

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**
Published every Monday (Tuesday when Monday is a holiday)

**Monday 8 October 2012
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State Register

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

The *State Register* is the official publication of the State of Minnesota'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
- Expedited Rules
- Withdrawn Rules
- Vetoed Rules
- Executive Orders of the Governor
- Appointments
- Proclamations
- Commissioners' Orders
- Revenue Notices
- Official Notices
- State Grants and Loans
- Contracts for Professional, Technical and Consulting Services
- Non-state Public Bids, Contracts and Grants

Printing Schedule and Submission Deadlines

Vol. 37 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
# 16	Monday 15 October	Noon Tuesday 9 October	Noon Wednesday 3 October
# 17	Monday 22 October	Noon Tuesday 16 October	Noon Wednesday 10 October
# 18	Monday 29 October	Noon Tuesday 23 October	Noon Wednesday 17 October
# 19	Monday 5 November	Noon Tuesday 30 October	Noon Wednesday 24 October

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25 Rev. Dr. Martin Luther King Jr Blvd.,
St. Paul, MN 55155 **Website:** www.mncourts.gov

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State Office Building, Room 175,
100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155
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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. TTY relay service phone number: (800) 627-3529.

Minnesota Rules

appearing in Volume 37, #14-15

Monday 1 October - Monday 8 October 2012

Employment and Economic Development Department

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Executive Orders

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

Office of the Governor

Emergency Executive Order 12-11: Providing Assistance to the Minnesota Interagency Fire Center

I, **MARK DAYTON, GOVERNOR OF THE STATE OF MINNESOTA**, by virtue of the authority vested in me by the Constitution and applicable statutes, do hereby issue this Executive Order:

WHEREAS, on Monday, October 1st, 2012, the Minnesota Interagency Fire Center (MIFC) was managing suppression of eight different active fires in Northwest Minnesota; and

WHEREAS, the fire danger rating is at red flag conditions in West Central and South Central Minnesota and is expected to remain extreme for the next several days; and

WHEREAS, state agencies, the State Emergency Operations Center, the Minnesota Department of Natural Resources, and the MIFC do not have adequate aviation resources for widespread wildfire suppression; and

WHEREAS, the MIFC has requested fire suppression and support assets from the Minnesota National Guard;

NOW, THEREFORE, I hereby order that:

1. The Adjutant General of Minnesota order to state active duty on or about October 1st, 2012, in the service of the State, such personnel and equipment of the military forces of the State as required and for such period of time as necessary to support wildfire suppression in Minnesota.
2. The Adjutant General is authorized to purchase, lease, or contract goods and services necessary to accomplish the mission.
3. The cost of subsistence, transportation, fuel, pay, and allowances of said individuals shall be defrayed from the general fund of the State, as provided for in *Minnesota Statutes*, sections 192.49, 192.52, 192.54, and as otherwise permitted by law.

Pursuant to *Minnesota Statutes*, section 4.035, subdivision 2, this Emergency Order is effective immediately and will remain in effect until such date as elements of the military forces of the State are no longer required.

IN TESTIMONY WHEREOF, I have set my hand on this 2nd day of October 2012.

Signed: **Mark Dayton**
Governor

Filed According to Law

Signed: **Mark Ritchie**
Secretary of State

Commissioners' Orders

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

Department of Natural Resources

Mille Lacs Moraine SNA Commissioner's Designation Order #228

EFFECTIVE DATE: October 8, 2012
Statutory Authority: *Minnesota Statutes* 84.033, 86A.05, Subd. 5 and 97A.093

WHEREAS, certain lands in Crow Wing County, Minnesota, described as:

The Northwest Quarter, Section Twenty-three (23), Township forty-four (44), Range Twenty-eight (28), Crow Wing County, Minnesota together with the Northeast Quarter, Section Twenty-two (22), Township Forty-four (44), Range Twenty-eight (28), Crow Wing County, Minnesota, except that part of the Northeast Quarter of the Northeast Quarter of Section 22, Township 44, Range 28 West described as follows: Beginning at the Northeast corner, thence West along the North line thereof 100 feet; thence South parallel to the East line thereof 435 feet; thence East parallel to the North line 100 feet; thence North along the East line to the point of beginning.

Except

PARCEL A

That part of the Northeast Quarter of the Northeast Quarter (NE1/4) of NE1/4 of Section Twenty-two (22), Township Forty-four (44), Range Twenty-eight (28), Crow Wing County, Minnesota, described as follows: Commencing at the Northeast corner of said NE1/4 of NE1/4; thence South 87 degrees 50 minutes 53 seconds West, assumed hearing, along the North line of said NE1/4 of NE1/4 a distance of 100.00 feet to the point of beginning; thence continue South 87 degrees 50 minutes 53 seconds West, along said North line, 8.50 feet; thence South 02 degrees 11 minutes 27 seconds East, along a line parallel with the East line of said NE1/4 of NE1/4, a distance of 435.000 feet; thence North 87 degrees 50 minutes 53 seconds East, along a line parallel with the North line of said NE1/4 of NE1/4, a distance of 8.50 feet; thence North 02 degrees 11 minutes 27 seconds West, along a line parallel with the East line of said NE1/4 of NE1/4, a distance of 435.00 feet, to the point of beginning. Said parcel contains 3697 square feet (0.08 acres) and subject to easements, restrictions, and reservations of record.

And except

PARCEL B

That part of the Northwest Quarter of the Northwest Quarter (NW 1/4 of NW 1/4) of Section Twenty-three (23), Township Forty-four (44) Range Twenty-eight (28), Crow Wing County, Minnesota, described as follows: Beginning at the Northwest corner of said NW1/4 of NW1/4; thence South 02 degrees 11 minutes 27 seconds East, assumed hearing, along the West line of said NW1/4 of NW1/4, a distance of 435.00 feet; thence North 89 degrees 19 minutes 08 seconds East, along a line parallel with the North line of said NW1/4 of NW1/4, a distance of 164.00 feet; thence North 02 degrees 11 minutes 27 seconds West, along a line parallel with the West line of said NW1/4 of NW1/4, a distance of 435.00 feet to the North line of said NW1/4 of NW1/4; thence South 89 degrees 19 minutes 08 seconds West, along the North line of said NW1/4 of NW1/4, a distance of 164.00 feet to the point of beginning. Said parcel contains 71315 square feet (1.63 acres) and subject to easements, restrictions and reservations of record.

containing 320 acres, more or less, is under the control and possession of the Department of Natural Resources;

and

WHEREAS, such lands contain undisturbed examples of Red Oak-Basswood Forest (Non-calcareous Till), Northern Rich Fen, Bog Birch-Alder Shore Fen, Rich Tamarack Swamp (Eastcentral), Alder Swamp, Northern Wet Ash Swamp, Northern Very Wet Ash Swamp, Willow-Dogwood Shrub Swamp, Low Shrub Poor Fen, and Graminoid Poor Fen (Basin), the entirety of Sunfish Lake (a small undevel-

Commissioner's Orders

oped lake), shoreland on other small lakes, and potential habitat for rare plant and animal species, such as red-shouldered hawk (*Buteo lineatus*) and cerulean warbler (*Setophaga cerulea*);

and

WHEREAS, the most effective means by which such lands can be protected and perpetuated in their natural state and used for educational and research purposes in such a manner as will leave them conserved for future generations is by designation as a Scientific and Natural Area;

THEREFORE, IT IS HEREBY ORDERED, pursuant to authority vested in me by law, including but not limited to *Minnesota Statutes*, sections 84.033; 86A.05, subd. 5; and 97A.093, that the above-described lands are designated as the Mille Lacs Moraine Scientific and Natural Area.

FURTHERMORE, the Mille Lacs Moraine Scientific and Natural Area is designated as a Public Use unit, open to the public for nature observation and general educational and research activities.

IT IS FURTHER ORDERED that the provisions of Minn. Rules 6136.0100 through 6136.0600 shall apply to the above-designated area, except that shall be open to hunting (including with dogs), fishing, and dogs under control, with such limitations as the Commissioner determines are necessary for protection of the values for which the site was designated.

This order takes effect upon publication in the State Register.

Tom Landwehr, Commissioner
Department of Natural Resources

Department of Natural Resources Pine Bend Bluffs SNA Commissioner's Designation Order #227

EFFECTIVE DATE:	October 8, 2012
Statutory Authority:	Minnesota Statutes 84.033, 86A.05, Subd. 5 and 97A.093
Supersedes:	SNA Order #180

WHEREAS, certain lands in Dakota County, Minnesota, described as:

The Southeast Quarter of the Northeast Quarter of Section 34, Township 27 North, Range 22 West.

AND

The Northeast Quarter of the Southeast Quarter of Section 34, Township 27 North, Range 22 West, except the westerly 600 feet thereof.

AND

The easterly 150 feet of the Southwest Quarter of the Northeast Quarter of Section 34, Township 27 North, Range 22 West.

AND

The Northwest Quarter of the Northeast Quarter of Section 34, Township 27 North, Range 22 West, except CHESLEY ADDITION, according to the plat on file and of record in the Office of the Recorder for Dakota County, Minnesota, AND excepting the following described parcel:

Commissioner's Orders

A strip of land 33 feet wide across said Northwest Quarter of the Northeast Quarter the center line is described as follow: Beginning at a point 683.5 feet south of the quarter corner between Sections 27 and 34, Township 27 North, Range 22 West, said point being on the east right-of-way line of Trunk Highway No. 55 (formerly No. 53) and running thence east a distance of 80 rods and there terminating on the east line of said Northwest Quarter of the Northeast Quarter.

AND

Government Lot 9 of Section 35, Township 27 North, Range 22 West.

AND

That part of the Southeast Quarter of the Southwest Quarter lying easterly of State Trunk Highways Number 52 and 56 and the Southwest Quarter of the Southeast Quarter of Section 27, Township 27 North, Range 22 West, Dakota County, Minnesota, , EXCEPTING THEREFROM the following two parcels:

EXCEPTION 1

Commencing at the south quarter corner of said Section 27, from which the southwest corner of said Section 27 bears North 89 degrees 40 minutes 20 seconds West (bearing based on the 1983 Dakota County Coordinate System 1986 adjustment) 2640.90 feet; thence North 33 degrees 19 minutes 59 seconds West 434.69 feet to the easterly right of way of U.S. Trunk Highways Number 52 and 56 and a ¾ inch by 24 inch rebar with a plastic cap stamped "MN DNR LS 17003" (DNR MON) and the point of beginning; thence North 38 degrees 43 minutes 57 seconds East 164.65 feet to a DNR MON; thence North 13 degrees 48 minutes 37 seconds East 309.33 feet to a DNR MON; thence North 62 degrees 37 minutes 00 seconds East 104.71 feet to a DNR MON; thence North 26 degrees 15 minutes 18 seconds West 247.80 feet to a DNR MON; thence South 63 degrees 44 minutes 42 seconds West 347.93 feet to the easterly right of way of U.S. Trunk Highways Number 52 and 56 and a DNR MON; thence South 19 degrees 56 minutes 58 seconds East along said easterly right of way 290.45 feet; thence South 70 degrees 03 minutes 02 seconds West along said easterly right of way 75.00 feet; thence South 19 degrees 56 minutes 58 seconds East along said easterly right of way 76.23 feet; thence southeasterly along said easterly right of way on a tangential curve concave to the southwest, having a radius of 5802.59 feet, central angle 01 degree 14 minutes 16 seconds , a distance of 125.36 feet; thence North 71 degrees 17 minutes 18 seconds East along said easterly right of way radially to said curve 35.00 feet; thence southeasterly along said easterly right of way on a non-tangential curve concave to the southwest, having a radius of 5837.59 feet, central angle 00 degrees 42 minutes 11 seconds, a distance of 71.63 feet, chord bears South 18 degrees 21 minutes 37 seconds East to the point of beginning.

EXCEPTION 2

Parcel 331 as shown on Minnesota Department of Transportation Right of Way Plat Numbered 19-149 as the same is on file and of record in the office of the County Recorder in and for Dakota County.

AND

That part of Government Lot One, Section 34, Township 27 North, Range 22 West, Dakota County, Minnesota, lying South of the following described line:

Commencing at the point on the West Line of said Government Lot One (1) where the center line of the town road (111th Street East, Town of Inver Grove Heights) intersects said West line; thence easterly parallel with the North line of said Government Lot One to the east line thereof, and there terminating.

AND

The Southeast Quarter of the Northeast Quarter of Section 27, Township 27 North, Range 22, EXCEPT the lands conveyed by Peter J. Malcum and wife to the Burlington, Cedar Rapids & Northern Railway Company of Iowa by the Deed dated June 4, 1901 and recorded June 12, 1902, as Document No. 42644 in Book 109 of Deeds, page 131, and EXCEPT the North 30 feet of said Southeast Quarter of the Northeast Quarter.

AND

Commissioner's Orders

The Southeast Quarter of the Southeast Quarter of Section 27, Township 27 North, Range 22 West.

AND

Outlot A, ISTATE TRUCK CENTER, according to the recorded plat thereof, Dakota County, Minnesota.

AND

The North Half of the Southeast Quarter of Section 27, Township 27 North, Range 22 West, Dakota County, Minnesota, EXCEPTING THEREFROM the following two parcels:

PARCEL ONE

Commencing at the southwest corner of the North Half of the Southeast Quarter of said Section 27; thence north along the west line of said North Half of the Southeast Quarter 280.03 feet to the POINT OF BEGINNING said west line bears North 00 degrees 17 minutes 07 seconds West; thence North 30 degrees 11 minutes 14 seconds East 69.75 feet; thence northeasterly 54.55 feet along a tangential curve to the left having a radius of 1280.40 feet and a central angle of 02 degrees 26 minutes 28 seconds; thence North 80 degrees 59 minutes 33 seconds East 127.05 feet; thence North 74 degrees 45 minutes 34 seconds East 56.36 feet; thence northeasterly 56.63 feet along a non tangential curve to the left having a radius of 182.94 feet and a central angle of 17 degrees 44 minutes 08 seconds, the chord of said curve bears North 55 degrees 19 minutes 00 seconds East 56.40 feet; thence North 46 degrees 26 minutes 56 seconds East 50.34 feet; thence North 01 degree 58 minutes 33 seconds East 546.72 feet; thence North 26 degrees 12 minutes 13 seconds East 85.23 feet; thence North 12 degrees 06 minutes 03 seconds West 63.74 feet; thence North 00 degrees 17 minutes 07 seconds West 154.04 feet to the north line of said North Half of the Southeast Quarter; thence South 89 degrees 45 minutes 04 seconds West along said north line 371.78 feet to the northwest corner of said North Half of the Southeast Quarter; thence south along the west line of said North Half of the Southeast Quarter 1047.12 feet to the point of beginning.

PARCEL TWO

Commencing at the northwest corner of said North Half of the Southeast Quarter; thence on an assumed bearing of East along the north line said North Half of the Southeast Quarter 1540 feet; thence South 400 feet to the POINT OF BEGINNING; thence continuing South 500 feet; thence East 600 feet; thence North 500 feet; thence West 600 feet to the point of beginning.

Subject to a right-of-way easement to Dakota County as filed for record on April 12, 2012, in the Office of the Dakota County Recorder as Abstract Document Number 2861391 and also filed for record on April 12, 2012, in the Office of the Dakota County Registrar of Title as Torrens Document Number T694543, Certificate Number 131230.

containing 320.8 acres, more or less, are under the control and possession of the Department of Natural Resources;

and

WHEREAS, such lands contain native plant communities, such as Red Oak – White Oak Forest, Dry Sand–gravel Prairie (Southern), Black Ash-(Red Maple) Seepage Swamp, White Pine-Oak Woodland (Sand), which support the following rare plant and animal species: James' polania (*Cristatella jamesii*), kitten-tails (*Besseya bullii*) and wartyback (*Quadrula nodulata*);

and

WHEREAS, the most effective means by which such lands can be used and protected for educational and research purposes in such manner and by such means as will leave them conserved for future generations is by designation as a Scientific and Natural Area.

THEREFORE, IT IS HEREBY ORDERED, pursuant to authority vested in me by law, including but not limited to *Minnesota Statutes*, sections 84.033; 86A.05, subd. 5; and 97 A.093, that the above-described lands are designated as the Pine Bend Bluff Scientific and Natural Area.

FURTHERMORE, the Pine Bend Bluff Scientific and Natural Area is designated as a Public Use unit, open to the public for nature observation and general educational and research activities.

Commissioner's Orders

IT IS FURTHER ORDERED that Scientific and Natural Area Order no. 180 is hereby superseded.

IT IS FURTHER ORDERED that the provisions of *Minnesota Rules* 6136.0100 through 6136.0600 shall apply to the above-designated area, except that the following uses will be permitted with such limitations as Commissioner determines are necessary for protection of the values for which the site was designated: the construction and management by Dakota County (or its designee) of a non-motorized trail for use by bicycles, pedestrians, and authorized mobility disability devices on a specified alignment; the construction and management by Dakota County (or its designee) of a trail head facility including picnicking, picnic shelter and picnic tables, refuse containers, historical marker, restroom facilities, and other facilities approved by the Department within the area specified for the trail head; up to two overlook areas with interpretive features and sitting wall; and dogs on leashes within the trail corridor or at the trail head facility.

This order takes effect upon publication in the *State Register*.

Tom Landwehr, Commissioner
Department of Natural Resources

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.

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**Minnesota Department of Health
Division of Compliance Monitoring
Managed Care Systems Section
Notice of Application for Essential Community Provider Status**

NOTICE IS HEREBY GIVEN that an application for designation as an Essential Community Provider (ECP) has been submitted to the Commissioner of Health by the Southwestern Mental Health Center, Inc., 216 E Luverne Street, Luverne, MN 56156.

An ECP is a health care provider that serves high-risk, special needs, and underserved individuals. In order to be designated as an ECP, a provider must demonstrate that it meets the requirements of *Minnesota Statutes* Section 62Q.19 and *Minnesota Rules* Chapter 4688. The public is allowed 30 days from the date of the publication of this notice to submit written comments on the application. The commissioner will approve or deny the application once the comment period and compliance review is complete.

For more information contact:

Michael McGinnis
Managed Care Systems Section
Division of Compliance Monitoring
Department of Health
P.O. Box 64882
St. Paul, MN 55164-0882
651-201-5174

**Metropolitan Council
Notice of Public Hearing on Amendments to the 2030 Regional Parks Policy Plan**

A public hearing will be held on amendments to the 2030 Regional Parks Policy Plan regarding:

- (1) replacing the rules for Park Acquisition Opportunity Fund Grants found in Chapter 4 Finance of the 2030 Regional Parks Policy Plan; and
- (2) replacing System Protection Strategy 3 of the 2030 Regional Parks Policy Plan

The hearing is scheduled for:

4:30 p.m., Monday, November 19, 2012
Metropolitan Council Chambers
390 North Robert St.
St. Paul, MN

All interested persons are encouraged to attend the public hearing and offer comments. People may register in advance to speak by calling Michele Wenner at 651-602-1456 or 612-291-0904 (TTY). Upon request, the Council will provide reasonable accommodations to persons with disabilities.

In addition to the public hearing, you may also provide oral or written comments as follows:

- Send written comments to:

Metropolitan Council Public Information
ATTN: 2030 Regional Parks Policy Plan Amendment

Official Notices

390 North Robert St.
St. Paul, MN 55101-1805

- Fax comments to Public Information at 651-602-1464
- Record comments on the Metropolitan Council's Public Comment Line at 651-602-1500
- Send TTY comments to: 651-291-0904
- E-mail comments to: public.info@metc.state.mn.us

Comments will be accepted until 4:30 p.m., November 30, 2012.

Copies of the public hearing document containing the proposed amendments to the 2030 Regional Parks Policy Plan are available at the Council's website: <http://www.metrocouncil.org/parks/index.htm> or by contacting the Council's Public Information at 651-602-1140 or 612-291-0904 (TTY).

Metropolitan Council 2013 – 2016 Disadvantaged Business Enterprise Program (DBE) Goal

The Metropolitan Council's United States Department of Transportation (USDOT) Disadvantaged Business Enterprise Program (DBE) and goal request for federal fiscal years 2013 through 2016 has been submitted to the Federal Transportation Administration (FTA), pursuant to part 26 of the Code of Federal Regulations, Chapter 49. The Metropolitan Council has approved an overall DBE goal of 15.5% for DOT-assisted contracts. This goal and a description of how it was set is available for inspection during normal business hours at the Council offices for 45 days from the date of this notice. Comments, which are for information purposes only, may be sent to the Director, Office of Equal Opportunity, Metropolitan Council, 390 Robert Street North, St. Paul, MN 55101; or the U.S. Department of Transportation, 400 7th St., SW, Washington, DC 20590.

Department of Natural Resources (DNR) ADDENDUM to: Notice of State Land Sale

The notice that was published in last week's issue (37 SR 491, Monday 1 October 2012) did not have the date and time listed for this sale. The sale will take place on Wednesday 7 November 2012 in St. Paul at 11:00 am with registration at 9:30 am.

Minnesota Department of Natural Resources (DNR) Division of Ecological and Water Resources REQUEST FOR Comments on Possible Amendment to Rules Relating to Falconry, *Minnesota Rules*, chapter 6238

Subject of Rules. The Minnesota Department of Natural Resources requests comments on its possible amendment to rules relating to falconry and raptor propagation permits. *Minnesota Rules*, part 6238.0100, subpart 4, defines "falconry" as the taking of quarry by means of a trained raptor, and *Minnesota Rules*, part 6238.0100, subpart 6a, defines a "propagation permit" as a permit issued under part 6238.0200, subpart 1b, to breed and raise raptors in captivity. The Department is considering rule amendments that revise the Minnesota falconry and raptor propagation regulations to, at a minimum, conform to federal regulations, a requirement in federal falconry regulations in order to maintain a state falconry program.

Official Notices

Current Minnesota falconry and propagation regulations will be restructured to conform to the federal regulation requirements, while maintaining most of the current Minnesota standards. In order to conform to the federal regulations, language will be added into the current Minnesota regulations such as the permit requirement of signed statements, but in some instances, federal language will be adopted through the removal of state language or omission of state language. These instances will include facilities and equipment standards, eagle permits, and the use of falconry birds in abatement, rehabilitation, and education. In cases where the federal regulations leave permission up to individual states, language will be included to clarify Minnesota standards. Such cases include part-year residents, hacking, and propagator take of wild raptors. Several areas of state regulation are proposed to become less restrictive than current regulations. These include reducing the age of falconers from 14 to 12 by creating a Junior Apprentice class, increasing the number of birds a master falconer may possess from 3 to 5 (wild caught possession will remain 3), and use of falconry raptors in propagation. Several areas of state regulations are proposed to become more restrictive than current regulations. These primarily include issues relating to non-native and hybrids species and to the raptor propagation program which has grown since the current regulations were initiated. The proposed propagation permit changes include language that will help structure the program. The proposed rules may also include topics or details other than those listed in this summary.

Persons Affected. The amendment to the rules would likely affect falconers and raptor propagators. Bird enthusiasts may also be interested in these rules.

Statutory Authority. *Minnesota Statutes*, section 97A.401, requires the Department to prescribe conditions and authorizes the Department to issue permits for persons to breed, propagate, and sell raptors. *Minnesota Statutes*, section 97A.418, authorizes the Department to: (1) issue a permit with reasonable conditions; and (2) deny, modify, suspend, or revoke a permit for cause, including violation of the game and fish laws or rules adopted thereunder in accordance with criteria and procedures established in rules adopted by the commissioner. Other applicable statutes include: 84D.06, 84D.08, 97A.025, 97A.045, and 97B.105.

Public Comment. Interested persons or groups may submit comments or information on these possible rules in writing until 4:30 p.m. on Thursday, November 15, 2012. The Department 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. The Department has already consulted with an advisory committee on the possible rules.

Rules Drafts. The Department is drafting possible rule amendments. A copy of the rules draft is posted on the department's website at <http://www.dnr.state.mn.us/input/rules/rulemaking.html>.

Agency Contact Person. Written comments, questions, requests to receive a draft of the rules, and requests for more information on these possible rules should be directed to: Heidi Cyr at Department of Natural Resources, 651-259-5107, 651-296-1811, and *email* heidi.cyr@state.mn.us. TTY users may call the Department at 651-296-5484 or 1-800-657-3929.

Alternative Format. Upon request, this information can be made available in an alternative format, such as large print, braille, or audio. 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.

Tom Landwehr, Commissioner
Department of Natural Resources

Official Notices

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

NOTICE OF SUSPENSION

NOTICE IS HEREBY GIVEN that the Department of Transportation (“MnDOT”) has ordered that the following vendors be suspended for a period of sixty (60) days, effective August 7, 2012 until October 6, 2012:

- Marlon Louis Danner and his affiliates, South St. Paul, MN
- Danner, Inc. and its affiliates, South St. Paul, MN
- Bull Dog Leasing, Inc. and its affiliates, Inver Grove Heights, MN
- Danner Family Limited Partnership and its affiliates, South St. Paul, MN
- Ell-Z Trucking, Inc. and its affiliates, South St. Paul, MN
- Danner Environmental, Inc. and its affiliates, South St. Paul, MN

NOTICE OF DEBARMENT

NOTICE IS HEREBY GIVEN that the Department of Transportation (“MnDOT”) 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 (“MnDOT”) 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 Statute 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 to a relative or any other party over whose actions the debarred person exercises substantial influence or control, remains ineligible during the duration of the seller’s or transfer’s debarment.

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.

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Department of Administration

State Designer Selection Board

Request for Proposal (RFP) for Designer Selection for: Minnesota Department of Transportation, Addition and Renovations to the Existing MNDOT Eden Prairie Truck Station, Eden Prairie, Minnesota

State Designer Selection Board Project No. 12-13

The State of Minnesota, Department of Administration is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

A full Request for Proposals is available on the Minnesota Department of Transportation website: www.dot.state.mn.us/consult click on "P/T Notices."

Proposals must be delivered to Kathy Grochowski, State Designer Selection Board, 309 Administration Building in Real Estate and Construction Services, 50 Sherburne Ave., St. Paul, MN 55155, (651) 201-2389, not later than 12:00 noon C.D.T., Tuesday, October 29, 2012. Late responses will not be considered.

Minnesota Department of Transportation 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.

State Contracts

Minnesota State Colleges and Universities (MnSCU) Metropolitan State University Request for Proposals for Change Management Firms or Consultants

NOTICE IS HEREBY GIVEN that Metropolitan State University is requesting proposals to develop a list of qualified change management firm or consultants to commence its work with Metropolitan State University in October 2012. A copy of the full Request for Proposal can be requested from the Office of Human Resources at: *human.resources@metrostate.edu*.

For further information, please contact:

Michael Freer
Interim Chief Human Resource Officer
Metropolitan State University
700 East Seventh St.
St. Paul, MN 55106
Telephone: (651) 793-1280
E-mail: *michael.freer@metrostate.edu*

Sealed proposals must be received at the above address no later than **the 22nd of October, 2012 4:00 p.m. CDT**. The responder shall submit two (2) copies of its RFP response. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. One copy of the proposal must be unbound and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response. **Fax and e-mail responses will not be considered. Proposals received after this date and time will be returned to the responder unopened.**

This Request for Proposal (RFP) does not obligate Metropolitan State University, the Minnesota State Colleges and Universities (MnSCU) system, its Board of Trustees or the Office of the Chancellor to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest.

Minnesota State Colleges and Universities (MnSCU) Metropolitan State University Request for Proposals for Executive Search Firms or Consultants

NOTICE IS HEREBY GIVEN that Metropolitan State University is requesting proposals to develop a list of qualified executive search firm or consultants for a search for several of its academic deans and/or executive directors to commence in October 2012. A copy of the full Request for Proposal can be requested from the Office of Human Resources at: *human.resources@metrostate.edu*.

For further information, please contact:

Michael Freer
Interim Chief Human Resource Officer
Metropolitan State University
700 East Seventh St.
St. Paul, MN 55106
Telephone: (651) 793-1280
E-mail: *michael.freer@metrostate.edu*

Sealed proposals must be received at the above address no later than **the 22nd of October, 2012 4:00 p.m. CDT**. The responder shall submit two (2) copies of its RFP response. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. One copy of the proposal must be unbound and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response. **Fax and e-mail responses will not be considered. Proposals received after this date and time will be returned to the responder unopened.**

This Request for Proposal (RFP) does not obligate Metropolitan State University, the Minnesota State Colleges and Universities (MnSCU) system, its Board of Trustees or the Office of the Chancellor to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest.

Minnesota State Colleges and Universities (MnSCU) Normandale Community College Formal Request for Proposals for a Media Buying Agent

Normandale Community College will receive proposals for a media buying agent which will provide advertising/media planning, negotiating, placement, resizing of advertisements, auditing and record-keeping with multiple broadcast and print media outlets.

For additional information or to request a copy of the Request for Proposal contact:

Mary Solverson, Marketing Communications
Normandale Community College
9700 France Ave S
Bloomington, MN 55431-4399
Telephone: (952) 358-8192
Fax: (952) 358-8101
E-mail: *mary.solverson@normandale.edu*

Proposals are due by 12 noon, CDT, Tuesday, October 23, 2012. Send sealed proposals to:

Normandale Community College
Business Office
Attn: Shonna Chute
Suite C 1092
9700 France Ave S
Bloomington, MN 55431-4399

This notice and the Request for Proposal do not obligate the State of Minnesota, the Minnesota State Colleges and Universities system or Normandale Community College to award a contract and each reserves its right to withdraw from the RFP if it is considered to be in its best interest.

Minnesota State Colleges and Universities (MnSCU) Normandale Community College Request for Proposals for Consultation for Website Redesign

SPECIAL NOTE: This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities (MnSCU) system, its Board of Trustees or Normandale Community College to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding vendors must include the required information called for in this RFP. MnSCU reserves the right to reject a proposal if required information is not provided or is not organized as directed. MnSCU also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on <http://www.normandale.edu/rfp/marketing/resources/pdfs/Normandale-CC-Web-Redesign-RFP.pdf> For this RFP, posting on the captioned web site above constitutes written notification to each vendor. Vendors should check the site daily and are expected to review information on the site carefully before submitting a final proposal.

State Contracts

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Section I. General Information

Background

Minnesota State Colleges and Universities is the seventh-largest system of higher education in the United States. It is comprised of 32

two-year and four-year state colleges and universities with 53 campuses located in 46 Minnesota communities. The System serves approximately 240,000 students annually in credit-based courses, an additional 130,000 students in non-credit courses, and produces 32,000 graduates each year. For more information about Minnesota State Colleges and Universities, please view its website at <http://www.mnscu.edu>.

Normandale Community College is an urban two-year college serving primarily the communities of the southwestern metropolitan region of the Twin Cities. Established in 1968, the college is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. More than 10,000 students from diverse backgrounds take courses at the college annually.

Nature of RFP

Normandale Community College (herein, Normandale or the College) is requesting proposals to assist in consultation for Normandale Community College Website Redesign. This RFP is undertaken by Normandale pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

Goal:

The focus of this project is to increase the marketability, intuitive navigation, usability and professional appearance of the website. Research the subject matter experts and end users as how to best visualize layout template designs is in scope. Recommendations on best practices for home page real estate as it pertains to end users are in scope. Audit of web content and the recommended use of web content are out of scope. Rather, project recommendations should incorporate recent web audit findings performed for Normandale by Brain Traffic, Inc. Web content management software recommendations and uses are out of scope. Rather, this project should work within the specifications of the Ingeniux web content management software, version 7.5 along with Cartella, a social network/intranet software.

Audience:

The college annually has 10,000 credit seeking and 5,000 professional and customized training students. Normandale has 650 employees including faculty, student support and college operations. The college also hosts community and professional events throughout the year.

Functional Requirements:

- a. Avoid dropdowns when possible. Plus, we only want primary and secondary menus in any dropdown deployment. When possible, all dropdowns should be mobile-friendly.
- b. Breadcrumb trail menu needs to be graphically oriented, changing state depending on the user's location.
- c. Develop intelligent, clean-looking icons library to represent various common functions (i.e. download, upload, check, call, email, link, share, print, print as PDF, video player, audio player, e-services, apply, maps, directions, alerts, comment, survey, new, next, previous, last, first, etc.)
- d. No use of Adobe Flash.
- e. Unified frame design for; popup software (running on fancybox), slideshow (similar to Wowslider), calendar (running on fancybox) and photo gallery.
- f. All designs and fonts need to comply with Normandale brand book and ADA compliance standards. Image text is forbidden (except with logos).
- g. Embed in designed templates news and events sections that can dynamically generate teasers for various placements through the CMS throughout the website.

Desktop and mobile designs:

Our desktop site will be fixed at 1120 pixels wide, centered. Our mobile site will be managed by mobile device detection software (51degrees.mobi) which is integrated into our CMS.

Technical Requirements:

We use the Ingeniux 7.5 XML-based CMS running on an IIS server and Cartella for employee and student portals. The college site is XHTML and HTML5 compliant and we will be using many CSS3 features.

Accordingly, Normandale shall select the vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in Normandale's sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost effective manner. Normandale reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary in order to serve the best interests of Normandale. This RFP shall not obligate Normandale to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it

State Contracts

is considered to be in its best interest.

General Selection Criteria

The vendor selection and contract award shall be made in the best interest of the College. This Request for Proposal is not subject to competitive bidding requirements of Minnesota Law. The College reserves the right to accept multiple proposals. The College reserves the right to:

1. Accept or reject any and all proposals, in whole or in part.
2. Waive any informality in proposals.
3. Accept any item(s) in any proposal, unless otherwise specified in writing by Responder.
4. Negotiate separately as necessary in order to serve the best interests of the College.

With the many different areas relying on the Normandale web presence, a quality consulting firm is paramount in helping Normandale move through the design process. The following is what we would like to see in a design firm and its proposal:

1. A company whose employees have a breadth of knowledge in many aspects of web site planning, design, and implementation. This would include specialists for usability, accessibility, graphics, navigation, etc.
2. The company should have experience in higher education and adult/professional training. Experience working with 2-year colleges would be a plus.
3. The company should demonstrate that it conducts meaningful studies into the needs of its clients and stakeholders. The work done by the company should be customized to the client's and client's stakeholder's needs and designed to fit the client and not just an adjusted template.
4. The company must have experience with content management systems (CMS). Experience working with Ingeniux 7.5, Normandale's chosen CMS, would be a plus.
5. The company must be experienced in design for XHTML, HTML5 and CSS3.
6. The company will be responsible for the implementation of the final approved design to the web.
7. Verify Internet Explorer, Firefox, Safari and Chrome
8. The company will provide training, training materials and/or documentation for administration and content managers.
9. The company must have a proven record of meeting deadlines.
10. The company must provide a list of references in larger diversified organizations (especially higher education) demonstrating success in the design process.
11. The company will provide samples of web design of other clients, including education, training and other similar industries.
12. The company will answer the following questions:
 - a. What is the research process used to determine users' needs and wants from the college's web presence?
 - b. How is usability research done as it pertains to the College homepage and main subpages?
 - c. How is Section 508 ADA compliance verified?
 - d. How are sub-sites for specialized purposes determined, integrated and designed?
 - e. What specific staff would be working on the project?
 - f. How is client satisfaction assessed and measured?

The proposal must include a solution that results in the comprehensive redesign of the college's main web site with respect to design and functionality including estimated costs and a timeline for the same.

This RFP shall not obligate the College to award a contract or complete the proposed project and the College reserves the right to cancel this RFP if it is considered to be in its best interest.

The College will evaluate all proposals received by the deadline. It is anticipated that the evaluation and selection will be completed according to the dates indicated in the "**Selection and Implementation Timeline**" section of this RFP.

The evaluation process, in some instances, may require an interview. The College reserves the right to name a date at which all responding vendors will be invited to present demonstrations or participate in an interview.

The College does not agree to reach a decision by any certain date, although it is hoped the evaluation and selection will be completed by the date identified in the "**Selection and Implementation Timeline**" section of this RFP.

The College reserves the right to waive minor defects in a proposal during the evaluation process if it is deemed not to have any material

effect on the final outcome.

Selection Process

The selection process will include the Dean of Enrollment and Marketing, and members of the Web Strategy Committee. This group will evaluate the proposals and make the final decision.

Selection and Implementation Timeline

Monday, October 8	Publish RFP notice in <i>State Register</i>
Monday, October 15	Vendor questions due via email
Monday, October 22, 5:00 p.m. CT	Deadline for RFP proposal submissions
Monday - Friday, October 29 – November 2	Review RFP proposals
Tuesday - Friday, November 13 – November 16	Meet with selected responders
Monday, November 26	Complete selection process
Monday, December 3 2012	Deadline for executing contract
Monday, May 6 2013	Deadline for soft launch of web design

Contract(s) Awarded and Pricing Structure

It is expected the project would not exceed \$80,000 for fiscal year 2013 (July 1, 2012 through June 30th 2013). Additional projects may be determined after the project is completed.

Vendor Questions

Vendor questions must be submitted via email by 5:00 p.m. on Monday October 15. Questions must include the name, telephone number and email address of the questioner. Anonymous inquiries will not be answered.

Questions and/or correspondence related to this RFP document must be in writing and emailed to:

Matthew Crawford
Dean of Enrollment and Marketing,
Normandale Community College
E-mail: matthew.crawford@normandale.edu

Contract Term

The college desires to enter into a contract with the successful vendor(s) effective December 3rd 2012. The length of such contract(s) shall be one year. If Normandale and the vendor are unable to negotiate and sign a contract by January 7th 2014, then Normandale reserves the right to seek an alternative vendor(s).

Contract Termination

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, may cancel the contract(s) upon 30 days written notice, with or without cause. The vendor(s) may cancel the contract(s) upon 181 days written notice, with or without cause.

Definitions

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:
MnSCU: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Normandale.

School: Normandale Community College

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street E, Suite 350, St. Paul, MN.

Vendor: The firm(s) selected by of Normandale Community College as the successful responder(s) responsible to execute the terms of a contract.

Applicable Law

A contract entered into as a result of this RFP shall be governed and interpreted under the laws of the State of Minnesota.

State Contracts

Contract Assignment

A contract or any part hereof entered into as a result of this RFP shall not be assigned, sublet, or transferred directly or indirectly without prior written consent of the College.

Entire Agreement

A written contract and any modifications or addenda thereto, executed in writing by both parties constitutes the entire agreement of the parties to the contract. All previous communications between the parties, whether oral or written, with reference to the subject matter of this contract are void and superseded. The resulting contract may be amended at a future date in writing by mutual agreement of the parties.

Deviations and Exceptions

Deviations from and exceptions to terms, conditions, specifications or the manner of this RFP shall be described fully on the vendor's letterhead stationery, signed and attached to the proposal submittal page(s) where relevant. In the absence of such statement the vendor shall be deemed to have accepted all such terms, conditions, specifications and the manner of the RFP. A vendor's failure to raise an issue related to the terms, conditions, specifications or manner of this RFP prior to the proposal submission deadline in the manner described shall constitute a full and final waiver of that vendor's right to raise the issue later in any action or proceeding relating to this RFP.

Duration of Offer

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal opening unless extended by mutual written agreement between Normandale and the vendor. Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

Authorized Signature

The proposal must be completed and signed in the firm's name or corporate name of the vendor, and must be fully and properly executed and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

Proposal Rejection and Waiver of Informalities

This RFP does not obligate the Minnesota State Colleges and Universities (MnSCU) system, its Board of Trustees or Normandale to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Normandale also reserves the right to waive minor informalities and, notwithstanding anything to the contrary, reserves the right to:

1. reject any and all proposals received in response to this RFP;
2. select a proposal for contract negotiation other than the one with the lowest cost;
3. negotiate any aspect of the proposal with any vendor;
4. terminate negotiations and select the next most responsive vendor for contract negotiations;
5. terminate negotiations and prepare and release a new RFP;
6. terminate negotiations and take such action as deemed appropriate.

Section II. Parties to the RFP

Parties to this RFP shall be the "State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Normandale Community College and the successful vendor(s).

Section III. Vendor Requirements

General Requirements

1. A company whose employees have a breadth of knowledge in many aspects of web site planning, design, and implementation. This would include specialists for marketability, usability, accessibility, graphics, navigation, effectiveness, etc.
2. The company should have experience in higher education and adult training. Experience working with 2-year colleges would be a plus.
3. The company should be able to demonstrate that it conducts meaningful studies and analysis into the needs of its clients and listens to its clients. The work done by the company should be a custom fit to the client and not just a template adjusted for the client.
4. The company must have a proven record of meeting deadlines.
5. The company would also have a significant list of references in larger diversified organizations (especially higher education) demonstrating success in the design process.

Deliverables

Homepage, subpage template designs for desktop and mobile formats. Graphic elements and icons, plus existing Normandale collection of photos of the college facilities and students. List of templates:

- 1) Home Page
- 2) Sub Division Home Pages
 - a. Academics
Department page
 - b. Continuing Ed
 - c. Degrees & Programs
 - d. Finance and Operations
Department page
 - e. Human Resources
 - f. Alumni & Foundation
 - g. Admissions
 - h. About Normandale
 - i. News
 - j. Events/Calendar
 - k. Library
 - l. Japanese Garden
 - m. Student Services
Department page
 - n. Student Life
 - o. Host an Event @ Normandale
- 3) Student Portal (Cartella)
- 4) Employee Portal (Cartella)
- 5) Icon Library
- 6) Unified frame design for popup windows, calendars, slideshow and photo galleries
- 7) Image Library of Normandale students, facilities, student life from existing stock

We expect the vendor to deliver and install all design features, graphic images, photos, & CSS templates into our CMS and have it all working on our development server before project completion. We also require up to four hours of training and support documentation for our staff (4) in updating the new design after development server deployment.

Information Contact

Normandale's agent for purposes of responding to inquiries about the RFP is:

Matthew Crawford
Dean of Enrollment and Marketing
9700 France Avenue South
(952) 487-8166
(952) 358-8101
matthew.crawford@normandale.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Normandale shall not be bound by and responders may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

RFP Costs

All costs incurred by a vendor in responding to this RFP shall be borne by the vendor.

Section IV. Response Evaluation

The following criteria and their identified weight will be used by Normandale to evaluate the responses:

- | | |
|--|-----|
| a. Adequacy and strength of proposal | 25% |
| b. References, relevant experience, awareness and understanding of higher education training and development providers | 20% |

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c. Capacity – evidence proposer can carry out the project	10%
d. Prior experience with Colleges, Universities and training organizations	5%
e. Personnel assigned: qualifications and number	5%
f. Cost and value to Normandale Community College	35%

In some instances, an interview will also be part of the evaluation process.

Normandale reserves the right to name a date at which all responding vendors will be invited to present demonstrations or participate in an interview. Normandale does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the **Selection and Implementation Timeline** above.

A proposal may be rejected if it is determined that a vendor’s ability to work with the existing infrastructure will be too limited or difficult to manage.

Section V. Additional RFP Response and General Contract Requirements

Problem Resolution Process

A formal problem resolution process will be established in the contract to address issues raised by either Normandale or the vendor.

Affidavit of Non-Collusion

All responding vendors are required to complete Exhibit A, the Affidavit of Non-Collusion, and submit it with the response.

Human Rights Requirements

For all contracts estimated to be in excess of \$100,000, all responding vendors are required to complete Exhibit B, the Human Rights Certification Information and Affirmative Action Data Page, and submit it with the response. As required by *Minnesota Rule 5000.3600*, “It is hereby agreed between the parties that *Minnesota Statutes §363A.36* and *Minnesota Rule 5000.3600* are incorporated into any contract between these parties based upon this specification or any modification of it. Copies of *Minnesota Statutes §363A.36* and *Minnesota Rules 5000.3400 - 5000.3600* are available from the Minnesota Bookstore, 680 Olive Street, St. Paul, MN 55155. All responding vendors shall comply with the applicable provisions of the Minnesota Affirmative Action law, *Minnesota Statutes §363.A36*. Failure to comply shall be grounds for rejection.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with *Minnesota Rules*, part 1230.1810, subpart B and *Minnesota Rules*, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by e-mail at mmd.help.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1-800-627-3529.

Insurance Requirements

A. The selected vendor will be required to submit an ACCORD Certificate of Insurance to the Normandale’s authorized representative prior to execution of the contract. Each policy must contain a thirty (30) day notice of cancellation, non-renewal or material change to all named and additional insureds. The insurance policies will be issued by a company or companies having an “A.M. Best Company” financial strength rating of A- (Excellent) or better prior to execution of the contract.

B. The selected vendor will be required to maintain and furnish satisfactory evidence of the following:

1. Workers’ Compensation Insurance. The vendor must provide workers’ compensation insurance for all its employees and, in case any work is subcontracted, the vendor will require the subcontractor to provide workers’ compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer’s Liability, at limits not less than \$100,000.00 bodily injury by disease per employee; \$500,000.00 bodily injury by disease aggregate; and \$100,000.00 bodily injury by accident.

2. Commercial General Liability. The vendor will be required to maintain a comprehensive commercial general liability insurance (CGL) policy protecting it from bodily injury claims and property damage claims which may arise from operations under the contract whether the operations are by the vendor or by a subcontractor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be:

\$2,000,000.00 per occurrence

\$2,000,000.00 annual aggregate

In addition, the following coverages must be included:

Products and Completed Operations Liability

Blanket Contractual Liability

Name the following as Additional Insureds:

Board of Trustees of the Minnesota State Colleges and Universities

Normandale Community College

3. Commercial Automobile Liability. The vendor will be required to maintain insurance protecting it from bodily injury claims and property damage claims which may arise from operations of vehicles under the contract whether such operations were by the vendor, a subcontractor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be:

\$2,000,000.00 per occurrence Combined Single Limit (CSL)

In addition, the following coverages should be included:

Owned, Hired, and Non-owned

Name the following as Additional Insureds:

Board of Trustees of the Minnesota State Colleges and Universities

Normandale Community College

4. Errors and Omissions (E & O) Insurance. The vendor will be required to maintain insurance protecting it from claims the vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the vendor's professional services required under this contract. The minimum insurance amounts will be:

\$2,000,000.00 per occurrence

\$2,000,000.00 annual aggregate

The vendor will be required to submit a certified financial statement providing evidence the vendor has adequate assets to cover any applicable E & O policy deductible.

C. Normandale reserves the right to immediately terminate the contract if the vendor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the vendor. All insurance policies must be available for inspection by Normandale and copies of policies must be submitted to Normandale's authorized representative upon written request.

State Audit

The books, records, documents and accounting practices and procedures of the vendor relevant to the contract(s) must be available for audit purposes to MnSCU and the Legislative Auditor's Office for six (6) years after the termination/expiration of the contract.

Minnesota Government Data Practices Act

The vendor must comply with the Minnesota Government Data Practices Act, *Minnesota Statutes* Chapter 13, as it applies to all data provided by MnSCU, its schools and the System Office in accordance with the contract and as it applies to all data created, gathered, generated or acquired in accordance with the contract. All materials submitted in response to this RFP will become property of the State of Minnesota and will become public record after the evaluation process is completed and an award decision made. If the vendor submits information in response to this RFP that it believes to be trade secret materials as defined by the Minnesota Government Data Practices Act, the vendor must:

- mark clearly all trade secret materials in its response at the time the response is submitted;
- include a statement with its response justifying the trade secret designation for each item;
- defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State of Minnesota, MnSCU, its agents and employees, from any judgments or damages awarded against the State or MnSCU in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives MnSCU's award of a contract. In submitting a response to this RFP, the responder agrees this indemnification survives as long as the trade secret materials are in possession of MnSCU.

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Conflict of Interest

The vendor must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that it is contemplated in this Request for Proposal. The list should indicate the names of the entity, the relationship, and a discussion of the conflict.

Organizational Conflicts of Interest

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the respective school's chief financial officer or the System Office's Business Manager that must include a description of the action which the vendor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the school or System Office may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the school or System Office may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve MnSCU's rights.

Physical and Data Security

The vendor is required to recognize that on the performance of the contract the vendor will become a holder of and have access to private data on individuals and nonpublic data as defined in the Minnesota Government Data Practices Act, *Minnesota Statutes* Chapter 13, section 270B.02, subdivision 1, and other applicable laws.

In performance of the contract, the vendor agrees it will comply with all applicable state, federal and local laws and regulations, including but not limited to the laws under *Minnesota Statutes* Chapters 270B and 13 relating to confidentiality of information received as a result of the contract. The vendor agrees that it, its officers, employees and agents will be bound by the above confidentiality laws and that it will establish procedures for safeguarding the information.

The vendor agrees to notify its officers, employees and agents of the requirements of confidentiality and of the possible penalties imposed by violation of these laws. The vendor agrees that neither it, nor its officers, employees or agents will disclose or make public any information received by the vendor on behalf of MnSCU and Normandale.

The vendor shall recognize MnSCU's sole and exclusive right to control the use of this information. The vendor further agrees it shall make no use of any of the described information, for either internal or external purposes, other than that which is directly related to the performance of the contract.

The vendor agrees to indemnify and hold harmless the State of Minnesota, MnSCU and Normandale from any and all liabilities and claims resulting from the unauthorized disclosure by the vendor, its officers, employees or agents of any information required to be held confidential under the provisions of the contract. The vendor must return all source data to the "Authorized Representative" to be identified in the contract.

Section VI. RFP Responses

Submission

Sealed proposals must be received at the following address not later than Monday, September 24, 5:00 p.m. CT:

Normandale Community College
Matthew Crawford
Dean of Enrollment and Marketing
9700 France Avenue South, Bloomington, MN 55431

The responder shall submit six copies of its RFP response and a compact disc with the RFP response in Microsoft Word format. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. One copy of the proposal must be unbound and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the

person signing must accompany the response.

Proposals received after this date and time will be returned to the responder un-opened. Fax and e-mail responses will not be considered.

Proposals made in pencil will be rejected. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink by the person responsible for or authorized to make decisions as to price quoted. The use of "white out" is considered an alteration.

Exhibit A. Affidavit of Non-Collusion

State of Minnesota

Affidavit of Non-Collusion

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the _____ Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: _____

Authorized Signature: _____

Date: _____

Subscribed and sworn to me this _____ day of _____

Notary Public: _____

My commission expires: _____

Exhibit B. Human Rights Certification Information and Affirmative Action Data Page Notice to Contractors

Affirmative Action Certification of Compliance

It is hereby agreed between the parties that MnSCU will require that affirmative action requirements be met by contractors in relation to *Minnesota Statutes* §363A.36 and *Minnesota Rules*, 5000.3400 to 5000.3600. Failure by a contractor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the contract (*Minnesota Statutes* §363A.36, subdivisions 3 and 4).

Under the Minnesota Human Rights Act, §363A.36, businesses or firms entering into a contract over \$100,000 which have more than forty (40) full-time employees within the state of Minnesota on a single working day during the previous twelve (12) months, or businesses or firms employing more than forty (40) full-time employees on a single working day during the previous twelve (12) months in a state in which its primary place of business is domiciled and that primary place of business is outside of the State of Minnesota but within the United States, must have **submitted** an affirmative action plan that was received by the Commissioner of Human Rights for approval **prior to the date and time the responses are due**. A contract over \$100,000 will not be executed unless the firm or business having more than forty (40) full-time employees, either within or outside the State of Minnesota, has received a certificate of compliance signifying it has an affirmative action plan approved by the Commissioner of Human Rights. The Certificate is valid for two (2) years. For additional information, contact the Department of Human Rights, Compliance Services Unit, 190 East 5th Street, Suite 700, St. Paul, Minnesota 55101.

AFFIRMATIVE ACTION DATA PAGE – FOR RESPONSES IN EXCESS OF \$100,000 ONLY

If a response to this solicitation is in excess of \$100,000, complete the information below to determine whether the business or firm is subject to the Minnesota Human Rights Act (*Minnesota Statutes* §363A.36) certification requirement and to provide documentation of

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compliance if necessary. *It is the sole responsibility of the business or firm to provide this information and, if required, to apply for Human Rights certification prior to the due date and time of the response and to obtain Human Rights certification prior to the execution of the contract.*

Effective July 1, 2003. The Minnesota Department of Human Rights is authorized to charge a \$75.00 fee for each Certificate of Compliance issued. A business or firm must submit its affirmative action plan along with a cashier's check or money order in the amount of \$75.00 to the Minnesota Department of Human Rights or you may contact the Department for additional information at the Compliance Services Unit, 190 East 5th Street, Suite 700, St. Paul, MN 55101.

How to determine which boxes to complete on this form:

Then you must complete these boxes...

On any single working day within the previous 12 months, the company...	Box A	Box B	Box C	Box D
- employed more than 40 full-time employees in Minnesota.	.			.
- did not employ more than 40 full-time employees in Minnesota but did employ more than 40 full-time employees in the state where the company is domiciled.		.		.
- did not employ more than 40 full-time employees in Minnesota or the state where the company is domiciled.			.	.

BOX A – For a company which has employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months, Its response will be rejected unless the company: has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR) *-or-* has submitted an affirmative action plan to the MDHR, which the Department received prior to the date and time the responses are due. Check one of the following statements if the company has employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Certificate of Compliance issued by the MDHR. Include a copy of your certificate with your response.

Proceed to BOX D.

- We do not have a current Certificate of Compliance but we have submitted an affirmative action plan to the MDHR for approval which the Department received on _____ (date) at _____ (time). [If you do not know when the Department received your plan, contact the Department.] We acknowledge that the plan must be approved by the MDHR before any contract can be executed.

Proceed to BOX D.

- We do not have a Certificate of Compliance and have not submitted an affirmative action plan to the MDHR. *We acknowledge our response will be rejected.* **Proceed to BOX D.**

Note: A Certificate of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative action plans approved by the federal government, a county or a municipality must still be reviewed and approved by the Minnesota Department of Human Rights before a certificate can be issued.

BOX B - For a company which has not had more than 40 full-time employees in Minnesota but has employed more than 40 full-time employees on any single working day during the previous 12 months in the state where its primary place of business is domiciled, the company may achieve compliance with the Minnesota Human Rights Act by certifying it is in compliance with applicable federal affirmative action requirements. Check one of the following statements if the company has not employed more than 40 full-time employees in Minnesota but has employed more than 40 full-time employees on any single working day during the previous 12 months in the state where its primary place of business is located: % We are not subject to federal affirmative action requirements. **Proceed to BOX D.** % We are subject to federal affirmative action requirements and are in compliance with those requirements. **Proceed to BOX D.**

BOX C – For a company not described in BOX A or BOX B,

The company is not subject to the Minnesota Human Rights Act certification requirement.

We have not employed more than 40 full-time employees on a single working day in Minnesota or in the state of our primary place of business within the previous 12 months. **Proceed to BOX D.**

BOX D – For all companies By signing this statement, you certify the information provided is accurate and that you are authorized to sign on behalf of the responder.

Name of Company: _____

Authorized Signature: _____

Title: _____
Printed name: _____
Date: _____ Telephone number: _____

For further information regarding Minnesota Human Rights Act requirements, contact:

Minnesota Department of Human Rights, Compliance Services Unit
Mail: 190 East 5th Street, Suite 700 Metro: (651) 296-5663
St. Paul, MN 55101 Toll Free: 1-800-657-3704
Website: www.humanrights.state.mn.us Fax: (651) 296-9042
E-mail: employerinfo@therightsplace.net TTY: (651) 296-1283

MINNESOTA STATE COLLEGES AND UNIVERSITIES NOTICE TO VENDORS AFFIRMATIVE ACTION CERTIFICATION OF COMPLIANCE

The amended Minnesota Human Rights Act (*Minnesota Statutes* §363A.36) divides the contract compliance program into two categories. Both categories apply to any contracts for goods or services in excess of \$100,000.

The first category applies to businesses that have had more than 40 full-time employees within Minnesota on a single working day during the previous 12 months. The businesses in this category must have submitted an affirmative action plan to the Commissioner of the Department of Human Rights prior to the due date and time of the response and must have received a Certificate of Compliance prior to execution of the contract or agreement.

The secondary category applies to businesses that have had more than 40 full-time employees on a single working day in the previous 12 months in the state in which its primary place of business is domiciled. The businesses in this category must certify to MnSCU that it is in compliance with federal affirmative action requirements before execution of the contract. For further information, contact the Department of Human Rights, Compliance Services Unit, 190 East 5th Street, Suite 700, St. Paul, MN 55101; Voice: (651) 296-5663; Toll Free: 1-800-657-3704; TTY: (651) 296-1283.

MnSCU is under no obligation to delay the award or the execution of a contract until a vendor has completed the Human Rights certification process. It is the sole responsibility of the vendor to apply for and obtain a Human Rights certificate prior to contract execution.

It is hereby agreed between the parties that MnSCU will require affirmative action requirements be met by vendors in relation to *Minnesota Statutes* §363A.36 and *Minnesota Rules*, 5000.3400 to 5000.3600.

Under the Minnesota Human Rights Act, §363A.36, subdivision 1, no department or agency of the state shall execute an order in excess of \$100,000 with any business within the State of Minnesota having more than 40 full-time employees in a single working day during the previous 12 months unless the firm or business has an affirmative action plan for the employment of minority persons, women, and the disabled that has been approved the Commissioner of Human Rights. Receipt of a Certificate of Compliance issued by the Commissioner shall signify that a firm or business has an affirmative action plan approved by the Commissioner.

Failure by the vendor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the order (*Minnesota Statutes* §363A.36, subdivisions 3 and 4). A certificate is valid for a period of two (2) years.

DISABLED INDIVIDUAL CLAUSE

A. A vendor shall not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The vendor agrees to take disabled individuals without discrimination based on their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.

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B. The vendor agrees to comply with the rules and relevant order of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

C. In the event of a vendor's noncompliance with the requirements of this clause, actions for noncompliance may be taken by the Minnesota Department of Human Rights pursuant to the Minnesota Human Rights Act.

D. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner of the Minnesota Department of Human Rights. Such notices shall state the vendor obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment and the rights of applicants and employees.

E. The vendor shall notify each labor union or representative of workers with which it has a collective bargaining agreement or other order understanding, that the vendor is bound by the terms of *Minnesota Statutes* §363A.36 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled individuals.

It is hereby agreed between the parties that *Minnesota Statutes* §363A.36 and *Minnesota Rules* 5000.3400 to 5000.3600 are incorporated into any order of *Minnesota Statutes* §363A.36 and *Minnesota Rules*, 5000.3400 to 5000.3600 are available from Minnesota Bookstore, 660 Olive Street, St. Paul, Minnesota 55155.

By signing this statement the vendor certifies that the information provided is accurate.

NAME OF COMPANY: _____
AUTHORIZED SIGNATURE: _____
TITLE: _____
DATE: _____

Minnesota State Colleges and Universities (MnSCU) Northland Community and Technical College Request for a Computed Radiographic System for Northland Community & Technical College

NOTICE IS HEREBY GIVEN that Northland Community & Technical College Request for Proposal (RFP) for a Computed Radiographic System. The vendor selected will provide the necessary equipment and installation services for a complete Computed Radiographic System to be located at the East Grand Forks campus of Northland Community and Technical College. To receive a copy of the full RFP, please contact Deb King either by telephone (218) 793-2597 or email at deb.king@northlandcollege.edu.

Proposals are due by 5:00 p.m. central time, Tuesday, October 23th , 2012 and are to be addressed to Shannon Jesme, Northland Community and Technical College, 1011 Highway 1 East, Thief River Falls, MN 56701. Any questions should be directed to Deb King at email deb.king@northlandcollege.edu. 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.

Minnesota State Colleges and Universities (MnSCU) Riverland Community College Request for Bids for Newborn Human Simulator and Pediatric Human Simulator

Riverland Community College, Austin, MN, is accepting sealed bids for one newborn human simulator and one pediatric human

simulator as per the noted specifications until 2:00 p.m. on Monday, October 22, 2012, at which time bids will be opened and read. The equipment is needed for direct learning provided to students of Health Science programs. They will provide a simulated patient experience for students with no danger or safety concerns to a live patient.

Bids must be submitted to:

Page Petersen
West Building Business Office
Riverland Community College
1900 8th Avenue NW
Austin, MN 55912
And endorsed: **Simulation Equipment**

Riverland Community College reserves the right to reject any or all bids or portion thereof, to waive technicalities in bids, and to delay final award for a period of 15 days.

Minnesota State Colleges and Universities (MnSCU) St. Cloud State University Request for Proposals for Professional/Technical Services: Executive Search Firm for Academic Affairs Searches

Sealed proposals for items hereinafter described will be received by St. Cloud State University at the Business Office, St. Cloud State University, St. Cloud Minnesota until **3:00 P.M. on October 23, 2012** and will then be publicly opened and read aloud. The right is reserved to accept or reject any or all bids or parts of bids and to waive informalities therein.

Bids are requested for Professional/Technical Services: Executive Search Firm – for Academic Affairs Searches for Dean for School of Health and Human Services, Dean for School of Public Affairs, Associate Dean for College of Liberal Arts, School of the Arts, Assistant Provost for Undergraduate Student Recruitment as per plans and specifications available at:

<http://www.stcloudstate.edu/businessservices/> (under “News & Announcements”)

All follow up materials will be found at this site prior to the bid opening.

For Further information contact:

Lisa Sparks, Director of Purchasing
St. Cloud State University
720 4 Ave. S.
St. Cloud, MN 56301-4498
(320) 308-4788

Minnesota State Colleges and Universities (MnSCU) St. Cloud Technical and Community College Call for Bids for 2012/13 House Project Building Materials at Westwood Parkway, Block 1 Lot 7

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, October 23, 2012, for the purchase of 2012/13 HOUSE

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PROJECT BUILDING MATERIALS at Westwood Parkway, 1134 Parkwood Loop 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:

Susan Meyer
St. Cloud Technical and Community College
Business Office
Room 1-401
1540 Northway Drive
St. Cloud, MN
320-308-5973

The complete request for bid will be available on Monday, October 8, 2012, on the website <http://www.sctcc.edu/rfp>.

Department of Employment and Economic Development (DEED) Contract Available for Pay for Success Pilot Project Intermediary

The Minnesota Department of Employment and Economic Development is requesting proposals to secure the services of a highly qualified **Intermediary Entity** to enter into a partnership agreement with the Minnesota Department of Employment and Economic Development (DEED) as required under a U.S. Department of Labor / Employment and Training Administration funding opportunity. A copy of the Solicitation for Grant Awards will be included with the Request for Proposal package.

Work is expected to start after the final award of funds through the Department of Labor's Employment and Training Administration. Expected award dates are March 2013 at the earliest and September 2013 at the latest.

A Request for Proposals will be available by mail from this office through October 19, 2012. **A written request (by direct mail or e-mail) is required to receive the Request for Proposal.** After October 19, 2012 the Request for Proposal must be picked up in person.

The request for proposal can be obtained from:

Connie J. Christenson
Minnesota Department of Employment and Economic Development
Office of Innovation and Strategic Alliances
E200 First National Bank Building
332 Minnesota Street
St. Paul, MN 55101
Connie.christenson@state.mn.us

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than October 31, 2012 by 4:00 p.m. CST. **Late proposals will not be considered.** Electronically submitted proposals will **not** be considered.

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

Minnesota Historical Society

Request for Bids for the Design, Layout, and typesetting of *Minnesota History* Magazine for Print and iPad

The Minnesota Historical Society (Society) is seeking bids for the design, layout, and typesetting of *Minnesota History*, the Minnesota Historical Society Press (MHS Press)'s quarterly journal, in two versions: print and an app for the iPad. This bid is intended to cover one year consisting of four issues, with the first issue being published December 31, 2012, and subsequent issues to be published every three months thereafter.

Requires demonstrated experience with electronic page composition: design, typesetting, and digital imaging skills. Must be able to provide printer with all text in PDF and application files and art on a CD with marked-up laser proofs. Demonstrated familiarity with humanities journal style and with typesetting requirements for scholarly publication required; ability to work with historic photographs and documents a must; extensive experience with one- and two-color design also necessary.

Responsibilities for the app include: creation of a four-color app of each quarterly issue, suitable for use on the iPad, in a timely fashion after design of the print issue is complete. Requires demonstrated ability to design, code, and produce this enhanced product in a style and format consistent with the print version. Creation of the app is dependent on future funding.

Qualified firms should submit two copies of the bid, sealed in an envelope or package with the bidder's name, address, and the name of the project clearly written on the outside. Bids must be signed in ink by an authorized representative of the bidder firm.

Request for Bids are available by emailing Mary Green Toussaint, Acting Contracting Officer at mary.green-toussaint@mnhs.org

Bids must be received by Mary Green Toussaint, Acting Contracting Officer, for the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, Minnesota 55102, or an authorized agent (Society staff located at the first floor Information Desk of the Minnesota History Center) no later than **2:00 p.m. Local Time, on Wednesday October 24, 2012**. Late bids will not be considered.

Minnesota Department of Human Services

and

Minnesota Department of Commerce*

HCA Division and Minnesota Health Insurance Exchange

Request for Proposals to Perform Independent Verification and Validation of Systems for the Health Insurance Exchange, and Department of Human Services Eligibility and Enrollment Systems Modernization

NOTICE IS HEREBY GIVEN that the Minnesota Departments of Human Services and Commerce are requesting proposals for an IV&V Services vendor to perform independent verification and validation of the Health Insurance Exchange and Department of Human Services eligibility and enrollment systems modernization.

Work is proposed to start January 1, 2013. For more information, or to obtain a copy of the Request for Proposal, contact:

Nina Terhaar
Department of Human Services
MN.ITS Services @ DHS
P.O. Box 64966
444 Lafayette Road North, St. Paul, MN 551550966
Phone: (651) 431-2144, Fax: (651) 431-7403
Nina.Terhaar@state.mn.us

State Contracts

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

Proposals submitted in response to this Request for Proposals must be received at the address above no later than **2:30 p.m., Central Time, November 13, 2012. Late proposals will not be considered.** Faxed 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

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.

**The Minnesota Health Insurance Exchange is in the process of transitioning from the Department of Commerce to Minnesota Management and Budget, which will occur during the next few months.*

Minnesota Department of Human Services (DHS) Family and Children Services Division Request for Proposals to Preserve and Reunite Minnesota Indian Family

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services is requesting proposals to provide Indian Child Welfare Services. Work is proposed to start July 1, 2013. For more information, or to obtain a copy of the Request for Proposal, contact:

Charles Hawkins
Department of Human Services
Family and Children Services Division
P.O. Box 0943
444 Lafayette Road North, St. Paul, MN 551550943
Phone: (651) 431-4708, Fax: (651) 431-7522
charles.hawkins@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, December 4, 2012. Late proposals will not be considered.** Faxed 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

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 Judicial Branch Conservator Account Auditing Program REQUEST FOR PROPOSALS for Online Conservator Accounting Project

The Minnesota Judicial Branch (State), Conservator Account Auditing Program is using a competitive selection process to select a vendor to create an Online Conservator Accounting Program (OCAP) to be used statewide. The program will include, but not be limited to, a secure web based platform utilizing state of the art technology like "smart forms", robust report production capability, audit tools and seamless integration with commercial accounting software and online bank reports. The program will integrate with the Minnesota Court

case management system (MNCIS) and Minnesota Courts new eCourt project. This is not a bid but a request for proposals (RFP) that could become the basis for negotiations leading to a contract with a vendor.

A Conservator is appointed by the court to manage the assets of a protected person. The conservator is required to file an inventory of the protected person's assets within 60 days of appointment and then file annual account filings with the court. The annual filings must provide accurate detail of every income and expense transaction of the protected person funds throughout the filing period. Currently, Conservators file their inventory and annual accounts using an online System called CAMPER. Conservators are required to view a tutorial of this system prior to receiving access. The tutorial provides screenshots and directions and is available to view at **CAMPER Tutorial**.

The Conservator Account Auditing Program (CAAP) is a statewide centralized program that is responsible for safeguarding the assets of protected persons. CAAP audits the accounts filed through CAMPER. The CAMPER was developed on a limited budget for a single county and was implemented in 2007. This system, with minimal changes was expanded to mandatory statewide use in January 2011. Currently, the online reporting system has over 8,000 conservators reporting assets over \$600 million. The current system allows for conservators to report their inventory and annual accountings. There are numerous shortcomings with this system that a new enhanced system will resolve.

Proposal Timeline

1. Announcement of RFP Date: October 8th, 2012
2. State Register Posting Date: October 8th, 2012 and October 15th, 2012
3. Demonstration of CAMPER program for interested bidders on October 23rd, 2012, 2:00 PM local (i.e., Minnesota) time. Attendees will have the opportunity to ask questions at this time. These will be posted on November 2nd.
4. Questions Due: October 29th, 2012, 4PM local (i.e., Minnesota) time
5. Answers Posted: November 2nd, 2012, 5PM local (i.e., Minnesota) time
6. Proposal Submission Deadline: November 9th, 2012, 4PM local (i.e., Minnesota) time, with possible interviews and subsequent selection as soon thereafter as possible.

Questions not presented at the CAMPER Demonstration must be submitted in writing via email preferred no later than October 29th, 2012, 4PM local (i.e., Minnesota) time to the primary point of contact (POC) identified below:

Primary POC: Michael Moriarity
District Administrator
10th Judicial District
7533 Sunwood Dr NW, Suite 306
Ramsey, MN 55303-5193
E-mail: Michael.moriarity@courts.state.mn.us

Copy to: Cate Boyko
Conservator Account Auditing Manager
7533 Sunwood Dr NW, Suite 306
Ramsey, MN 55303-5193
E-mail: Cate.boyko@courts.state.mn.us

A complete Request for Proposal can be found on the Court's website at www.mncourts.gov under Public Notices.

Legislative Coordinating Commission (LCC) Request for Proposals to Offer Harassment & Discrimination Prevention / Respect in the Workplace Training to the MN Legislature

The Minnesota Legislative Coordinating Commission is requesting proposals from qualified individuals and organizations interested in providing Harassment & Discrimination /Respect in the Workplace training to members and staff of the Minnesota State Legislature during

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the calendar years of 2013-2014. For a copy of the full text of the RFP, please go to <http://www.lcc.leg.mn/lcc/RFPs.htm> or contact:

Diane Henry-Wangenstein, Assistant Director
Minnesota Legislative Coordinating Commission
Room 72 State Office Building
100 Rev. Dr. Martin Luther King, Jr. Blvd.
St. Paul, MN 55155-1298
Phone: (651) 296-1121 (voice)
diane.henry@lcc.leg.mn

All proposals must satisfy the criteria as outlined in the full text of the RFP. At a minimum, proposals must include a plan which details how the training will satisfy the Minnesota Legislature's objective to enhance the quality of the work environment and maintain a respectful, courteous workplace in which to work and serve the public. Proposals must clearly state the contractor's proposed hourly rates and other charges for services provided.

Proposals must be received by Tuesday, November 6, 2011, at 4:00 p.m. Late applications may not be accepted. All expenses incurred in responding to this notice shall be borne by the responder.

Minnesota Pollution Control Agency (MPCA) Request for Proposal for Bisphenol A (BPA) in Thermal Paper Project

The Minnesota Pollution Control Agency (MPCA) is requesting proposals from qualified responders to work with the MPCA to document and address the use of Bisphenol A (BPA) in thermal receipt paper used by the hospitality sector in Minnesota. The Responder would be responsible for recruiting hospitality partners, coordinating testing of currently used thermal receipt papers, assisting hospitality partners in researching paperless-point-of-sale technology options, and assisting them in switching to such systems.

The MPCA has approximately \$60,469 for a contract with the Responder selected as best meeting the evaluation criteria stated in the RFP. The goal of this Project is to have up to 20 hospitality partners switch from using BPA-laden thermal receipt paper to paperless point-of-sale systems and to BPA-free paper for those cases where they must still provide a paper receipt. By highlighting and documenting this process, the intent of this project is to promote a shift in more Minnesota sectors to eliminate the use of BPA-laden thermal papers.

The complete RFP, application materials, and additional information are published on the MPCA website at:

<http://www.pca.state.mn.us/wfhy149b>

Questions about this RFP should be directed to contracts.pca@state.mn.us (Subject line: "CR 5793 BPA"). Proposals are due **Wednesday, November 7, 2012**, by 2:00 p.m. Central Time and must be electronically submitted to contracts.pca@state.mn.us (Subject line: "CR 5793 BPA"). It is the Responder's sole responsibility to ensure that their electronic submittal is received by the deadline.

Minnesota Department of Revenue Notice of Availability of Contract for the Support of Scanning and Imaging Captiva/Input Accel and Dispatcher and Other Technologies

The Department of Revenue is seeking services to support the department's scanning and imaging environment. The requested services are:

- New program design and development
- Program maintenance and reengineering

- Level 2 and Level 3 technical support
- Performance tuning
- Technical training of staff
- Assistance in upgrading the products
- Assistance in Input*Accel* administration

These services are to be provided through a combination of on-site and remote connections.

Sealed proposals labeled "Support of Scanning and Imaging" must be received no later than 1:00 p.m., October 22, 2012. **Late proposals will not be considered.**

A complete RFP can be requested from: Mary Ann Novotny
Financial Management Division
Minnesota Department of Revenue
Mail Station 4220
St. Paul, MN 55146-4220

Or at: dor.rfp@state.mn.us

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

Teachers Retirement Association (TRA) Request for Proposal for Board of Trustee Election and Voting Services

Minnesota Statutes, Section 354.06, subd. 1 provides that the election of active and retired representatives of the TRA Board of Trustees must be chosen by ballot in a manner fixed by the Board of Trustees. The main duty under the proposed contract is provide election administration services in the conducting of two separate, but concurrently run elections. The first election is for two active member representatives, who will be elected by the active members of the Association. The second election is for the one retired member representative, elected by TRA retired members. The newly elected board representatives will begin four-year terms on July 1, 2013.

Detailed requirements for responding to this Request for Proposal (RFP) are posted on the TRA web site (<http://www.minnesotatra.org>) or may be requested by in writing by email or letter:

John Wicklund, Assistant Executive Director-Administration
Minnesota Teachers Retirement Association
60 Empire Drive, Suite 400
Saint Paul, MN 55103-4000
jwicklund@minnesotatra.org

The cost of the preparation and presentation associated with the response to this "Request for Proposal" is the responsibility of the responding firm.

All proposals must be received by Monday October 29, 2012 by 2:30 p.m. Central Daylight Time by:

Carol Sellner, Executive Assistant
Minnesota Teachers Retirement Association
60 Empire Drive, Suite 400
Saint Paul, MN 55103-4000

Staff of the Minnesota Teachers Retirement Association will evaluate all proposals received by the deadline. Action on this RFP is expected to be completed by December 12, 2012.

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Minnesota 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.

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

Minnesota Department of Transportation (Mn/DOT)

Engineering Services Division

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

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

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

Non-State Public 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.

Vendors Needed for These Projects

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).

University of Minnesota

Notice of Availability of Request for Proposal (RFP) for Designer Selection for University of Minnesota – Tate Hall Rehabilitation - SDSB Project No. 12-12

The State of Minnesota, acting through its Board of Regents for the University of Minnesota, 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 is available on the University of Minnesota Capital Planning and Project Management website http://www.uservices.umn.edu/purchasing/ae_services.html, click on “Twin Cities Campus Advertisements” and then “Tate Hall Rehabilitation.”

A mandatory informational meeting is scheduled for **October 11, 2012 at 1:00 p.m., CST, Tate Hall Room 150, (116 Church Street SE Minneapolis, MN 55455)**. All firms interested in this project must attend this meeting. Project questions will also be taken at this meeting.

Proposals must be delivered to Kathy Grochowski, Executive Secretary, State Designer Selection Board, Real Estate and Construction Services Administration Building, Room 309, 50 Sherburne Ave., St. Paul, MN 55155 (651.201.2389) no later than **12:00 Noon, CST on October 22, 2012**. Late responses will not be considered.

The University of Minnesota 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.

A complete RFP can be requested from:

Mary Ann Novotny
Financial Management Division
Minnesota Department of Revenue
Mail Station 4220
St. Paul, MN 55146-4220
Or at: dor.rfp@state.mn.us

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



Several convenient ways to order:

- ♦ **Retail store** Open 8 a.m. - 5 p.m. Monday - Friday, 660 Olive Street, St. Paul
- ♦ **Phone** (credit cards): 8 a.m. - 5 p.m. Monday - Friday, 651.297.3000 (Twin Cities) or 1.800.657.3757 (nationwide toll-free)
- ♦ **On-line orders:** www.minnesotasbookstore.com
- ♦ **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

PREPAYMENT REQUIRED. Prices and availability subject to change.

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.

Stock No.	Title	Quantity	Unit Price	Total

Send my order to:

Company _____

Name _____

Street Address (Not deliverable to P.O. boxes) _____

City () State Zip _____

Daytime phone (In case we have a question about your order) _____

Credit card number: _____

Expiration date: _____ Signature: _____

Shipping Charges

<i>If Product</i>	<i>Please</i>
<i>Subtotal is:</i>	<i>Add:</i>
Up to \$15.00	\$ 5.00
\$15.01-\$25.00	\$ 6.00
\$25.01-\$50.00	\$ 9.00
\$50.01-\$100.00	\$ 14.00
\$100.01-\$1,000	\$ 17.00*
*\$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.	
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.
ES# _____