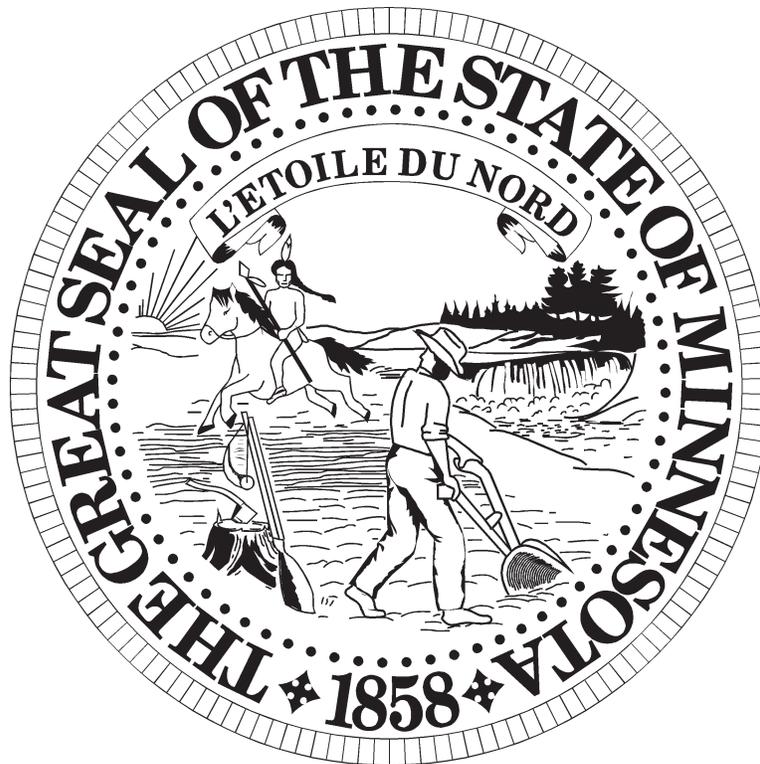


State of Minnesota

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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The *State Register* is the official publication of the State of Minnesota's Executive Branch of government, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes*, Chapter 14, and *Minnesota Rules*, Chapter 1400. The *State Register* contains:

- Proposed Rules
- Adopted Rules
- Exempt Rules
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- Executive Orders of the Governor
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Vol. 36 Issue Number	PUBLISH DATE (BOLDFACE shows altered publish date)	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts	Deadline for Proposed, Adopted and Exempt RULES
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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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A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes or specified in the rule. If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed. If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

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

Board of Pharmacy

Adopted Permanent Rules for Pharmacy Practice

The rules proposed and published at *State Register*, Volume 35, Number 29, pages 1049-1051, January 18, 2011 (35 SR 1049), are adopted with the following modifications:

6800.0100 DEFINITIONS.

Subp. 2a. [See repeater.]

[For text of subps ~~2b~~ 2a to 3a, see M.R.]

Subp. 11b. **Chart order.** "Chart order" means a prescription drug order for a drug that is to be dispensed by a pharmacist, or by a pharmacist-intern under the direct supervision of a pharmacist, and administered by an authorized person only during the patient's stay in a hospital or long-term care facility. The chart order shall contain the name of the patient, another patient identifier such as a birth date or medical record number, the drug ordered, and any directions as the practitioner may prescribe concerning strength, dosage, frequency, and route of administration. The manual or electronic signature of the practitioner must be affixed to the chart order at the time it is written or at a later date in the case of verbal chart orders.

Subp. 14. **Nonsterile product preparation compounding.** "Nonsterile product preparation compounding" means the preparation, mixing, assembling, altering, packaging, and labeling of a nonsterile drug product preparation, according to United States Pharmacopeia Chapter 795.

Subp. 15. **Sterile product preparation compounding.** "Sterile product preparation compounding" means the preparation, mixing, assembling, altering, packaging, and labeling of a drug product preparation that achieves sterility, according to United States Pharmacopeia Chapter 797.

Subp. 18. **High-alert drug.** "High-alert drug" means a drug that bears a heightened risk of causing significant patient harm when it is used in error.

6800.0350 LICENSE CATEGORIES.

A pharmacy must be licensed in one or more of the following categories:

G. nonsterile product preparation compounding;

H. sterile product preparation compounding;

J. limited service.

Licensing of a pharmacy in more than one category shall not result in an increase in the license fee.

No pharmacy may engage in providing products or services in categories for which it is not licensed. A pharmacy must designate its category or categories on license renewal or application for an initial license. Effective ~~January 3~~ July 1, 2012, ~~the~~ an initial or renewed license issued by the board shall list each license category for which the pharmacy has received board approval; a pharmacy must receive board approval before providing services in a license category not listed on its license; a pharmacy must notify the board if the pharmacy no longer provides services in a license category; and the board shall issue a revised license without imposing an additional fee, if it

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approves a pharmacy's request to provide services in additional license categories or if a pharmacy no longer provides services in one or more license categories. ~~No additional fee shall be required for issuance of a revised license.~~

The board may establish special conditions for licensure, appropriate to the situation, before approving a license application for a pharmacy with a limited service license category. Such pharmacies must also apply for and receive any necessary variances, according to part 6800.9900, before an application for licensure is approved.

6800.0700 PHARMACY, SPACE, AND SECURITY.

Subpart 1. **Minimum requirements.** No person shall be issued a license to conduct a pharmacy located in Minnesota unless the pharmacy:

E. in the case of a community/outpatient pharmacy, contains an area where consultation between the patient and the pharmacist may be conducted with a reasonable assurance of privacy. All new and remodeled community/outpatient pharmacies must meet the standards of this ~~subpart item~~. A pharmacy licensed before January 1, 2011, must meet the standards within two years of that date, unless the pharmacy has an existing counseling area that ~~is~~ has been deemed by the board to provide a reasonable assurance of privacy. ~~For~~ If pharmacies ~~using~~ use partitions to create a consultation area in which the patient will typically remain standing, the partitions must be sound-dulling and at least seven feet high and 24 inches deep. The patient must be able to ~~step into~~ enter the partitioned area so that the partitions are on each side of the patient. Consultation areas without partitions may be approved if the board deems the consultation area will provide a reasonable assurance of privacy. Consultation areas must not contain any item for sale apart from the articles needed for counseling sessions. ~~An accessible computer terminal for patient profile review and clinical documentation must be available~~ Pharmacists must have access to patient profiles in order to comply with part 6800.0910. Consultation areas must be accessible to the patient from the outside of the prescription dispensing area and be open at all times when the pharmacy is open; and

6800.1010 CLOSING A PHARMACY.

Subp. 3. **Public notification.** A licensed pharmacy must provide the following public notification when closing a pharmacy: distribution, by at least one of the following means, of a notice that informs patients that the pharmacy will close on a specified date and that gives the name, address, and telephone number of the pharmacy to which prescription files will be transferred:

C. distribution of the notice to patients who are picking up prescriptions at least 30 days prior to the date on which the pharmacy will be closed.

In the case of patients who are residents of long-term care facilities, the pharmacy shall provide a written notice to the patients, the caregivers of the patients, or the long-term care facilities in which the patients reside at least 30 days prior to the date on which the pharmacy will be closed.

6800.1440 REQUIREMENTS FOR WHOLESALE DRUG DISTRIBUTORS.

Subp. 2. **Incorporation by reference.** "United States Pharmacopeia/National Formulary" means the United States Pharmacopeia/National Formulary published by the United States ~~Pharmacopeial Convention Inc.~~ Pharmacopeia, which is incorporated by reference. ~~A wholesale drug distributor must follow the standards set forth in the most recent edition of the United States Pharmacopeia/National Formulary.~~ The United States Pharmacopeia/National Formulary is subject to frequent change. The book is available for inspection and copying at the Biomedical Library, University of Minnesota, Diehl Hall, 505 Essex Street S.E., Minneapolis, Minnesota 55455, or through the Minitex interlibrary loan system.

6800.2250 UNPROFESSIONAL CONDUCT.

Subpart 1. **Prohibited conduct.** Unprofessional conduct shall include, but is not limited to, the following acts of a pharmacist or pharmacy:

C. Refusing to compound ~~and or~~ dispense prescription drug orders that may reasonably be expected to be compounded or dispensed in pharmacies by pharmacists, except as provided for in *Minnesota Statutes*, sections 145.414 and 145.42.

6800.2600 AUTOMATED COUNTING AND DISTRIBUTION.

Subpart 1. **Generally.** It is unlawful to count, distribute, dispense, or vend any legend drug through the use of an automated counting

device or automated drug distribution system, or a vending machine except as provided in this part.

A. **Notification.** The board must be provided with written notification of the location of the automated counting device or automated drug distribution system, the name and address of the pharmacy responsible for control of the device or system, written policies and procedures that govern the operation of the device or system, and the name of the pharmacist-in-charge of the pharmacy. Notification must be provided to the board at least 60 days in advance of the initial use of the device or system. Policies and procedures must address staff training and the requirements listed in subparts 2 and 3. The pharmacy responsible for the control of the automated counting device or automated drug distribution system may proceed with its use unless the board has provided written notification to the pharmacy that the device or system may not be used. The board must provide written notification within 60 days of receiving the documents required under this item. The written notification must specify the steps that the pharmacy must take in order to use the system.

Subp. 2. **Automated counting devices.** In addition to the requirements in subpart 1, the following requirements apply to automated counting devices.

A. The filling of cells or cassettes is ~~considered to be prepackaging~~ subject to the requirements of part 6800.3200, subpart 1, items A, B, E, F, G, and H, except that item F only applies if the pharmacy's policies and procedures require a pharmacist to verify the accuracy of the filling of the cell or cassette. Only one cell or cassette may be filled at a time. ~~Drugs previously removed from a manufacturer's stock container may not be used to fill a cell or cassette. No drug may be distributed from an automated counting device unless a pharmacist certifies the accuracy of the filling of each cell or cassette. All manufacturer stock containers used to fill a cell or cassette must be available for the pharmacist to check during the certification process.~~

B. The labeling of cells and cassettes is subject to the requirements of part 6800.3200, subpart 2, items A, B, C, and F. The requirements of part 6800.3200, subpart 2, items D and E, also apply unless the information required under those items is maintained in the packaging control record.

Subp. 3. **Automated drug distribution systems.** In addition to the requirements in subpart 1, the following requirements apply to automated drug distribution systems.

D. The pharmacy and therapeutics or ~~equivalent~~ relevant committee shall develop and regularly review a list of drugs or categories of drugs that are prohibited from being distributed through an automated distribution system. The review must take place at least annually. A high-alert drug may be distributed through an automated distribution system only if the pharmacy and therapeutics or ~~equivalent~~ relevant committee has determined that the drug need not be included on the list of drugs prohibited from being distributed through an automated distribution system. Patient-specific drug additions or deletions to the automated distribution device or system shall be determined by a pharmacist.

E. The use of an open matrix drawer that allows access to more than one drug at a time must be limited to noncontrolled substance drugs, unless the entire drawer contains only one controlled substance drug product. Noncontrolled substance drugs may be stored in the open matrix drawer if they are:

(2) nonlegend drugs that are safely ~~segregated~~ arranged;

F. ~~Whenever possible, removal of high alert drugs from the system should be double-checked by a second licensed health care professional to ensure that the prescription drug order is being correctly interpreted and followed. Removal of a high-alert drug from the system must be checked by a second licensed health care professional to ensure that the prescription drug order is being correctly interpreted and that the correct drug has been removed. This requirement does not apply when:~~

(1) a pharmacist has reviewed and approved the prescription drug order prior to the removal of the high-alert drug from the system;

(2) a licensed practitioner controls the ordering, preparation, and administration of the medication during a medical procedure; or

(3) the prescribing practitioner has determined that the high-alert drug must be administered before the drug order can be reviewed by a pharmacist or a second licensed health care professional.

J. ~~A monthly inspection~~ Assessments of automated distribution devices must be performed to ensure, at a minimum, that:

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(5) the device and drugs are secure.

Each of the five requirements in item J must be assessed at least on a monthly basis, but all need not be assessed at the same time.

N. Continuous quality assurance must be developed specifically for the automated drug distribution system or device. An ongoing failure mode effect analysis or quality assurance process ~~should be developed that addresses~~ must be in place and address possible system failures, process failures, ~~high-risk high-alert~~ drugs, medication errors, and controlled substance discrepancies.

6800.3000 PRESCRIPTIONS AND DISTRIBUTION OF DRUGS.

Subpart 1. **Acceptance of prescription drug orders and distribution of drugs.**

A. No licensed pharmacist shall participate in any arrangement or agreement whereby prescription drug orders or filled prescriptions may be left at, picked up from, accepted by, or delivered to any place of business not licensed as a pharmacy. Provided, however, that nothing in this part prohibits a licensed pharmacist or a licensed pharmacy, by means of its employee or by use of a common carrier, from picking up prescription drug orders or delivering filled prescriptions at the office or home of the prescriber, at the residence of the patient, or at the hospital or long-term care facility in which a patient is confined. A pharmacy may deliver filled prescriptions at the place of employment of the patient or a designated caregiver of the patient only if the pharmacy:

(1) obtains and ~~maintains~~ documents the ~~written~~ authorization of the patient or patient's caregiver for delivery at the place of employment;

(2) ensures the filled prescription order is delivered directly to the patient; ~~or the patient's caregiver, or an authorized agent identified in the written authorization as authorized;~~ and

B. Direct prescription delivery. A pharmacy that employs the United States Postal Service or other common carrier to deliver a filled prescription directly to a patient must, based on the professional judgment of the pharmacist:

(1) use adequate storage or shipping containers and shipping processes to ensure drug stability and potency. The shipping processes must include the use of appropriate packaging material and devices, according to the recommendations of the manufacturer ~~and~~ or the United States Pharmacopeia Chapter 1079, in order to ensure that the drug is kept at appropriate storage temperatures throughout the delivery process to maintain the integrity of the medication;

(4) provide for an electronic, telephonic, or written communication mechanism for a pharmacist, or a pharmacy intern working under the direct supervision of a pharmacist, to offer counseling to the patient; ~~unless the patient refuses the consultation. Refusal of consultation by patients must be documented.~~ The patient must receive information indicating what the patient should do if the integrity of the packaging or medication has been compromised during shipment.

6800.3100 COMPOUNDING AND DISPENSING.

Subp. 3. **Certification.** In certifying and documenting the filled prescription ~~drug order~~ under subpart 1, item F, an individual pharmacist, practitioner, or pharmacist-intern shall:

A. check the original labeled container from which the medication was withdrawn, except as provided in part 6800.2600, or when the pharmacy uses a computerized process to identify oral, solid drugs through the use of images;

C. check the contents of the medication container that will be dispensed and the appearance of the total product to ensure that all of the doses that are dispensed are of the correct drug, strength, and dosage form prescribed;

6800.3200 PREPACKAGING AND LABELING.

Subpart 1. **Prepackaging.** Pharmacies may prepackage and label drugs in convenient quantities for subsequent complete labeling and dispensing. Prepackaging into unit-dose containers shall be done according to United States Pharmacopeia, chapter 1146. Such drugs shall be prepackaged by or under the direct supervision of a pharmacist. The supervising pharmacist shall cause to be prepared and kept a packaging control record containing the following information:

6800.3300 COMPOUNDING STANDARDS.

Subp. 6. **Certifying compounding procedure effective January 2, 2013.** A pharmacy must develop a list of high-alert compounded preparations for which a pharmacist shall certify that each component used in the compounding of ~~a the drug product preparation~~ has been accurately weighed, measured, or subdivided, as appropriate, at each stage of the compounding procedure in order to verify conformance with the formula being prepared. Subsequent stages of the compounding process may not be completed until this certification occurs. This

subpart is effective January 2, 2013.

6800.3850 PHARMACY TECHNICIANS.

Subp. 1h. **Education and training requirements.**

B. **Renewal of registration.** Effective January 1, 2013, the board shall not renew the registration of a pharmacy technician who was initially registered after January 1, 2012, or who was initially registered prior to that date but did not maintain continuous registration, unless the individual provides the board with evidence of completion of one of the following:

(4) an employer-based pharmacy technician training program that includes a minimum total of ~~480~~ 240 hours on a one-year period to include both theoretical and practical instruction. An employer utilizing such a program must develop and regularly update a technician training manual that must be available for board inspection upon request. The employer must also supply a technician who completes the training program with written evidence of completion. The employer-based pharmacy technician training program must include written guidelines, policies, and procedures that define the specific tasks the technician will be expected to perform. ~~The board may renew the registration of~~ A pharmacy technician who has not completed this training requirement, but is otherwise eligible for renewal of his or her registration, may apply for renewal provided that: less than six months has elapsed between the date of initial registration as a pharmacy technician and the date of the pharmacy technician's first renewal of registration; or the pharmacy technician shows satisfactory evidence of being enrolled in a pharmacy technician training program offered by a board-approved, accredited vocational/technical institution or college, when the program is longer than six months in length.

Subp. 4. **Written procedures.** Written procedures for the use of pharmacy technicians in a pharmacy shall be prepared by the pharmacist-in-charge. A copy of the procedures must be given to each technician and a copy must be kept on file in the pharmacy. The written procedures must be made available for inspection by the board upon request. These procedures must comply with the standards in this chapter and will be reviewed for compliance on that basis.

These procedures must indicate in detail the tasks performed by the pharmacy technician; the name, address, and registration number of the pharmacy technician; and the certification steps performed by the licensed pharmacist in verifying the technician's work. Procedures must be updated at least every five years and whenever a significant change in the way in which pharmacy technicians are utilized occurs. The pharmacist-in-charge shall ~~document~~ ensure that each technician ~~reviews~~ has reviewed the procedures when the technician is first employed by the pharmacy as a technician; and when any substantial changes to the procedures have been made; ~~and at least annually. The pharmacist-in-charge must ensure that proper documentation of training is maintained in the pharmacy for a period of at least two years after the training occurs.~~

Subp. 6. **Ratios.** The basic ratio of pharmacy technicians to pharmacists on duty in a pharmacy is two technicians to one pharmacist. Specific functions are excepted from the basic ratio as follows:

D. compounding (part 6800.3300), 3:1. ~~The most restrictive ratio shall apply in a pharmacy in which multiple functions are being performed.~~

6800.5350 PRECEPTORS.

Subp. 3. **Other requirements.** In addition to fulfilling the requirements of subpart 2, item A or B, applicants must show that:

C. they will provide time on ~~at least a weekly basis~~ a regular basis, at least three times each month, for the purpose of helping their interns meet the competencies of the internship requirement; and

6800.5400 TRAINING.

Subpart 1. **Intent.** The intent of this rule is to establish minimum standards for the training of interns so that they are provided with a proper preceptor-intern (~~teacher-student~~) relationship and a broad base of practical experience that supplements didactic academic training in a manner which prepares them for all aspects of the practice of pharmacy.

Subp. 4a. **Supervision: intern dispensing and compounding.** An intern performing tasks associated with dispensing or compounding shall be immediately and directly supervised by a licensed pharmacist stationed within the same work area who has the ability to

Adopted Rules

control and is responsible for the actions of the intern. Except in the case of internship experience conducted as part of the experiential education program of an accredited college or school of pharmacy, a licensed pharmacist may not supervise more than one intern who is performing tasks associated with dispensing or compounding. In the case of an internship experience conducted as part of the experiential education program of an accredited college or school of pharmacy, a licensed pharmacist may supervise two interns who are performing tasks associated with dispensing or compounding. The ultimate responsibility for the actions of an intern performing tasks associated with dispensing or compounding shall remain with the licensed pharmacist who is supervising the intern.

Subp. 4b. **Supervision, generally.** Immediate and direct supervision by a licensed pharmacist is not required when an intern completes a medication history, gathers information for the purpose of formulating a pharmaceutical care plan or making a drug therapy recommendation, conducts educational activities for patients or staff, provides patient counseling, participates in patient rounds, or performs similar tasks that do not involve dispensing and compounding. However, all drug therapy and related recommendations that an intern proposes to make to other health professionals and patients must be reviewed and approved by a licensed pharmacist before they are made. An intern's preceptor supervising pharmacist is responsible for the accuracy and completeness of statements made by the intern while providing counseling to patients or health-related education to patients or staff.

REPEALER. *Minnesota Rules*, parts ~~6800.0100, subpart 2a~~; 6800.1300, subpart 6; 6800.3110, subpart 6; 6800.5100, subparts 1, 7, 8, 9, and 10; 6800.5300, subpart 4; and 6800.6500, subpart 3, are repealed.

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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The Official Notices section gives you a “heads up” on important state meetings and announcements. The *State Register* reaches a large audience of “interested eyes” every week. Remember to publish your notices here - it only costs \$13.60 per 1/10 of a page used in the *State Register* - it's the least expensive legal advertising in the state.

All Official Notices, including the current volume as it grows, are indexed. Only subscribers can view this current index. Open the *State Register* and click on the Bookmarks icon in the upper left corner. You will see the growing index, and have fast access to all the online indices to the *State Register*. You also receive a summarized “Contracts & Grants” section showing bids and grants still open.

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**Minnesota Higher Education Facilities Authority (MHEFA)
Notice of Public Hearing on Revenue Obligations on Behalf of the College of Saint
Benedict**

NOTICE IS HEREBY GIVEN that a public hearing will be held on Wednesday, September 21, 2011, at 2:00 p.m., by the Minnesota Higher Education Facilities Authority (the "Authority"), at its offices at Suite 450, 380 Jackson Street, Saint Paul, Minnesota, with respect to the proposal to issue revenue obligations on behalf of the College of Saint Benedict (the "College"), as owner and operator of the College of St. Benedict. Under the proposal, the Authority would issue revenue bonds or other obligations in the maximum principal amount of \$9,500,000 to finance a project generally described as constructing, equipping and furnishing of student residential housing, consisting of four separate two-story buildings with approximately 7,000 square feet each, and containing eight units of four bedrooms and also, a separate single-story building of approximately 4,000 square feet that will be used for common facilities for residents of such student housing; the project will provide housing for a total of 124 students and one resident director and will consist, in total, of approximately 32,000 square feet (the "Project"). The Project will be owned and operated by the College and located on its main campus, the principal street address of which is 37 South College Avenue, St. Joseph, Minnesota.

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

Dated: September 6, 2011

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

**Land of the Dancing Sky
Area Agency on Aging
Notice of Public Hearing on Proposed 2012 Area Plan on Aging Program
Development and Coordination**

The Land of the Dancing Sky Area Agency on Aging (LDS AAA) will hear public comment on the proposed 2012 Area Plan on Aging Program Development and Coordination work plan, budget and cost sharing policies on the following dates.

Wednesday, September 14, 2011 beginning at 1:30 p.m.

West Central Initiative
1000 Western Avenue, Fergus Falls, MN 56537

Thursday, September 15, 2011 beginning at 12:30 p.m.

Bemidji Senior Center
216 3rd St. NW, Bemidji, MN 56601

Wednesday, October 5, 2011 beginning at 12:30 p.m.

Heritage Community Center
301 4th Street E, Thief River Falls, MN 56701

Public comment is limited to 5 minutes per person and pre-registration is requested. Sign up to testify by calling LDS AAA's main phone number at (281) 745-6733 or e-mail: shenrickson@nwrdc.org by Monday, September 9, 2011.

Comments will also be accepted in writing and must be submitted by September 23, 2011 to shenrickson@nwrdc.org.

Area Plan summary documents and budget information is available for review at LDS AAA, 115 South Main, Suite 1, Warren, MN 56762. Questions should be directed to: shenrickson@nwrdc.org.

Official Notices

Minnesota Pollution Control Agency (MPCA)

Industrial Division

Public Notice of Intent to Reissue National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) MNG-49000 for Nonmetallic Mining and Associated Activities

Public Comment Period Begins:

September 6, 2011

Public Comment Period Ends:

October 6, 2011

Description of Permitted Activity

This draft permit would replace the NPDES/SDS MNG490000 for Construction Sand & Gravel, Rock Quarrying, and Hot Mix Asphalt Production Facilities set to expire September 30, 2011. This draft permit includes stormwater discharges from the construction sand and gravel, industrial sand, dimension stone, crushed and broken limestone, crushed and broken granite, crushed and broken stone mining and quarrying areas, hot mix asphalt production areas (including portable hot mix asphalt plants), concrete block and brick, other concrete products, and ready-mix concrete, as well as aggregate dredging operations and uncontaminated asphalt and concrete rubble recycling at the above listed sites. The permit also authorizes wastewater discharge from mine site dewatering from construction sand and gravel, industrial sand, dimension stone, crushed and broken limestone, crushed and broken granite, and crushed and broken stone mining and quarrying areas to surface waters of the state. Other non-stormwater discharges are authorized by this permit at the above facilities, but must not discharge to surface waters. The title of the permit was shortened and includes other industries like ready-mix concrete.

Changes in this draft include the monitoring of stormwater discharges to surface waters. The sampling requirements are divided into the same Subsectors as the NPDES/SDS Permit for Industrial Stormwater (MNR050000). To comply with intervention limits, the Permittee must utilize structural and non-structural Best Management Practices. Mine dewatering now includes discharges from industrial sand and crushed stone mine and quarry areas. To comply with the effluent limits, some facilities may be required to utilize sedimentation basins, settling ponds, and/or infiltration devices.

Preliminary Determination on the Draft Permit

The MPCA Commissioner has made a preliminary determination to reissue this NPDES/SDS permit for a term of approximately five years.

A draft permit is available for review at the MPCA office at the St. Paul address listed below and on-line at

<http://www.pca.state.mn.us/news/data/index.cfm?PN=1>

or at the Web site at:

<http://www.pca.state.mn.us/index.php/water-permits-and-rules/water-permits-and-forms/construction-sand-gravel-aggregate-and-hot-mix-asphalt-activities.html>

A copy of the draft permit will be mailed to you if the MPCA receives your written or oral request. If you have questions about this draft permit or the Commissioner's preliminary determination, please contact Elise Doucette at (651) 757-2316 or by e-mail at elise.doucette@state.mn.us

Written Comments

You may submit written comments on the conditions of the draft permit or on the Commissioner's preliminary determination. Written comments must include the following:

1. A statement of your interest in the permit application or the draft permit;
2. A statement of the action you wish the MPCA to take, including specific references to sections of the draft permit that you believe should be changed; and
3. The reasons supporting your position, stated with sufficient specificity as to allow the Commissioner to investigate the merits of your position.

Petition for Public Informational Meeting

You also may request that the MPCA Commissioner hold a public informational meeting. A public informational meeting is an informal meeting that the MPCA may hold to solicit public comment and statements on matters before the MPCA, and to help clarify and resolve issues. A petition requesting a public informational meeting must include the following information:

1. A statement identifying the matter of concern;
2. The information required under items 1 through 3 of "Written Comments," identified above;
3. A statement of the reasons the MPCA should hold a public informational meeting; and
4. The issues that you would like the MPCA to address at the public informational meeting.

Petition for Contested Case Hearing

You also may submit a petition for a contested case hearing. A contested case hearing is a formal evidentiary hearing before an administrative law judge. In accordance with *Minnesota Rules* 7000.1900, the MPCA will grant a petition to hold a contested case hearing if it finds that:

- (1) there is a material issue of fact in dispute concerning the application or draft permit;
- (2) the MPCA has the jurisdiction to make a determination on the disputed material issue of fact; and
- (3) there is a reasonable basis underlying the disputed material issue of fact or facts such that the holding of the contested case hearing would allow the introduction of information that would aid the MPCA in resolving the disputed facts in making a final decision on the draft permit. A material issue of fact means a fact question, as distinguished from a policy question, whose resolution could have a direct bearing on a final MPCA decision.

A petition for a contested case hearing must include the following information:

1. A statement of reasons or proposed findings supporting the MPCA decision to hold a contested case hearing according to the criteria in *Minnesota Rules* 7000.1900, as discussed above.
2. A statement of the issues proposed to be addressed by a contested case hearing and the specific relief requested or resolution of the matter. In addition and to the extent known, a petition for a contested case hearing should also include the following information:
 1. A proposed list of prospective witnesses to be called, including experts, with a brief description of proposed testimony or summary of evidence to be presented at a contested case hearing.
 2. A proposed list of publications, references, or studies to be introduced and relied upon at a contested case hearing.
 3. An estimate of time required for you to present the matter at a contested case hearing.

MPCA Decision

You may submit a petition to the MPCA Commissioner requesting that the MPCA Citizens' Board (Board) consider the permit issuance. To be considered timely, the petition must be received by the MPCA by 4:30 p.m. on the date the public comment period ends, identified on page 1 of this notice. Under the provisions of *Minnesota Statutes* § 116.02, subd. 6(4), the decision whether to issue the permit and, if so, under what terms will be presented to the Board for decision if:

- (1) the Commissioner grants the petition requesting the matter be presented to the Board;
- (2) one or more Board members request to hear the matter before the time the Commissioner makes a final decision on the permit; or
- (3) a timely request for a contested case hearing is pending. You may participate in the activities of the Board as provided in *Minnesota Rules* 7000.0650. The written comments, requests, and petitions submitted on or before the last day of the public comment period will be considered in the final decision on this permit. If the MPCA does not receive written comments, requests, or petitions during the public comment period, MPCA staff as authorized by the Board, will make the final decision on the draft permit.

Comments, petitions, and/or requests must be submitted in writing on or before the end date of the public comment period identified on page 1 of this notice to:

Elise Doucette
Environmental Analysis and Outcomes Division
Minnesota Pollution Control Agency
520 Lafayette Road North
St Paul, MN 55155-4914

Official Notices

Department of Transportation (Mn/DOT) Engineering Services Division, Office of Construction and Innovative Contracting Notices of Suspension and Debarment

NOTICE OF DEBARMENT

NOTICE IS HEREBY GIVEN that the Department of Transportation (Mn/DOT) has ordered that the following vendors be debarred for a period of two (2) years effective January 4, 2010 until January 3, 2012:

Riley Bros. Companies Inc. and its affiliates, Morris MN
Riley Bros. Construction Inc. and its affiliates, Morris MN
Riley Bros. Properties, LLC, and its affiliates, Morris MN
Riley Bros. Utilities, Inc. dba/Chris Riley Utilities, Inc. and its affiliates, Morris MN

NOTICE IS HEREBY GIVEN that the Department of Transportation (Mn/DOT) has ordered that the following vendors be debarred for a period of three (3) years effective February 24, 2010 until February 24, 2013:

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

NOTICE IS HEREBY GIVEN that the Department of Transportation (Mn/DOT) has ordered that the following vendors be debarred for a period of three (3) years effective March 25, 2011 until March 25, 2014:

Philip Joseph Franklin, Leesburg, VA
Franklin Drywall Inc. and its affiliates, Little Canada, MN
Master Drywall Inc. and its affiliates, Little Canada, MN

Minnesota Statutes, Section 161.315, prohibits the Commissioner, counties, towns or home rule or statutory cities from awarding or approving the award of a contract for goods or services to a person who is suspended or debarred; including

- 1) any contract under which a debarred or suspended person will serve as a subcontractor or material supplier,
- 2) any business or affiliate which the debarred or suspended person exercises substantial influence or control, and
- 3) any business or entity which is sold or transferred by a debarred person remains ineligible during the period of the seller's or transfer's debarment.

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.

Other Funding

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).

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.

Here’s what you receive via e-mail:

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- **LINKS, LINKS, LINKS**
- **Easy Access to *State Register* Archives**
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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 **phone:** (651) 297-8777, or **fax:** (651) 297-8260, or **e-mail:** loretta.diaz@state.mn.us

Minnesota Department of Health (MDH) Environmental Health Division Request for Proposals (RFP) for Swab Team Services Grant

Introduction

The Minnesota Department of Health (MDH) healthy homes and lead poisoning prevention program encourages primary prevention, provides guidance and support to individuals exposed to lead, and fulfills the three core public health functions of assessment, assurance, and policy/planning. These activities are directed at children under the age of six years (72 months) and pregnant women. These populations are the most vulnerable to lead and are considered to have “elevated” lead levels if their blood test results are greater than 10 ug/dL. This grant is authorized under *Minnesota Statutes*, section 144.9512.

MDH’s Swab Team Services Grant provides funding to:

- increase the screening of children under six years and pregnant women to determine elevated blood lead levels (EBLL) in populations at high risk, for lead exposure,
- plan, implement, and execute successful lead screening events in communities with high lead exposure,
- provide education and outreach services when an EBLL is identified, and
- provide swab team services to protect populations from identified lead hazards in their residences.

The total amount of the grant funding for state fiscal year 2012 is \$479,000 with an option to continue the grants for an additional \$479,000 for a second year. The grant funds are dependent upon the availability of state lead funds approved by the legislature to MDH. Any awarding of final grant agreements as a result of this RFP process is subject to final approval by the Commissioner of Health.

Eligible applicants will be nonprofit organizations. Priority will be given to nonprofit organizations that provide AmeriCorps funding or positions, or leverage matching funds, as part of the delivery of the services. A copy of the grant agreement template is included in Appendix A of the full RFP.

State Grants & Loans

MDH will be available to provide consultation and guidance during the application process. For assistance, please contact Dan Symonik, Healthy Homes and Lead Poisoning Prevention Program, at (651) 201-4928 or daniel.symonik@state.mn.us. Please note that MDH staff will not be able to help with the actual writing of the application or critique drafts.

Scope of Work

- Provide on-the-job training to swab team workers.
- Provide swab team services on residential properties approved by MDH.
- Perform interim controls on building components that are identified by a licensed lead risk assessor as having deteriorated lead-based paint on it.
- Provide lead dust cleanup equipment and lead educational materials to residents.
- Provide instruction to residents and property owners on appropriate lead control techniques.
- Conduct blood lead testing events for screening children under the age of six years and pregnant women.
- Submit quarterly invoices for services performed. MDH will provide an invoice template to the successful applicant(s) for submitting quarterly expenditures.

If working under a joint grant agreement, there will be one fiscal agent to submit the quarterly invoice. The invoice needs to account for all expenses and identify each expense for each operating agency that is party to the joint agreement.

- Submit quarterly progress reports that indicate what work activities were completed on the above activities, including accountability for the associated costs.

If working under a joint grant agreement, there will be one quarterly progress report. The report must represent all activities done under the grant for that quarter and identify what activities were performed by each operating agency that is party to the joint agreement. Activities described in the progress report should be clearly linked to specific expenditures on the invoice.

The start dates are contingent on all signatures to the agreement being obtained, with the second year starting on July 1, 2012.

Grant Monitoring

Grant monitoring will consist of both programmatic review and fiscal review. MDH will conduct at least one programmatic review per grant period on grantees that receive \$50,000 to \$250,000, and one programmatic review per year on grantees that receive over \$250,000.

Review of financial records and activities will be performed once per grant period for all grants over \$50,000.

Grant Application Contents

Applicants can go to www.health.state.mn.us/divs/eh/lead/topics to download the complete RFP and the:

- 1) Project Narrative and Work Plan template,
- 2) Budget Summary template, and
- 3) Accounting System and Financial Capability Questionnaire.

These forms are also included in Appendix C of the full RFP. All three documents must be completed and submitted to MDH in order for the application to be considered complete and to be considered for funding. Applications must be at a 12 font and 1 inch margins.

Completed grant applications must arrive at MDH on or before **4:00 p.m., Friday, September 30, 2011**, or have a legible postmark from the United States Postal Service, or a legible pick-up or drop-off time from a private carrier with a date and time that precedes 4:00 p.m., Friday September 30, 2011.

State Grants & Loans

If dropping off your application, it must be delivered to the MDH loading dock at Orville Freeman Building. The loading dock is clearly marked and located on the west side of the building.

Postmarks from private in-office metering machines are not acceptable. Applications are not accepted by e-mail or facsimile (fax). Submit five copies. Grant applications and questions must only be addressed to:

Dan Symonik
Minnesota Department of Health
Environmental Health Division
625 Robert Street North
P.O. Box 64975
St. Paul, Minnesota 55164-0975
Phone: (651) 201-4928
Fax: (651) 201-4606
E-mail: Daniel.symonik@state.mn.us

PLEASE NOTE: All submissions are final. Full and complete applications not received by the deadline stated above will not be considered.

Application Review and Award Process

This is a competitive grant application. Grants may be awarded to one or more applicants, and two or more applicants may apply jointly. See Appendix B of the full RFP for additional information relating to a joint application.

Only complete applications received or post marked on or before the deadline will be reviewed. Applications will be reviewed and scored according to the *Grant Application Score Sheet*. Reviewers will determine which applications best meet the criteria as outlined within the Project Narrative and Work Plan (Plan). Reviewers will also evaluate the 1) Budget Summary 2) Accounting System and 3) Financial Capability Questionnaire (Questionnaire). All applicants must use the Plan, Budget Summary and Questionnaire for completing their grant application. These documents are available at www.health.state.mn.us/divs/eh/lead/topics

The scoring of the Plan's criteria will be as follows:

- A. Background Information on Organization – 30 points
- B. General Information – 20 points
- C. Experience in Training Swab Team Services – 10 points
- D. Experience in Providing Swab Team Services – 40 points

Reviewers will include staff from MDH's Asbestos/Lead Compliance Unit and Environmental Impact Analysis Unit. Reviewers will be required to identify any conflicts of interest and will not review an application if they have a direct relationship with the applicant.

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

Responses to this RFP are considered to be nonpublic until they are opened. Once the grant application is opened, the name and address of the grantee and the amount requested is considered to be public data. The rest of the grant application information is considered nonpublic until the end of the grant review process. After the grant agreements are fully executed, the remaining information in the grant application becomes public, except for information defined as trade secret data as defined in *Minnesota Statutes*, section 13.37.

Trade Secret Information is defined as "Government data, including a formula, pattern, compilation, program, device, method, technique or process:

1. that was supplied by the affected individual or organization,
2. that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and

State Grants & Loans

3. that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.” *Minnesota Statutes, section 13.37, subdivision 1(b)*.

Documents that are submitted to MDH that contain trade secret information must:

- a) be put into a separate envelope and clearly marked with the word “trade secret”
- b) be clearly marked with the words “trade secret” on each document that contains trade secret information and
- c) include a written explanation of how the information meets each of the three requirements above for trade secret information.

Successful applicants will initially be notified verbally and then with a formal letter. Non-successful applicants will be notified with a formal letter.

Grantees will be required to prepare and submit progress reports and cost reimbursement requests (invoices) to MDH each quarter of the grant year. Reports and invoices must be submitted using MDH reporting and invoice formats. MDH cannot reimburse a grantee for any expenses incurred before a grant contract is fully executed. These formats will be provided electronically upon full execution of the grant agreement.

Eligible Costs

Costs associated with providing the services as stated above are as follows.

1. Labor costs which include salary and fringe benefits.
2. Supply and equipment costs; including general supplies for training purposes, audio/visual equipment, and equipment for hands-on training.
3. Cleaning supplies for residents to clean lead-contaminated dust in their residences.
4. Blood lead screening event and testing costs; including blood sample collection supplies and analytical laboratory costs.
5. Training facility costs, including rent or lease agreements.
6. Administrative costs of the grantee to conduct the administrative activities of the grant. Applicants may have up to 7.5 percent of the total annual appropriation for administrative purposes.

Dated: August 2011

State Contracts

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

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

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

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

Solicitations for Consultants and Vendors

The state spends \$2-3 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 each 1/10 of a page, you cannot go wrong.

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Department of Administration (Admin)

Real Estate & Construction Services

Notice of Request for Qualifications (RFQ) for a Construction Manager at Risk for the Upgrade of Shantz Hall, St. Peter, MN

RECS Project #: 55419SRX

NOTICE IS HEREBY GIVEN that the Department of Administration, Real Estate and Construction Services ("State") has issued a request for qualifications to evaluate and select a Construction Manager at Risk for the for the Preconstruction and Construction Services for the Upgrade of Shantz Hall (aka Shantz Hall Building Preservation) project located at the St. Peter Regional Treatment Center in St. Peter, MN in accordance with *Minnesota Statute* 16C.34.

This project is a phased plan to preserve, renovate and upgrade Shantz Hall on the St. Peter Regional Treatment Center Campus in St. Peter, MN, to provide secure beds and program space for the Minnesota Sex Offender Program (MSOP). The project scope will include: the replacement of existing constant volume multi-zone air handling, heating, ventilating and air conditioning equipment and it's retrofitted undersized cooling capacity, update and expand the existing fire protection (sprinkler) system to include the entire building. Update the fire alarm system and interface it with the campus system, replace the existing galvanized plumbing systems which are failing, upgrade the electrical distribution panels, install new energy efficient lighting, install new energy efficient windows and remodel some areas to enhance the operational program. Other considerations may include interior finishes, door replacement and modifications to the exterior security fencing to accommodate construction and for operational considerations. The emphasis is to sequence the entire construction phase to accommodate the replacement of the HVAC, plumbing, electrical systems, and provide the necessary living unit remodeling, while keeping the facility fully operational and secure.

State Contracts

The Responses for this RFQ are due on **October 4, 2011 at 1:00 PM Central Time.**

Detailed tasks and scope of services required for the project are defined and included in the Request for Qualifications (RFQ) which can be found at *QuestCDN.com* under the Category “*Public Buildings*” with the Project Name “*CM@Risk Shantz Hall RFQ*” and may be downloaded for a fee of \$10.00. To be considered for selection and a Contract, responses must be submitted by the date and time indicated in the RFQ.

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The RFQ is not a guarantee of work and it does not obligate the State to award any contracts. The State reserves the right to discontinue the use or cancel all or any part of the RFQ 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.

Department of Administration (Admin) Minnesota State Colleges and Universities (MnSCU) Notice of Availability of Request for Proposal (RFP) for Designer Selection for Iron Range Engineering Program Addition and Renovation State Designer Selection Board Project No. 11-10

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Northeast Higher Education District, through the State Designer Selection Board, is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

A full Request for Proposals and a copy of the pre-design are available on the Minnesota State Colleges Universities website,
<http://www.finance.mnscu.edu/facilities/index.html>.

click on “Announcements.” An informational meeting is scheduled for 10:30 AM, Thursday September 15, 2011 in the Theatre, at Mesabi Range Community and Technical College, 1001 Chestnut Street West, Virginia, MN 55792. All firms interested in this meeting should contact Karen Kedrowski, at (218) 748-2418 or kkedrowski@nhed.edu to sign up to attend the meeting. Project questions will also be taken by this individual.

Proposals must be delivered to Sherry Van Horn, Executive Secretary, State Designer Selection Board, 200 Department of Administration, Real Estate and Construction Service, Administration Building, Room 309, 50 Sherburne Ave., St. Paul, MN 55155 (651) 201-2376 not later than 12:00 noon, September 26, 2011. 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 Administration (Admin) Minnesota State Colleges and Universities (MnSCU) Notice of Availability of Request for Proposal (RFP) for Designer Selection for Science Education Center State Designer Selection Board Project No. 11-11

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Metropolitan State University, through the State Designer Selection Board, is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

A full Request for Proposals and a copy of the pre-design are available on the Minnesota State Colleges Universities website,

<http://www.finance.mnscu.edu/facilities/index.html>,

click on "Announcements." An informational meeting is scheduled for 9:30 AM, Friday, September 16, 2011 in Founders Hall Auditorium, on the Metropolitan State University, 700 East 7th Street, St. Paul, MN 55106-5000. Parking is available in the large pay parking lot on Maria Avenue, between 6th and 7th Street. All firms interested in this meeting should contact Dan Hambrock, at (651) 793-1712 or Daniel.hambrock@metrostate.edu to sign up to attend the meeting. Project questions will also be taken by this individual.

Proposals must be delivered to Sherry van Horn, Executive Secretary, State Designer Selection Board, 200 Department of Administration, Real Estate and Construction Service, Administration Building, Room 309, 50 Sherburne Ave., St. Paul, MN 55155 (651.201.2376) not later than 12:00 noon, September 26, 2011. 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.

Minnesota State Colleges and Universities (MnSCU) Hennepin Technical College Request for Bid Sought for CNC Router

Hennepin Technical College is requesting bids for CNC Router for the Cabinetmaking Program. HTC is seeking a trade in allowance for items listed in the RFB.

Details regarding the RFB can be obtained from Pauline Arnst, Hennepin Technical College, 13100 College View Drive, Eden Prairie, MN 55347 or at (952) 995-1445 or via e-mail: pauline.arnst@hennepintech.edu

Sealed bids must be received no later than **Wednesday, September 14, 2011 at 11:00 AM**. Hennepin Technical College reserves the right to reject all bids.

Hennepin Technical College is a member of the Minnesota State Colleges and Universities System.

Minnesota State Colleges and Universities (MnSCU) St. Cloud Technical and Community College Call for Bids for 2011/12 House Project Building Materials Westwood Parkway, Block 1, Lot 9 - 830 Savanna Avenue

NOTICE IS HEREBY GIVEN that sealed bids will be received by the St. Cloud Technical and Community College, 1540 Northway Drive, St. Cloud, Minnesota, until 2:00 P.M. Central Daylight Time, Tuesday, September 13, 2011, for the purchase of 2011/12 HOUSE PROJECT BUILDING MATERIALS at Westwood Parkway, 830 Savanna Avenue according to specifications on file in the Business Office, Room 1-401, St. Cloud Technical and Community College, 1540 Northway Drive, St. Cloud, Minnesota. St. Cloud Technical and Community College reserves the right to reject any or all bids, or portions thereof, or to waive any irregularities or informalities, in bid received.

Bids containing any alteration or erasure will be rejected unless initialed as required by law. Bids made in pencil will be rejected. Bids must be signed and dated.

It is understood that this is NOT a Purchase Order but a request for bid.

Specifications may be obtained from the St. Cloud Technical and Community College Business Office, Room 1-401, Susan Meyer,

State Contracts

1540 Northway Drive, St. Cloud, MN (320-308-5973).

The complete Request for Bid will be available on Monday, August 29, 2011 on the website <http://www.sctcc.edu/rfp>.

Minnesota Historical Society (MHS) Notice of Request for Proposals for Archaeological Surveys of McLeod, Red Lake, and Steele Counties

The Minnesota Historical Society (Society) and the Oversight Board of the Statewide Historical and Archaeological Survey (Board) seek one or more qualified consultants to conduct separate archaeological surveys of McLeod, Red Lake, and Steele Counties. All three projects must accomplish the following tasks: summarize what is known about the prehistoric human occupation of the individual county; update the State Archaeologist's site file with regard to the status of known sites; find unrecorded sites; and build a basic narrative predictive model of where prehistoric sites should be located. The cost of completing each project may not exceed \$70,000.

Separate proposals for each county must be received by the Society no later than 2:00 p.m. Local Time, Wednesday, September 28, 2011. *Late proposals will not be considered.*

The Request for Proposals for each county is available by contacting Mary Green-Toussaint, Purchasing Coordinator, Minnesota Historical Society, via e-mail: mary.green-toussaint@mnhs.org. Please be sure to indicate which county's (ies') RFP(s) you are requesting.

Dated: **September 6, 2011**

Minnesota Department of Human Services (DHS) Aging and Adult Services Division Program of All-Inclusive Care for the Elderly (PACE) Organization Development Contract Notice of Amended Request for Proposals to Develop PACE Organizations Contracts

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services through its Aging and Adult Services Division (State) has amended the request for proposals (RFP) to develop a financially and service viable Program of All-Inclusive Care for the Elderly (PACE) Organization. (RFP amended on Monday, June 6, 2011.) The deadline for the receipt of proposals has been changed from September 30, 2011 to October 31, 2011, 4:00 p.m. Central Daylight Time. Late, faxed and emailed proposals will not be considered.

For more information contact:

Mary Olsen Baker, Planner
Aging and Adult Services
Phone: (651) 431-2568
E-mail: dhs.mnpa@state.mn.us

The complete amended RFP is available online at the Minnesota Department of Human Services website,
http://www.dhs.state.mn.us/dhs16_159268.doc.

Additional resources and information for potential responders is available at the DHS PACE website:
<http://www.dhs.state.mn.us/mnpa>.

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 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

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.

State Contracts

Minnesota Department of Transportation (Mn/DOT) Office of Maintenance/Policy, Analysis, Research and Innovation Request for Proposals (RFP) for Developing a Totally Automated Spreading System

Clear Roads is an ongoing pooled fund research project aimed at rigorous testing of winter maintenance materials, equipment and methods for use by highway maintenance crews. Departments of Transportation are constantly challenged to maintain safe, passable roadways through the winter season. Winter weather provides a variety of unique conditions that in and of themselves requires specific and varying treatments in order to attain the desired results. At the present time, decisions as to the best approach for treatment in any given situation is founded on some basic published application guidelines. These guidelines are primarily based upon 4 factors: 1) pavement temperature; 2) ambient temperature; 3) real time weather conditions; and 4) roadway classification. The implications of improper treatment range from failure to meet or exceed the customers' expectations, waste of materials and adverse impact on the environment as well as public safety. There are a multitude of factors in addition to the three previously listed that influence the effectiveness of treatment. These include, but are not limited to, time of day, temperature trend, humidity and forecasted conditions. However the single most influential factor is the vehicle operator. Application rates and use of varying medium are set and adjusted by the vehicle operator. As with any function that is under the control of a person, it is subject to error. It is the intent of this study to determine if a totally automated dispensing system is achievable and cost effective.

The full RFP can be viewed on the Consultant Services Web Page at: <http://www.dot.state.mn.us/consult/files/notices/notices.html>.

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

Ashley Duran, Contract Administrator
E-mail: ashley.duran@state.mn.us
Telephone: (651) 366-4627

Note: RESPONSES WILL BE DUE ON **OCTOBER 6, 2011 AT 2:00 PM** CENTRAL DAYLIGHT TIME.

Minnesota Department of Transportation (Mn/DOT) Office of Maintenance/Policy, Analysis, Research and Innovation Request for Proposals (RFP) for Improving Snowplow Design

Clear Roads is an ongoing pooled fund research project aimed at rigorous testing of winter maintenance materials, equipment and methods for use by highway maintenance crews. New materials are continually being developed that are lighter and stronger than the materials currently used in most snowplows built today. Many agencies are still specifying plows that are based on 1950's needs for brute strength to clear heavy snowfalls even though they are now more proactive in their operations, and the need for brute strength may no longer be appropriate. Most agencies are not waiting until snow piles up deep on the roads before they begin their plowing operations. The necessary height of the moldboard is in question as well as the shape that would keep down the snow cloud produced by the plow and the snow coming over the moldboard and landing on the plow windshield. The hitch and hydraulic power connections might also be impacted by changes to the plow and moldboard. The goal of this project is to develop performance specifications for a new generation of snowplow. The new snowplow design should take advantage of new materials and structural components and be optimized for a more proactive approach to snow removal. This project will look at both front plow and underbody designs and include the hitch and hydraulic power connections, the moldboard, and the cutting edge(s).

The full RFP can be viewed on the Consultant Services Web Page at: <http://www.dot.state.mn.us/consult/files/notices/notices.html>.

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

Ashley Duran, Contract Administrator

E-mail: *ashley.duran@state.mn.us*
Telephone: (651) 366-4627

Note: RESPONSES WILL BE DUE ON **OCTOBER 6, 2011 AT 2:00 PM** CENTRAL DAYLIGHT TIME.

**Department of Transportation (Mn/DOT)
Engineering Services Division
Notice of Potential Availability of Contracting Opportunities for a Variety of
General Organizational Related Activities**

(This document is available in alternative formats for persons with disabilities by calling Melissa McGinnis at 651-366-4644; for persons who are hearing or speech impaired by calling the Minnesota Relay Service at 800-627-3529.)

Mn/DOT, in conjunction with the Department of Administration, have developed a streamlined approach for fast-tracking select general organization service projects. These general organizational projects may include, but are not limited to, work in the following categories: 1) Develop, implement and summarize internal and external surveys; 2) Recommend best practices in an organizational structure; 3) Assist with organizational health structure; 4) Provide marketing support; 5) Develop, implement and provide support of ad hoc forums; 6) Establish and facilitate collaborative groups, including cross-organization and public-private teams; 7) Provide project management for non-technical initiatives; and 8) Facilitate non-technical activities and events.

This streamlined approach includes developing an email list of firms that are interested in receiving direct notification of general organizational projects. Firms will be added on an on-going basis. Fast-tracked projects will have a shorter advertising period and turn-around time. Firms will be asked to submit responses within 5 business days and will be required to work diligently with Mn/DOT toward establishing a contract upon selection. All projects will be advertised to the public. Your firm will be directly notified that there is a project posted on the Consultant Services Website (*www.dot.state.mn.us/consult*) that requires general organizational skills. Please note that this notice is not a solicitation or request for proposals of any kind. Being placed on the list does not guarantee work nor does it obligate Mn/DOT to provide any contracting opportunities under this program.

Interested firms should send the following information to the e-mail address below: Firm name, firm contact person, phone number, and email address.

Contact: Melissa McGinnis, Contract Administrator
E-mail: *melissa.mcginnis@state.mn.us*
Telephone: (651) 366-4644

**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 Kelly Arneson 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.

State Contracts

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:

Kelly Arneson
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

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.

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Minnesota author Carrol Henderson's popular book, *Woodworking for Wildlife*. Along with designs for 28 different nest box projects, this newly-expanded edition includes 300 color photographs and information on deterring nest predators, placing and maintaining boxes, and setting up remote cameras in nest boxes. The 164-page book, which has a soft cover that opens flat for easy use, features new designs for great crested flycatchers, mergansers, dippers, bumblebees and toads. *Woodworking for Wildlife* was printed in Minnesota on recycled paper manufactured in Cloquet and certified by the Forest Stewardship Council.

Also Available:

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- ♦ **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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\$100.01-\$1,000	\$ 17.00*
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More than \$1,000	Call

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Subtotal _____

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TOTAL _____

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