303

Until **2:00 PM**, local time, **May 6, 2010**, at which time the bids will be opened and publicly read aloud in Room 1-406.

### **Project Scope:**

Replace existing distribution panelboards throughout the entire campus. Replace existing panelboard feeder conductors and conduits. Demolish existing boiler plant 240V service transformer and replace existing 480V service transformer with a larger transformer. Replace main service equipment for boiler plant, I-Wing, and AB-Wing services. Replace miscellaneous electrical feeders throughout the campus.

**A Pre-Bid Meeting** will be held at 10:00 AM, Tuesday, April 27, 2010, in Maintenance Break Room, St. Cloud Technical College. The Engineer and/or College Representatives will review the bidding procedures, Bidding Documents and other conditions with interested Bidders and answer questions.

**Bidding Documents** as prepared by the Project Engineer, Stanley Consultants, Inc.:

Interested parties may view the Bidding Documents at no cost on the website:

*<http://www.finance.mnscu.edu/facilities/design-construction/announcements/index.html>*

and click on “Advertisement for Bids (**E-Plan Room**)”. Bidding Documents can be downloaded for a non-refundable charge of \$10.00. Planholders are parties that have downloaded the plans and specifications. Planholders will be notified via email as addenda are issued. Parties that download the plans and specifications and need to have them printed elsewhere are solely responsible for those printing costs. The sales of paper copies for projects listed on this site are not available. Contact QuestCDN.com at (952) 233-1632 or:

*[info@questcdn.com](mailto:info@questcdn.com)* for assistance in viewing or downloading with the digital project information.

# State Contracts

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## Minnesota State Lottery Request for Proposals for Sponsorship Agreements

### Description of Opportunity

The Minnesota State Lottery develops sponsorship agreements throughout the year with organizations, events, and sports teams to create excitement for lottery players, to interest new players and increase the visibility of lottery games. The Lottery encourages and continually seeks new sponsorship agreements to help achieve current Lottery marketing goals.

### Proposal Content

A sponsorship proposal presented to the Lottery should meet the following three criteria:

**1. Maximize Lottery Visibility** – the event, sports or tie-in proposal should draw a large number of desired participants (typically 50,000 or more) whose demographics match the Lottery player profile. The Lottery is interested in effectively delivering its message of fun and entertainment to Minnesota adults whose demographics skew primarily towards those aged 25-64, with a household income of \$35,000-\$75,000, and having an educational background of some college or higher. The Lottery does not market to those under the age of 18, and family events with high levels of children present are generally not accepted. Attendance, on-site signage visibility and paid media exposure will be critical components that will be evaluated.

**2. Enhance Lottery Image-** – the event, sports or tie-in proposal should inherently project the attitude that the Lottery is a fun and socially acceptable part of the community. The Lottery's presence should fit well within the lineup of other sponsors. The Lottery is interested in creating opportunities whereby the sponsorship can translate into sales revenue, either via on-site sales from a Lottery booth, from sales-generating promotions with Lottery retailers or from joint programs with the sponsor's media partners.

**3. Provide Promotional Extensions** – the event, sports or tie-in proposal should offer exciting, value-added ways to interact with our players and have opportunities to motivate attendees, listeners and viewers to participate in and purchase Lottery games. The proposal must include proper staffing availability or other considerations to help the Lottery implement any appropriate promotional extension ideas.

Proposals should address all pertinent elements of the sponsorship and how the Lottery criteria as stated above and on the Evaluation Form are to be met. To view or print copies of the Request for Proposal go to: <http://www.mnlottery.com/vendorops.html>

This Solicitation does not obligate the state to award a contract or pursue a proposed sponsorship opportunity, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

### Questions

Questions concerning this Solicitation should be directed to:

John Mellein, Marketing Director  
Minnesota State Lottery  
2645 Long Lake Road  
Roseville, MN 55113  
**Telephone:** (651) 635-8230  
**Toll-free:** (888) 568-8379 ext. 230  
**Fax:** (651) 297-7496  
**TTY:** (651) 635-8268  
**E-mail:** [johnm@mnlottery.com](mailto:johnm@mnlottery.com)

Other personnel are not authorized to answer questions regarding this Solicitation.

### Response Delivery

All responses must be in writing and delivered to the contact noted above. Proposals will be accepted on an ongoing basis.

**Minnesota Department of Public Safety (DPS)  
Driver and Vehicle Services Division (DVS)  
Notice of Request for Proposals (RFP) for Minnesota Licensing and Registration  
System (MNLARS) Staff Augmentation**

The Minnesota Department of Public Safety is requesting proposals for staff augmentation to provide the necessary skill sets as they relate to replacing the existing DVS automated information systems.

The staff augmentation positions are needed to assist MNLARS project staff on the MNLARS project. The scope of this work for the MNLARS project encompasses the design, development, implementation and transition of an integrated Driver's License and Motor Vehicle Registration system. This system will include Driver's License, Driver Compliance, Vehicle Title and Registration, Dealer Licensing, Inventory, and Finance Processes.

Work is anticipated to start on or after May 24, 2010 and end on April 30, 2012. However, if funding is available and staff augmentation is still necessary, DVS will retain an option to extend the contract for three additional one-year periods.

Details are contained in a complete Request for Proposals (RFP) which may be obtained by contacting Patrick Obele directly by mail, or e-mail, as stated below:

Patrick Obele  
Department of Public Safety  
444 Cedar Street  
Suite 200  
Saint Paul, Minnesota 55101  
**E-mail:** *MNLARS.RFP@state.mn.us*

All questions concerning this RFP should be e-mailed to Patrick Obele, at *MNLARS.RFP@state.mn.us* and received no later than 5:00 p.m. Central Daylight Time on Monday, April 19, 2010. Answers to questions are anticipated to be e-mailed out to all entities requesting a complete RFP by the end of workday on Thursday, April 22, 2010. Proposals submitted in response to this RFP must be received at the DPS Reception Desk (if hand delivered or delivered by messenger) or via US Mail at the following address:

Patrick Obele  
Minnesota Department of Public Safety  
Attn. "RFP: Staff Augmentation for MNLARS"  
444 Cedar Street  
Suite 200  
St. Paul, MN 55101

Proposals are due no later than 2:00 pm Central Daylight Time on **Monday, April 26, 2010**, as indicated by the time stamp made by the Department of Public Safety reception desk or the DPS mail room. **Late proposals will NOT be considered.** Fax or e-mailed proposals will NOT be considered. See the complete RFP for detailed requirements about the media and content of the proposals.

This RFP 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 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  
St. Paul, MN 55155

## 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.

## 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.

## Additional Contracts

The *State Register* offers one of the cheapest, yet far reaching methods, of notifying the public about your agency's bids, contracts and grants. It is available to any government, non-profit, or private agency. Space is charged at the current rate of \$13.60 per each 1/10th of a page used in the *State Register*. Agencies are only billed for the space used in the *State Register*.

Agencies wishing to take advantage of this offer should submit what you want printed in the *State Register* via e-mail to: [robin.panlener@state.mn.us](mailto:robin.panlener@state.mn.us). Attach to your entry a short note indicating when you wish the notice to be published (one, or many dates), if you want a copy of the issue your notice appears in (a TEAR SHEET will be sent free with your bill), and whether you want an "Affidavit of Publication."

## 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.

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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- ♦ **Minnesota Relay Service:** 8 a.m. - 5 p.m. Monday - Friday, 1.800.627.3529 (nationwide toll-free)
- ♦ **Fax** (credit cards): 651.215.5733 (fax line available 24 hours/day)
- ♦ **Mail orders:** Orders can be sent to Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155

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**Fax and phone orders:** Credit card purchases ONLY (American Express/Discover/MasterCard/VISA). Please allow 1-2 weeks for delivery. **Mail orders:** Complete order blank and send to address above. Enclose check or include credit card information. Please allow 4-6 weeks for delivery. Please make checks payable to "Minnesota's Bookstore." A \$20.00 fee will be charged for returned checks.

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Credit card number: \_\_\_\_\_

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\$15.01-\$25.00	\$ 6.00
\$25.01-\$50.00	\$ 9.00
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\$100.01-\$1,000	\$ 17.00*
<small>*\$17 to an address in MN, WI, SD, ND, IA. If delivered to an address in other states, Canada or internationally, we will contact you if there are additional charges.</small>	
More than \$1,000	Call

Product Subtotal \_\_\_\_\_

Shipping \_\_\_\_\_

Subtotal \_\_\_\_\_

Sales tax \_\_\_\_\_

*(6.875% sales tax if shipped to MN address, 7.625% if shipped to St. Paul address. 7.125% MN transit tax or other local sales tax if applicable)*

**TOTAL** \_\_\_\_\_

If tax exempt, please provide ES number or completed exemption form.  
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