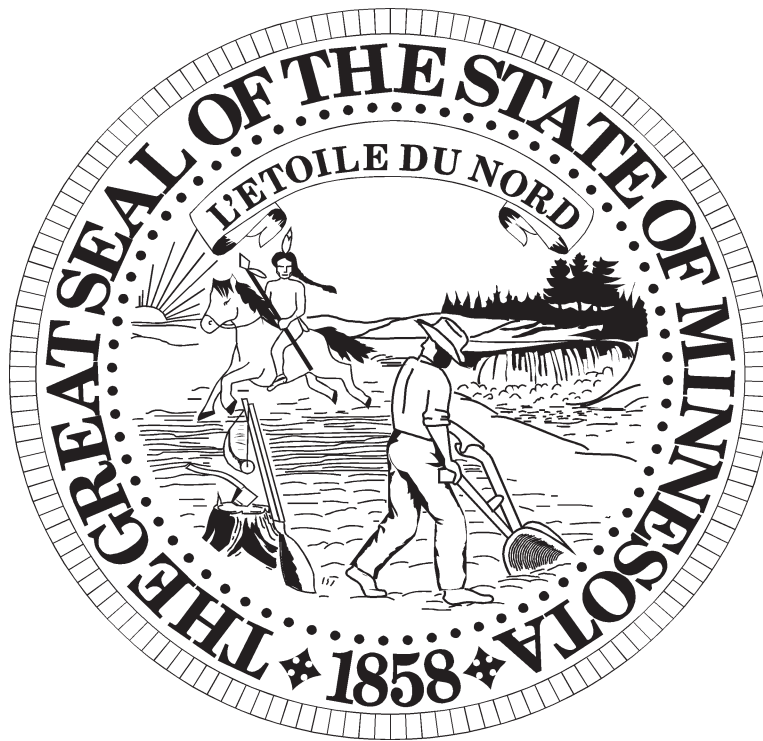


State of Minnesota

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 3 June 2013
Volume 37, Number 49
Pages 1763 - 1778**

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- Withdrawn Rules
- Vetoes 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
# 50	Monday 10 June	Noon Tuesday 4 June	Noon Wednesday 29 May
# 51	Monday 17 June	Noon Tuesday 11 June	Noon Wednesday 5 June
# 52	Monday 24 June	Noon Tuesday 18 June	Noon Wednesday 12 June
Vol. 38, #1	Monday 1 July	Noon Tuesday 25 June	Noon Wednesday 19 June

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Website: www.senate.mn

Minnesota State Court System

Court Information Office (651) 296-6043
MN Judicial Center, Rm. 135,
25 Rev. Dr. Martin Luther King Jr Blvd.,
St. Paul, MN 55155 **Website:** www.mncourts.gov

House Public Information Services (651) 296-2146
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100 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155
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Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498
U.S. Government Printing Office – Fax: (202) 512-1262
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For additional grants go to the Office of Grants Management (OGM) at:
<http://www.admin.state.mn.us/ogm.html>

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.

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Official Notices

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

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

Finding Aids for Subscribers

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

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Minnesota State Agricultural Society (STATE FAIR) Meeting of the Board of Managers and General Business Meeting 7 June 2013

MINNESOTA STATE FAIRGROUNDS – The Minnesota State Agricultural Society board of managers will meet at 9 a.m. Friday, June 7 at the Libby Conference Center on the State Fairgrounds. The session opens with a meeting of the board’s sales committee. A general business meeting will follow. The Society is the governing body of the Minnesota State Fair. Agendas are available upon request by calling the Minnesota State Fair at (651) 288-4400.

The 2013 Minnesota State Fair will run Aug. 22 through Labor Day, Sept. 2.

Minnesota Comprehensive Health Association (MCHA) Notice of Annual Meeting of Members and Annual Board Meeting 11 June 2013

NOTICE IS HEREBY GIVEN that the **Annual Meeting of Members** of the Minnesota Comprehensive Health Association (MCHA), will be held at 1:00 p.m. on Tuesday, June 11th, 2013 at the MCHA Executive Office, 5775 Wayzata Blvd, Suite 910., St. Louis Park, MN, to be immediately followed by the **Meeting of the Board of Directors**.

For additional information, please call Susan Goedderz at (952) 593-9609.

Teachers Retirement Association (TRA) Notice of Meeting of the Board of Trustees 19 June 2013

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Wednesday, June 19, 2013 at 9:30 a.m. in Suite 400, 60 Empire Drive, St. Paul, MN to consider matters which may properly come before the Board. Board members may participate by telephone.

Official Notices

Minnesota 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 May 6, 2013 until July 5, 2013:

- 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 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

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 May 6, 2013 until May 6, 2016:

- Gary Francis Bauerly and his affiliates, Rice, MN
- Gary Bauerly, LLC and its affiliates, Rice, MN
- Watab Hauling Co. and its affiliates, Rice, 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 Grants & Loans

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

Readers are also advised to check the Office of Grants Management (OGM) at: <http://www.admin.state.mn.us/ogm.html>

Additional Funding Sources

Check up on all the “active” state grants in the “Contracts & Grants” section, available only to *State Register* subscribers. Open the *State Register* and click on Bookmarks on the left. You will also see a list of all the current rules, a growing index, and previous years’ indices. Subscribers also receive LINKS to the *State Register*. Subscriptions cost \$180 a year (an \$80 savings). Here’s what you receive via e-mail:

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Minnesota Department of Human Services (DHS) Alcohol & Drug Abuse Division

Notice of Request for Proposals to Provide Sober Housing and Support Services for Deaf and Hard of Hearing Recovering from Substance use Disorders

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services is requesting proposals to provide sober housing and support services to persons who are deaf or hard of hearing and recovering from substance use disorders.

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

Kathy Mostrom
Department of Human Services
Alcohol & Drug Abuse Division
P.O. Box 64977
444 Lafayette Road North
St. Paul, MN 55155
Phone: (651)431-2469
Fax: (651)431-7449
E-mail: kathy.mostrom@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, June 24, 2013. 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.

State Grants & Loans

Minnesota Department of Human Services (DHS)

Purchasing and Service Delivery Division

Addendum to Request for Proposals to Provide Prepaid Health Care from Qualified Managed Care Organizations (MCOs) to Medical Assistance (MA) and MinnesotaCare Recipients in Aitkin, Benton, Carlton, Chisago, Cook, Fillmore, Houston, Isanti, Kittson, Koochiching, Lake, Lake of the Woods, Mahnommen, Marshall, Mille Lacs, Mower, Norman, Olmsted, Pennington, Pine, Polk, Red Lake, Roseau, Sherburne, St. Louis, Stearns and Winona Counties

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services through its Purchasing and Payment Policy Division has published an Addendum to its Request for Proposal (RFP) that was published in the April 15, 2013 *State Register*.

There are revisions to the Timeline in the RFP found on page 18 in Section

IV.A and include the following updates:

1. "Price Bid Proposal Due" changed from June 7, 2013 to June 21, 2013;
2. "Price Bid Review Completed" changed from June 28, 2013 to July 8, 2013.
3. "Presentations to the Assistant Commissioner" changed from July 8, 2013 to July 11, 2013;
4. "Notice of Intent to Contract" from July 10, 2013 to July 17, 2013.

The RFP with the revised dates will be posted on the DHS public website at http://www.dhs.state.mn.us/main/id_000102. Also, refer to the website for the RFP Addendum as it relates to the revised Price Bid Data Book.

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

State Contracts

Besides the following listing of state contracts, readers are advised to check: <http://www.mmd.admin.state.mn.us/solicitations.htm> , as well as the Office of Grants Management (OGM) at: <http://www.admin.state.mn.us/ogm.html> .

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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State Register subscribers receive a list of **all current contracts and grants**, as well as LINKS to the *State Register*, Bookmarks, and a growing INDEX to each volume, including the current issue, and previous volumes. To view, open the *State Register* and click on BOOKMARKS in the left hand corner. Here's what you receive via e-mail:

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The state spends \$2-3 billion a year on contracts. The *State Register* is one of the best ways to advertise your contracts - it's a required read for public works projects. And it's cost is one of the least expensive legal advertising rates in Minnesota. At \$10.20 each 1/10 of a page, you cannot go wrong.

Minnesota State Colleges and Universities (MnSCU)

Anoka Technical College

Request proposals for Electronic Messaging Center Agent

NOTICE IS HEARBY GIVEN that Anoka Technical College will receive proposals. Anoka Technical College (ATC) is requesting proposals for Electronic Messaging Center agent who will provide services to retrofit an existing sign with a new full color Electronic Message Center that includes all electrical, wireless controls, permits, training plus installation of sign along with any other specifics needed in the completion of this project.

Specifications are available on the website: <http://www.anotech.edu>

Copies of the specifications can also be obtained from Noel Lutsey at nlutsey@anokatech.edu. Sealed proposals must be received by the Professional Workforce Training Center's Office of Anoka Technical College 1355 West Highway 10, Anoka, MN 55303 by 4:00 pm on June 12, 2013. Bid openings will be in the Professional Workforce Training Center's Office at 10:00 am on June 13th.

A site visit is not mandatory but strongly encouraged. Anoka Technical College reserves the right to reject any or all proposals, or portions thereof, or to waive any irregularities or informalities, in proposals received.

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Minnesota State Colleges and Universities (MnSCU) Anoka-Ramsey Community College Request for Proposals for Media Purchasing Agent

NOTICE IS HEREBY GIVEN that Anoka-Ramsey Community College (ARCC) and Anoka Technical College (ATC) is requesting proposals for a media purchasing agent who will provide advertising/media planning, negotiating, resizing of advertisements, auditing and record keeping with multiple media outlets.

Specifications are available on the website: <http://www.anokaramsey.edu/IT/proposal.cfm>. Copies of the specifications can also be obtained from Mirela Gluhic at (763) 433-1338, or **e-mail:** mirela.gluhic@anokaramsey.edu.

Sealed proposals must be received by the Business Office of Anoka-Ramsey Community College, 11200 Mississippi Blvd., Coon Rapids, MN 55433 by 4:00 pm on Friday, June 14, 2013. Bid openings will be in the Mississippi Room of Anoka-Ramsey Community College at 10:00 am on Monday, June 17, 2013.

Anoka-Ramsey Community College and Anoka Technical College reserves the right to reject any or all proposals, or portions thereof or to waive any irregularities or informalities, in proposals received.

Minnesota Department of Education (MDE) Notice of Request for Proposal for the Minnesota Assessment System

NATURE OF CONTRACT:

The Minnesota Department of Education (MDE) seeks proposals from qualified Responders experienced in online student assessment test delivery and scoring and related services with capacity to develop and deliver computer-adaptive assessments in mathematics and reading, and scenario-based, innovative simulations in science.

Proposed Term of the Contract

The term of this contract is anticipated to run from December 1, 2013 – November 30, 2015 with options to extend 1 additional 2 year period and 1 additional 1 year period. Any extensions to this contract will be determined based upon the needs of MDE and discussed and negotiated with the contractor in an amendment to the original contract.

Estimated Cost of Project

The department estimates \$150,000,000 (including extension options) Responders should consider all incidental costs such as travel and insurance. Price will be a factor in the selection process.

Question and answer due dates are identified in the solicitation.

GEOGRAPHIC LOCATION OF WORK: Roseville, Minnesota

PROPOSAL DUE DATE: July 15, 2013 3:00 p.m. Central Time

AGENCY CONTACT PERSON: Kate Beattie

To request the full RFP and attachments, please contact Kate Beattie using the following information.

Phone: 651-582-8532
E-mail: kate.beattie@state.mn.us
Minnesota Department of Human Services
Children's Mental Health Division

Notice of Request for Proposals to provide school-linked and co-located mental health services delivered by eligible community-based

children's mental health agencies and/or Indian mental health authorities to work with school partners within publically-funded Minnesota host schools and/or early childhood settings to identify, refer, and serve eligible students.

Minnesota Department of Human Services (DHS) Notice of Request for Proposals to Provide School-linked and Co-located Mental Health Services

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services is requesting proposals to expand access to children's mental health services by increasing the number of school districts and public schools where school-linked mental health (SLMH) services are offered via partnerships between public schools and agencies that are certified as a Children's Therapeutic Supports and Services (CTSS) agency and/or Rule 29 Mental Health Clinic; or an Indian Mental Health Authority.

Work is proposed to start early in the 2013-14 school year. For more information, or to obtain a copy of the Request for Proposal, contact:

Marcia Tippery, Ph.D., LP
Department of Human Services
Children's Mental Health Division
P.O. Box 64985
444 Lafayette Road North
St. Paul, MN 551550985
Phone: (651) 431-2331
E-mail: marcia.tippery@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, July 15, 2013. 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 State Lottery Request for Proposals for Sponsorship Agreements

Description of Opportunity

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

Proposal Content

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

1. Maximize Lottery Visibility – the event, sports or tie-in proposal should draw a large number of desired participants (typically 50,000 or more) whose demographics match the Lottery player profile. The Lottery is interested in effectively delivering its message of fun and entertainment to Minnesota adults whose demographics skew primarily towards those aged 25-64, with a household income of

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\$35,000-\$75,000, and having an educational background of some college or higher. The Lottery does not market to those under the age of 18, and family events with high levels of children present are generally not accepted. Attendance, on-site signage visibility and paid media exposure will be critical components that will be evaluated.

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

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

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

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

Questions

Questions concerning this Solicitation should be directed to:

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

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

Response Delivery

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

Minnesota Judicial Branch Request for Proposal for Criminal Background Checks

The Minnesota Judicial Branch (MJB) employs roughly 3,000 people in its courts within Minnesota with a small percentage of employees telecommuting around the state of MN and neighboring States to include WI. The MJB wishes to ensure both the safety of our employees and customers the integrity of our employees by conducting criminal background checks on all employees of the Minnesota Judicial Branch.

It is the objective of MJB to contract with a provider for the following services:

Pre-employment for candidates and current employee screening, record searches and reports to include:

- Identity Development (Social Security)
- Investigative
 - County Criminal Search

- State-wide Criminal Searches
- Federal Criminal Record Searches
- National Criminal Database Searches

Guaranteed response time of five working days unless the employers request is outside the vendors span of control for requested services.

This request for proposal does not obligate the MJB to award a contract or complete the project, and the MJB reserves the right to cancel the solicitation if it is considered to be in its best interest.

Interested parties must submit their proposal no later than 5:00p.m. June 10, 2013. The proposal must be submitted in writing, with one signed original, three copies to:

Minnesota Judicial Center
25 Rev. Martin Luther King Jr. Blvd.
St. Paul, MN 55155
Attn: Lisa Schoeder

Potential respondents should submit all questions or inquires relating to this Request for Proposal in writing to the designated representative(s): Lisa Schoeder, by e-mail at: lisa.schoeder@courts.state.mn.us or Minnesota Judicial Center 25 Rev. Martin Luther King Jr. Blvd. St. Paul, MN 55155.

All questions must be submitted by May 29, 2013 and will be posted by June 3, 2013 along with responses on the MJB public website www.mncourts.gov.

A complete copy of the Request for Proposal can be found on the Minnesota Court's website: www.mncourts.gov

Minnesota Judicial Branch REQUEST FOR PROPOSALS for Minnesota Judicial Branch Temporary Staffing Services

The Minnesota Judicial Branch (MJB) requests proposals to provide temporary clerical staffing to assist the branch with administrative and project work to meet the needs of the court.

Sample Tasks (the following are examples of tasks that temporary workers will need to perform.)

- Preparing documents;
- Executing meeting logistics, i.e., maintaining lists of attendees, ordering parking passes and refreshments, insuring timely delivery, preparing documents, setting up technology, preparing agendas and taking minutes;
- Performing receptionist duties;
- Photocopying and collating materials;
- Data entry;
- Clerical library duties;
- General clerical accounting duties;

The term of this contract is anticipated to run from July 1, 2013 to June 30, 2015, with the option to extend an additional 2 years in increments as determined by the MJB.

This request for proposal does not obligate the MJB to award a contract or complete the project, and the MJB reserves the right to cancel the solicitation if it is considered to be in its best interest. Prospective responders who have any questions regarding this request for proposal may contact: Sara.Kujawski@courts.state.mn.us

Questions must be submitted June 4, 2013 and will be posted by June 7, 2013 along with responses on the MJB public website
(Cite 37 SR 1775)

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www.mncourts.gov.

All proposals must be sent to:

Minnesota Judicial Branch
Sara Kujawski, HR Manager
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

All proposals must be received not later than 5:00 p.m., Central Time, June 14, 2013

A complete copy of the Request for Proposal can be found on the Minnesota Court's website: www.mncourts.gov

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 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.

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3-ring Binder, Stock No. 370, \$7.95

Previous Base Value Guides are also available. Call for more Information.

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Pharmacy Laws 2012, Stock No. 114, \$17.95



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- ♦ **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

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Shipping _____

Subtotal _____

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TOTAL _____

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