



**DATE:** July 28, 2009

**INFORMATIONAL BULLETIN  
ADMIN 09-02**

**TO:** State Agency Heads  
Human Resource Directors

**FROM:** Commissioner Tom Hanson, Minnesota Management & Budget  
Commissioner Sheila M. Reger, Department of Administration  
Commissioner Gopal Khanna, Office of Enterprise Technology

**RE: Revised Cellular Telephone Use Addendum to the Statewide Policy: Appropriate Use of Electronic Communication and Technology**

The State of Minnesota has revised its Cellular Telephone Use addendum (attached). The new addendum, last updated in 2006, adds revisions that address incidental state-owned cell phone use and clarifies provisions of the previous policy.

Key provisions include:

- Use of state-owned cellular telephones is intended for state business.
- Use of state-owned cellular telephones for non-business purposes is limited to "incidental personal use."
- Employees are required to reimburse the state for personal use at a rate of \$.40 per minute.
- A state cellular telephone is not to be used for reimbursable non-essential personal phone calls while in overnight travel status.
- State cell phone records, including detailed information on individual phone calls, is public information, unless exempted by statute.

Please communicate this important information to staff within your agency. Thank you for your cooperation and assistance.

Handwritten signature of Tom J. Hanson.

Tom J. Hanson, Commissioner  
Minnesota Management & Budget

Handwritten signature of Sheila M. Reger.

Sheila M. Reger, Commissioner  
Department of Administration

Handwritten signature of Gopal Khanna.

Gopal Khanna, State CIO  
Office of Enterprise Technology

Attachment



## **Cellular Telephone Use Addendum to the Statewide Policy: Appropriate Use of Electronic Communication and Technology**

**Business Use Justification Requirements** – Cellular telephones and service are provided for official state business use and are made available to employees in positions where the associated benefits justify the additional operating costs. Employees who travel or have job responsibilities that include being outside of the office or are continuously on call for extended periods may be good candidates for a state-assigned cellular telephone.

State agencies shall review and approve requests for cellular equipment and services consistent with their internal procedures.

**Shared Cellular Telephones** – Whenever frequency of use does not justify individual assignment, the sharing of state-owned cellular telephones is encouraged to reduce costs.

**Individual Assignment and Self-Management** – When sharing of state-owned cellular telephones does not meet operational needs, an employee may be individually assigned cellular telephone equipment.

Employees will acknowledge the receipt and acceptance of the conditions for the individual assignment of a state-owned cellular telephone using an agency or a State of Minnesota form developed for this purpose. See *Acknowledgement of Receipt Cellular Telephone Services and Equipment Form* (attached).

The agency is responsible for keeping the Receipt Form on file for the duration of the individual assignment of a cellular phone to an employee. When the employee leaves his/her position or is no longer an authorized user, the state cellular equipment must be returned to the employee's supervisor or other designated official.

**Public Information** – Call detail (e.g., time, number called, date, duration) of calls appearing on the state cellular telephone billing account is public information, except when exempt by statute.

**Use of State Cellular Telephone for Personal Calls** – The use of state-owned cellular telephone equipment and service is intended for state business. Personal use of state-owned cellular phones is allowable only for incidental use. Personal call minutes will require reimbursement, with personal minutes calculated at \$.40 per minute. However, an employee in overnight travel status will be allowed to use the state cellular telephone for personal calls without being required to reimburse the state for minutes calculated at \$.40 per minute



**State of Minnesota  
Acknowledgement of Receipt  
Cellular Telephone Services and Equipment**

I acknowledge that I have received the State of Minnesota's policy covering Cellular Telephone Services and Equipment and understand that I am responsible for reviewing it and complying with the policy requirements.

I further acknowledge that the policy:

- \_\_\_ contains a section on 'Employee Safety' which discourages use of the cellular telephone while operating a motor vehicle or equipment while conducting state business, except for the purpose of obtaining or rendering emergency assistance.
- \_\_\_ contains a section on the 'Individual Assignment and Self-Management' and obligations for its return when no longer needed to fulfill state job responsibilities.
- \_\_\_ contains a section on the 'Use of a State Cellular Telephone for Personal Calls' that identifies that calls should be limited to incidental use as defined by the policy.
- \_\_\_ contains sections on 'Monthly Cellular Bill Review and Annual Service Reviews' and 'Reimbursement and Possible Disciplinary Action' that outlines reimbursement.

\_\_\_\_\_  
Employee Name *(Please print)*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
State Agency

Agency – Retain this form for the duration of the individual assignment to the employee named above.



**DATE:** September 3, 2008

**INFORMATIONAL BULLETIN  
ADMIN 08.03**

**TO:** State Agency Heads

**FROM:**   
Dana B. Badgerow  
Commissioner

**SUBJECT:** Admin Internal Service Funds Projected Rates – FY 2010-11

To assist agencies in preparing their budgets, each biennium Admin reviews and advises on projected rates for goods and services provided by Admin’s Internal Service funds. Given the reductions in agencies’ budgets in Fiscal Year 09, Admin focused on finding ways to reduce expenditures or increase sales volume with the specific goal of providing budget relief to customers. We’re happy to report that we were able to do better than we had earlier projected by either reducing rates, keeping them level or providing rebates to customers.

With the state budget forecast for the coming biennium, it is difficult to know what the impact will be on each of the internal service funds’ expenses or whether customers will continue to consume the same levels of service. Admin’s internal service funds projects that rates will remain level or increase up to 5%. This range of 0-5% is of course an estimate and is provided simply for planning purposes. Included below is contact information for each of the internal service funds to provide agencies the opportunity to discuss specific impacts or anticipated changes in service.

<b>Internal Service Fund</b>	<b>Contact</b>
Fleet and Surplus Services – Fleet	Tim Morse – 651.201.2511
Fleet and Surplus Services – Surplus	Holly Gustner – 651.201.2514
Materials Management – Office Supply Connection (OSC)	Mary Mikes – 651.297.3979
Materials Management – State Register	Mary Mikes – 651.297.3979
Plant Management – Mail	Kari Suchy – 651.201.2333
Plant Management – Material Transfer	Kari Suchy – 651.201.233
Plant Management – Repair and Other Jobs	Kari Suchy – 651.201.2333
Risk Management - Property and Casualty	Ryan Church – 651.201.2585
Risk Management – Workers’ Compensation	Ryan Church – 651.201.2585

Admin is committed to a careful and vigorous review of internal service fund rates through the annual rate setting/business plan process and will strive to minimize the impacts on customers while ensuring that internal service funds are positioned to respond to agency service needs.

**Office of the Commissioner**  
200 Administration Building, 50 Sherburne Avenue, Saint Paul, MN 55155  
Phone: 651.201.2555 / Fax: 651.297.7909 / Minnesota Relay Service 1.800.627.3529

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**DATE:** April 11, 2007

**INFORMATIONAL BULLETIN  
ADMIN 07.05**

**TO:** State agency heads

**FROM:** *Dana B. Badgerow*  
Dana B. Badgerow, Commissioner  
Department of Administration

**SUBJECT: State government is reducing petroleum fuel consumption**

I am pleased to report that state agencies are making steady progress toward Governor Pawlenty's goals of reducing the use of petroleum products and increasing the use of alternative fuels in state vehicles.

In Executive Order 04-10, the Governor sets specific goals for 2010 and 2015 to reduce the state's dependence on petroleum fuels, in part by increasing the use of Minnesota-grown renewable fuels such as ethanol. The goals (using 2005 as the baseline) are:

**By 2010:**

- A 25 percent reduction in gasoline consumption
- A 10 percent reduction in petroleum diesel fuel consumption

**By 2015:**

- A 50 percent reduction in gasoline consumption
- A 25 percent reduction in petroleum diesel fuel consumption

Overall, state government in 2006 reduced retail gasoline consumption by nearly 6 percent, or 322,000 gallons, and diesel consumption by 7 percent, or 89,154 gallons. In order to meet the 2010 goal, we must further reduce gasoline use by 1 million-plus gallons. The attached reports show individual agency progress and will be updated and provided to you quarterly.

In addition to remaining vigilant regarding your agency's vehicle use, you can also help by requiring the use of E85 fuel in flex-fuel vehicles whenever possible. E85 fueling sites are increasingly convenient, with more than 300 available throughout the state (maps for your vehicles are being sent separately). For additional maps, call our Travel Management Division (TMD) at 651/297-2163.

If you have any questions, please contact TMD Director Tim Morse at 651/201-2511.

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**Office of the Commissioner**  
**200 Administration Building, 50 Sherburne Avenue, Saint Paul, MN 55155**  
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**Attachment A: Calendar Year 2005 Fuel Data - Retail Purchases**  
**Fleet Council - SmartFleet Committee**

<b>Governmental Unit</b>	<b>E85 Percentage</b>	<b>E85 Gallons</b>	<b>Gasoline Gallons</b>	<b>Diesel Gallons</b>
Faribault Academy for Blind	17.3%	980	4,690	0
Board of Barber Exam	17.0%	465	2,270	0
Board of Animal Health	15.0%	2,795	15,839	37
Judicial	9.9%	1,851	16,813	0
Agriculture	9.2%	10,176	99,954	777
Revenue	8.8%	649	6,712	56
DEED	8.4%	3,457	37,560	72
Governor's Office	8.0%	190	2,172	0
Pollution Control	7.5%	6,106	75,206	134
Mediation Services	6.9%	391	5,295	16
Labor and Industry	6.5%	3,076	43,954	28
Board of Water & Soil	6.0%	872	13,747	16
Health	5.9%	5,883	93,170	4,834
Corrections	4.9%	15,148	294,182	34,186
Human Services	4.0%	19,248	463,260	3,893
Commerce	3.9%	1,423	35,339	15,899
Education	3.6%	385	10,347	10
Administration	2.7%	2,143	77,180	2,743
Met Council	2.0%	677	33,894	10,761
Emergency Medical Services	1.7%	47	2,741	0
MNSCU	1.4%	4,456	319,731	14,814
Lottery	1.3%	303	23,095	1,094
Historical Society	1.3%	117	9,173	16
Transportation	0.5%	6,538	1,200,375	1,020,398
Higher Education Services	0.5%	13	2,739	27
Natural Resources	0.5%	5,067	1,103,471	117,062
Public Safety	0.4%	5,548	1,369,459	2,349
Military Affairs	0.3%	21	7,508	0
Attorney General	0.0%	0	900	0
Board of Pharmacy	0.0%	0	60	0
Center for Arts	0.0%	0	1,801	0
Employee Relations	0.0%	0	23	0
Gambling Control	0.0%	0	649	0
Housing Finance	0.0%	0	4,103	0
Indian Affairs	0.0%	0	1,168	0
Iron Range Resources	0.0%	0	6,941	502
Peace Officer Standards	0.0%	0	357	0
Public Employee Retirement	0.0%	0	737	0
State Auditor	0.0%	0	278	0
State Retirement	0.0%	0	677	0
Teachers Retirement	0.0%	0	148	0
Veterans	0.0%	0	15,253	9,684
Zoo	0.0%	0	329	0
<b>Totals:</b>	<b>1.8%</b>	<b>98,024</b>	<b>5,403,298</b>	<b>1,239,407</b>

Wednesday, March 14, 2007

## *Attachment A: Calendar Year 2006 Fuel Data - Retail Purchases*

### *Fleet Council - SmartFleet Committee*

<i>Governmental Unit</i>	<i>E85 Percentage</i>	<i>E85 Gallons</i>	<i>Gasoline Gallons</i>	<i>Diesel Gallons</i>
Governor's Office	31.3%	1,180	2,584	0
Revenue	18.9%	1,707	7,348	130
Faribault Academy for Blind	17.4%	1,025	4,862	0
Agriculture	17.1%	19,388	94,004	727
Board of Animal Health	16.3%	4,475	22,907	33
Pollution Control	14.5%	12,729	74,794	527
DEED	13.2%	5,640	37,031	227
Health	12.4%	11,754	83,097	159
Board of Barber Exam	12.4%	453	3,212	0
Judicial	9.4%	2,235	21,482	394
Labor and Industry	7.5%	4,832	59,419	125
Mediation Services	7.0%	386	5,129	0
Board of Water and Soil	6.5%	1,097	15,810	49
Lottery	5.9%	1,328	21,276	738
Corrections	5.7%	18,312	301,507	31,278
Met Airports Commission	5.2%	614	11,186	365
Historical Society	4.9%	527	10,146	0
Human Services	4.7%	25,238	514,784	10,097
Commerce	4.5%	1,760	37,335	17,126
Education	3.5%	368	10,087	-4
State Retirement	3.1%	19	594	0
Emergency Medical Services	2.9%	83	2,757	0
Administration	2.9%	1,959	64,950	2,526
Met Council	2.7%	951	33,916	10,802
MNSCU	2.4%	7,582	312,991	17,376
Transportation	2.3%	16,990	720,254	918,179
Higher Education Services	2.0%	15	768	0
Gambling Control	1.9%	11	566	0
Housing Finance	1.8%	77	4,142	0
Natural Resources	1.2%	13,676	1,160,077	125,435
Military Affairs	0.8%	60	7,187	0
Public Safety	0.6%	9,018	1,408,248	4,586
Veterans	0.2%	33	14,828	9,355
Attorney General	0.0%	0	815	0
Board of Pharmacy	0.0%	0	54	0
Center for Arts	0.0%	0	1,147	0
Indian Affairs	0.0%	0	1,169	0
Iron Range Resources	0.0%	0	6,829	20
Peace Officers Standards	0.0%	0	286	0
Public Employee Retirement	0.0%	0	676	0
State Auditor	0.0%	0	264	0
Teachers Retirement	0.0%	0	163	0
Zoo	0.0%	0	246	0
<b>Totals:</b>	<b>3.2%</b>	<b>165,526</b>	<b>5,080,931</b>	<b>1,150,253</b>

*Wednesday, March 14, 2007*



**DATE:** March 30, 2007

**INFORMATIONAL BULLETIN**  
**ADMIN 07.04**

**TO:** State agencies, boards and commissions

**FROM:** *Dana B. Badgerow*  
Dana B. Badgerow, Commissioner  
Department of Administration

**SUBJECT:** Admin's Real Estate Management Division is now Real Estate Services

The Department of Administration's Real Estate Management Division has a new name and a new web site for better serving your space and space-planning needs.

The new name, Real Estate Services, better reflects the work that this small, 10-person unit of our department can provide for your agency or office.

Real Estate Services' business offerings include:

- Space search and identification
- Space planning coordination
- Lease terms and conditions negotiations
- Construction/remodeling project monitoring
- Drafting and executing leases
- Lease issue resolution
- Space measurement verification
- Agency relocation coordination
- Space strategy development
- Property sales and acquisitions

For more information, visit the Real Estate Services web site, [www.admin.state.mn.us/res/](http://www.admin.state.mn.us/res/), or call 651/201-2550.



**DATE:** November 1, 2006

**TO:** State Agency Heads

**INFORMATIONAL BULLETIN  
ADMIN 06-11**

**FROM:** *Dana B. Badgerow*  
Dana B. Badgerow, Commissioner

**SUBJECT:** Inventory of State-Owned Land

In accordance with Minn. Stat. 16B.245, Subd. 2, the Commissioner of Administration is required to provide an inventory of all state-owned land, including land with improvements, and to determine the number of acres owned, by January 15 of each odd-numbered year.

The inventory must identify whether each parcel is (1) currently being used for a public purpose, (2) anticipated to be used for a public purpose in the future, or (3) not currently being used or anticipated to be used for a public purpose. The inventory does not include:

- a) Land held in trust by the State for political subdivisions
- b) Permanent school trust fund lands
- c) University trust fund lands
- d) Mineral interests
- e) Trunk highway right-of-way
- f) Land under navigable waters

Please submit your agency information by December 15, 2006, to [Wayne.Waslaski@state.mn.us](mailto:Wayne.Waslaski@state.mn.us). An electronic copy of the inventory form is attached or you may access this form on the Department of Administration web site at [www.admin.state.mn.us](http://www.admin.state.mn.us) under State Agency section, Agency Information Bulletins, Bulletin 06-11 Attachment.

Thank you for your assistance.

Attachment

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**Office of the Commissioner  
200 Administration Building, 50 Sherburne Avenue, Saint Paul, MN 55155  
P: 651.201.2555 / F: 651.297.7909 / Minnesota Relay Service 1.800.627.3529**

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Department: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Total Acres: \_\_\_\_\_  
 Total Bldg. Sq. Ft. \_\_\_\_\_

### 2006 INVENTORY OF STATE-OWNED LAND

Property Identification For Each Parcel Under Control of the Agency	Location (City)	Size (Acres)	Description of Improvements			Currently Used for Public Purpose (Yes or No - if Yes, describe)	Anticipated To Be Used for Public Purpose In the Future (Yes or No)	Classification Per M.S. 86A.05 (See Key Below)
			Name or ID of Each Building	Use of Each Building	Square Feet of Each Building			

**Classification Per M.S. 86A.05:**

- |  |  |                                   |                                       |
|--|--|-----------------------------------|---------------------------------------|
| a. State park; purpose                       | b. State recreation                        | c. State trail                    | d. State scientific and natural areas |
| e. State wilderness area                     | f. State forests and state forest subareas | g. State wildlife management area | h. State water access site            |
| i. State wild, scenic, & recreational rivers | j. State historic sites                    | k. State rest area                | l. Additional parks                   |
| m. Aquatic management areas                  | n. N/A                                     |                                   |                                       |



**DATE:** October 18, 2006

**TO:** State Agency Heads  
State Facilities Managers

**INFORMATIONAL BULLETIN**  
**ADMIN 06-10**

**FROM:** Dana B. Badgerow *Dana B. Badgerow*  
Commissioner

**SUBJECT:** Energy Forwarding Pricing Policies and Procedures

The Minnesota Department of Administration (Admin) has produced the attached document to serve two purposes:

1. To provide the policies and procedures governing the use of energy forward pricing mechanisms.
2. To introduce Minnesota State facilities managers and energy suppliers to the concept of energy forward pricing mechanisms described in Minnesota Statutes Section 16C.143, which authorizes the use of energy forward pricing mechanisms as a budget risk reduction tool.

This document was developed through the joint efforts of the Energy Management Services section of Plant Management Division (EMS), and the Materials Management Division (MMD) of the Department of Administration (Admin) in consultation with the Minnesota Attorney General's Office and the Minnesota Department of Finance.

Questions regarding the content of this guideline should be directed to Rajan Thomas at 651.201.2322.

Attachment

**Office of the Commissioner**  
**200 Administration Building, 50 Sherburne Avenue, Saint Paul, MN 55155**  
**P: 651.201.2555 / F: 651.297.7909 / Minnesota Relay Service 1-800.627.3529**

**AN EQUAL OPPORTUNITY EMPLOYER**

**STATE OF MINNESOTA  
DEPARTMENT OF ADMINISTRATION**

**ENERGY FORWARD PRICING MECHANISMS  
POLICIES AND PROCEDURES**

Version 1.0

OCTOBER 2006



## PREFACE

The Minnesota Department of Administration (Admin) has produced this document to serve two purposes:

1. To provide the policies and procedures governing the use of energy forward pricing mechanisms.
2. To introduce Minnesota State facilities managers and energy suppliers to the concept of energy forward pricing mechanisms described in Minnesota Statutes Section 16C.143, which authorizes the use of energy forward pricing mechanisms as a budget risk reduction tool.

This document was developed through the joint efforts of the Energy Management Services section of Plant Management Division (EMS), and the Materials Management Division (MMD) of the Minnesota Department of Administration (Admin) in consultation with the Minnesota Attorney General's Office and the Minnesota Department of Finance.

Questions regarding the content of this guideline should be directed to Rajan Thomas, at 651-201-2322.

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## Section 1: Executive Summary

The energy forward pricing mechanism (Minnesota Statute 16C.143) was authorized by the 2005 Minnesota legislature as a tool to help mitigate the impact of energy price spikes that State agency facilities have experienced in the past. The Governor's Executive Order 05-16, Section 4b, mandates State agencies to adopt prudent energy procurement strategies, including the procurement of natural gas and other fuels through Minnesota Statute 16C.143, energy forward pricing mechanisms, beginning with fiscal year 2007.

The energy forward pricing mechanism is a program for managing energy price risk in a volatile market. The primary purpose of the program is to limit exposure to pricing volatility. It provides a mechanism for mitigating volatility in a facility's overall energy costs and provides protection from energy price spikes. This helps to provide greater cost certainty and to more accurately budget for energy costs.

State facilities managers who choose to participate in the program would continue to purchase all of their physical deliveries from their existing supplier. This program has no impact on the relationships that facilities managers have with their existing suppliers.

Participating facilities managers would estimate their future winter consumption (November 1 through March 31) and select a percentage of that consumption for participation in the forward pricing program (Admin is currently recommending no more than 60%). If a facility is participating, at a minimum, State facilities managers must commit at least 25% to participate in the program. Prior to November, a forward price contract would be executed for the combined forward priced volumes from all State agencies facilities (no payments are made at the time of purchase).

During the actual winter season, volumes from the forward price contract will be sold back into the market-place. If prices have risen since the forward price contract was purchased, participating State agencies/facilities will receive payment from the Price Risk Manager based on the price difference. This will help offset utility bills, which also reflect higher market prices.

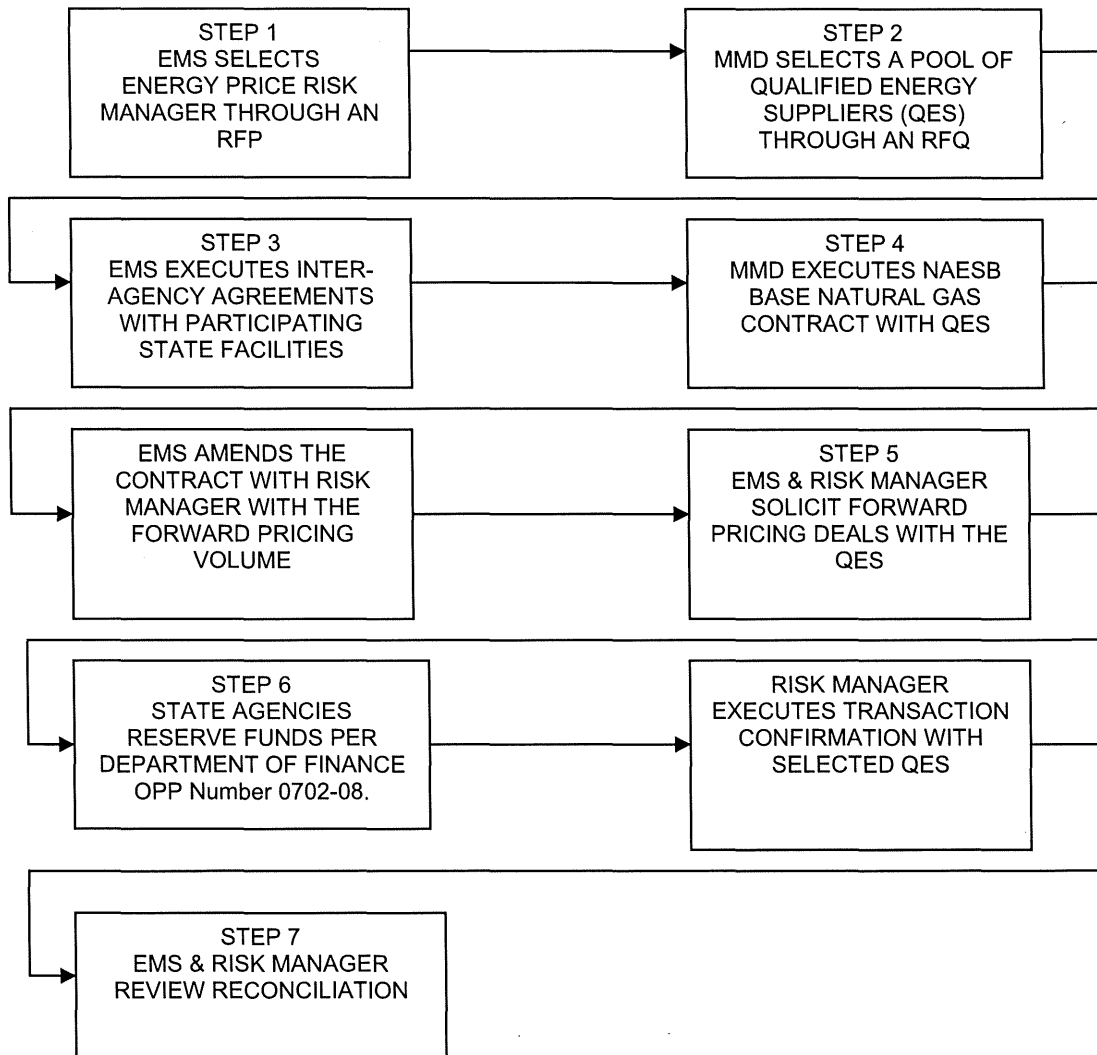
On the other hand, if prices have fallen since the forward price contract was executed, State agencies/facilities will receive an invoice from the Price Risk Manager based on the price difference. This means that agencies/facilities would not fully benefit from utility bills which also reflect the lower market prices.

The cost for agencies/facilities to participate in the program will be included in the monthly statements sent to facilities managers during the winter season.

The program will be administered through EMS. Additionally, Admin may use consulting services of outside energy professionals (who are energy procurement experts) to determine the "best time" to lock in the price.

## Section 2: Energy Forward Pricing Implementation

Energy Forward Pricing Implementation shall be completed in a seven-step process, which includes selection of the Energy Price Risk Manager and Qualified Energy Suppliers (QES), execution of North American Energy Standards Board (NAESB) Base Contracts with all QES suppliers, execution of Transaction Confirmation Contract with selected QES, and execution of inter-agency agreements with participating State facilities. EMS will administer the program. The flow diagram shows the necessary steps.



### **Step 1: Energy Price Risk Manager Selection**

An Energy Price Risk Manager (Consultant) shall be selected by EMS through a competitive solicitation process. The Risk Manager, in consultation with EMS, shall:

- Provide energy risk management training to State agency staff: describe the forward pricing mechanisms that will be used in order to provide forward fixed prices to the State facility, how the prices of the mechanisms are determined, and describe the tools and procedures used to determine each State facility's risk aptitude.
- Review current energy supply contracts to determine if the State facility is taking advantage of the most reliable and cost effective physical supply of energy.
- Assist in the selection of QESs through an RFQ process
- Provide forward pricing recommendations to the State and describe the strategies and tools used to make these recommendations.
- Track and report all of the current forward pricing positions to State facilities and to EMS on a monthly basis.
- Act as an agent for participating State facility's energy supplies and to deal with QESs on behalf of State facilities.
- Execute transaction confirmation with QES.
- Allocate appropriate monies (debit/credit) to the individual facilities on a monthly basis and allocate and invoice monies to all participating State facilities.
- Receive, reconcile and pay Qualified Energy Supplier invoices and re-invoice each participating facility a prorated share.

The Risk Manager shall be compensated by participating State agencies/facilities based on the volume of forward pricing at the cost per dekatherm that was negotiated in the Contract with the Risk Manager

### **Step 2: Qualified Energy Supplier Selection**

A pool of qualified energy suppliers that can supply energy commodities to Minnesota State facilities shall be selected.

- MMD shall create a pool of "Qualified Energy Suppliers" through a solicitation process. The list of "Qualified Energy Suppliers" shall be updated as needed.
- MMD may assemble an evaluation team to review and evaluate the responses of competing Qualified Energy Suppliers.
- The selection of Qualified Energy Suppliers shall be based upon the evaluation rankings as documented in the solicitation.

### **Step 3: Execution of Inter-Agency Agreements**

- EMS shall create a list of State facilities that may participate in the program.
- EMS shall execute an "interagency agreement" with interested State agencies/facilities, authorizing EMS to make energy purchasing decisions on their behalf.
- The interagency agreement shall set volumes, terms and conditions.
- Upon execution of the inter-agency agreement, the State agency/facility shall pre-encumber funds in MAPS Procurement to reserve sufficient monies for the period in accordance with the Minnesota Departments of Finance and Administration's Operating Policy and Procedure Number 0702-08.

#### **Step 4: Execution of Energy Supply Contracts**

- MMD, shall negotiate, finalize and execute "Master Energy Supply Contracts" with one or more "Qualified Energy Suppliers."
- The term of the "Master Energy Supply Contract" shall not exceed 24 months from the final date of execution, with extension options available.
- The Master Energy Supply Contract shall include a list of participating State agencies/facilities and estimated monthly energy volumes

#### **Step 5: Final Selection of Energy Supplier**

This step involves the solicitation of pricing quotes from the pool of qualified energy suppliers and selection of one qualified energy supplier for all participating State facilities.

- EMS and the Risk Manager shall request "energy price quotes" from each of the Qualified Energy Suppliers for specific terms (winter strip, 12 months or 24 months).
- EMS and the Risk Manager shall select the Energy Supplier providing the lowest energy price for the combined volume of all participating State facilities.
- The "energy price quote" shall be the "burner tip price" including commodity cost, transportation costs, balancing fee, nominating fee, overhead costs and profit.

#### **Step 6: Reservation of Funds, Expenditure and Receipt of Funds**

- The Risk Manager shall issue monthly statements for the period from November through March to participating agencies accurately showing costs and fees incurred, as well as an invoice or check for monies due or realized for the period.
- Under the pre-encumbrance, agencies will pay their normal energy suppliers, monthly fees to the Risk Manager and any forward pricing bills they receive. Any monies received from the Risk Manager must be promptly deposited into MAPS Accounting.
- Reservation of funds, expenditures and receipt of funds must be done in accordance with the Minnesota Departments of Finance and Administration's Operating Policy and Procedure Number 0702-08.

#### **Step 7: Accountability and Reporting**

- EMS and the Risk Manager review reconciliation.
- EMS shall monitor all Energy Forward Pricing Mechanism activities within participating State facilities.
- Results of the program shall be presented at the quarterly operations review meeting of the Commissioner of Administration

### **Section 3: Energy Forward Pricing Limits**

Admin shall establish Forward Pricing limits each year based on prior year(s) results. The Forward Pricing limits shall be communicated to the participating State institutions and shall be included in the inter-agency agreements.

During the first year of the program, energy prices for up to 60 percent of the estimated volume for each participating State agency shall be locked and the remaining volume shall be purchased at market price. At a minimum, the State agency must commit at least 25% to participate in the program. The quantity of the locked volume shall be adjusted in the following years depending on the results of prior year(s) but will never exceed the 90 percent statutory limit.

The Forward Pricing term for the first year shall not exceed one year. The term may be increased to two years (24 months) in the following years depending on the results of prior year(s).

## Section 4: Definition of Terms

Energy means natural gas, heating oil, propane, and any other energy source except electricity used in State facilities.

Forward Pricing Mechanism means a contract or financial instrument that obligates participating State agency to buy or sell a specified quantity of energy at a future date at a set price.

Qualified Energy Supplier means a company or individual energy supplier capable of providing a financial forward pricing mechanism.

Inter-agency Agreement means an agreement between EMS and the participating State agency/facility that authorizes Admin to sign energy supply agreements on behalf of the State facility

Energy Supply Contract means an agreement between Admin and a Qualified Energy Supplier.

Facility/State Facility is a building or group of buildings operated by a state government agency.

Trigger Price means a not-to-exceed price.

British Thermal Unit (BTU) means the amount of heat required to increase the temperature of a pound of water by one (1) degree Fahrenheit. A BTU is used as a common measure of heating value for different fuels. Prices of different fuels and their units of measurement (dollars per barrel of crude, dollars per ton of coal, cents per gallon of gasoline, cents per thousand cubic feet of natural gas) can be easily compared when expressed as dollars and cents per million Btus.

Basis means the differential that exists at any time between the cash, or spot price of a given commodity and the price of the nearest futures contract for the same or related commodity. Basis may reflect different time periods, product forms, qualities, or locations. Cash minus futures equals basis.

Burner tip Price means City gate cost plus the Utility delivery charge.

City Gate is the entry point to a gas utility from the interstate pipeline. This generally refers to the location at which gas changes ownership or transportation responsibility from a pipeline to a local distribution company (LDC) or gas utility.

Dekatherm is the standard measurement unit for natural gas. Equals one million BTUs.

Large Volume Customer means a customer that uses greater than 200 dekatherms on a peak day.

LDC means Local Distribution Company, for example Center Point Energy, or Xcel Energy.

MCF means Thousand cubic feet = million BTU = MMBTU

MMBTU means one million British thermal units, one dekatherm. Approximately equal to a thousand cubic feet (MCF) of natural gas.

Natural Gas is a naturally occurring mixture of hydrocarbon and non-hydrocarbon gases found in porous rock formations. Its principal component is methane.

Northern Natural Gas is one of the main interstate pipeline companies serving Minnesota.

NYMEX (New York Mercantile Exchange) – is an index that is used to determine prices of natural gas futures.

State Agency is a governmental unit of the Executive Branch of Minnesota State Government.

Ventura (Iowa) A physical trading point on the Northern Natural Gas system.



## **Section 5: Minnesota Statute 16C.143 Energy Forward Pricing Mechanisms**

**Subdivision 1. [DEFINITIONS.]** The following definitions apply in this section:

- (1) "Energy" means natural gas, heating oil, propane, and any other energy source except electricity used in state facilities; and
- (2) "Forward pricing mechanism" means a contract or financial instrument that obligates a State agencies to buy or sell a specified quantity of energy at a future date at a set price.

**Subd. 2. [AUTHORITY.]** Notwithstanding any other law to the contrary, the commissioner may use forward pricing mechanisms for budget risk reduction.

**Subd. 3. [CONDITIONS.]** Forward pricing mechanism transactions must be made only under the following conditions:

- (1) the quantity of energy affected by the forward pricing mechanism must not exceed 90 percent of the estimated energy use for the State agencies for the same period, which shall not exceed 24 months; and
- (2) a separate account must be established for each State agencies using a forward pricing mechanism.

**Subd. 4. [WRITTEN POLICIES AND PROCEDURES.]** Before exercising the authority under this section, the commissioner must develop written policies and procedures governing the use of forward pricing mechanisms.



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## Bulletin 06.09 - Internal service funds projected rates - 2008-09 biennium

**INFORMATIONAL BULLETIN**  
**ADMIN 06-09**

**DATE:** September 29, 2006  
**TO:** Agency Heads  
**FROM:** Dana B. Badgerow, Commissioner  
**SUBJECT:** Internal Service Funds Projected Rates - 2008-09 Biennium

The rates for goods and services provided by the Department of Administration (Admin) have been reviewed to determine the projected rate changes for FY 2008 and FY 2009. The rate changes listed below were determined based upon estimated revenues and expenditures, taking into consideration general inflation, anticipated salary increases and other circumstances as necessary.

These rates are subject to change due to yearly market analysis, the rate setting process and Department of Finance rate approval. Factors that may impact these estimates include salary and fringe benefits in excess of anticipated increases, volume, fuel costs and other major cost drivers particular to each business.

These are estimates only and are provided for planning purposes. We urge you to work with the individual service providers identified below to manage overall usage, which along with cost has a major impact on your bottom line budget.

Internal Service Fund	FY 2008	FY 2009
Office Supply Connections Contact: Mary Mikes 651.297.3979	No change	No change
MailComm Contact: Mary Mikes 651.297.3979	.25% Increase	.25% Increase
Plant Management -- Materials Transfer Contact: Kari Suchy 651.201.2333	No change	No change
Plant Management -- Repair and Other Jobs Contact: Kari Suchy 651.201.2333	No change	No change
Management Analysis Contact: Judy Plante 651.201.2291	4.17% Increase	4% Increase
Risk Management Contact: Phil Blue 651.201.2585	4% Increase	5% Increase
State Register Contact: Mary Mikes 651.297.3979 Surplus Services	No change	No change
Applies to materials handling, warehouse and space Contact: Dorothy Lovejoy 651.201.2403	3% Increase	3% Increase
Facility Management Contact: Tim Morse 651.201.2511	3.5% Increase	3.5% Increase

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**DATE:** September 26, 2006

**INFORMATIONAL BULLETIN  
ADMIN 06-08**

**TO:** Agency Heads

**FROM:**

*Dana B. Badgerow*  
Dana B. Badgerow  
Commissioner

**SUBJECT:** FY 2008 & 2009 Plant Management Division Lease Rates

The lease rates listed below have been approved by the Department of Finance for Fiscal Years 2008 and 2009.

Cost per square foot by building:

<u>Building</u>	<u>Fiscal Year 2008</u>	<u>Fiscal Year 2009</u>
321 Grove-Building 1	6.65	6.65
321 Grove-Building 2	6.00	6.00
691 N. Robert	12.00	14.00
Administration	15.70	16.70
Ag/Health Lab	35.75	37.25
Andersen	30.00	30.00
BCA Maryland	21.50	21.50
Capitol	28.00	28.00
Centennial	14.65	15.40
Ely Revenue Building	15.75	16.75
Freeman	35.00	35.00
Governor's Residence	24.00	25.00
Judicial	22.79	22.79
Minn History Center	18.25	18.25
Retirement Systems	10.25	10.50
Stassen	15.55	15.55
State Office	14.50	15.25
Transportation	14.00	14.00
Veterans Service	15.70	15.70
Storage – Most Buildings	6.50	6.50

If you have any questions please contact Kari Suchy of the Plant Management Division at 651.201.2333.

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Subjects](#)**Bulletin 06.07 - State-Owned Property Available for Use****INFORMATIONAL BULLETIN  
ADMIN 06-07**

**DATE:** July 19, 2006  
**TO:** State Agency Heads  
**FROM:** Dana B. Badgerow, Commissioner  
**SUBJECT:** **State-Owned Property Available for Use**

The Minnesota Pollution Control Agency (PCA) has provided notice that remediation activities have concluded on two tracts of land and that the agency has no further need for the vacant sites. They are:

- Tract No. 1, 6,257 square feet in size, located at 605 Clarks Lane, Winona. The property is zoned B-1, Neighborhood Businesses.
- Tract No. 2, 18,949 square feet in size, located at 27006 County Road 23, Albany (near Farming). The property is zoned Residential.

Minn. Stat. §16B.281, Subd. 3 provides the following:

*"The commissioner shall send written notices to all state departments, agencies, and the University of Minnesota describing any lands or tracts which may be declared surplus. If a department or agency or the University of Minnesota desires custody of the lands or tracts, it shall submit a written request to the commissioner, no later than four calendar weeks after mailing of the notice, setting forth in detail its reasons for desiring to acquire, and its intended use of, the land or tract."*

Interested entities can submit requests to the Department of Administration through Friday, August 25, 2006.

For additional information, contact Wayne Waslaski in the Real Estate Management Division at [wayne.waslaski@state.mn.us](mailto:wayne.waslaski@state.mn.us) or phone 651-201-2548.

cc: Wayne Waslaski, Real Estate Management Division

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Administration Home &gt; Bulletin O6.05 - 2005 Recycling Recovery Rate Report

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Subjects](#)**Bulletin O6.05 - 2005 Recycling Recovery Rate Report****INFORMATIONAL BULLETIN  
ADMIN 06-05**

**DATE:** February 28, 2006  
**TO:** State Agency Heads  
**FROM:** Dana B. Badgerow, Commissioner  
**SUBJECT:** **2005 Recycling Recovery Rate Report**

Minnesota Statute § 115A.15 subd.9 requires that each state agency in the metropolitan area work toward individually achieving a 60 percent recycling goal.

The Department of Administration provides this [2005 Recycling Rate Report](#) to agencies to advise them of their progress, as well as to the Pollution Control Agency's Office of Environmental Assistance for reporting to the Legislature. The Department of Administration is also required to notify agencies if recycling goals are not met and to communicate recycling expectations and opportunities to them. State agencies not achieving the recycling goal should explore their recycling opportunities. You may visit the Resource Recovery Program web site at <http://www.rro.state.mn.us/> to view the report.

Options to explore include the following:

- Contact [Jeff Anderson](#), Program Administrator Supervisor of the Resource Recovery Program at 651.296.2397 for waste reduction and recycling technical assistance;
- Contact the Pollution Control Agency's Office of Environmental Assistance Clearinghouse at 651.201.0232 to request waste reduction and recycling publications; or
- Contact your county waste management staff for information.

Thank you for your participation in the process that makes this report possible.

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**DATE:** February 28, 2006 **INFORMATIONAL BULLETIN**  
**ADMIN 06-05**

**TO:** State Agency Heads

**FROM:** *Dana B. Badgerow*  
Dana B. Badgerow, Commissioner

**SUBJECT:** **2005 Recycling Recovery Rate Report**

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Contact the Pollution Control Agency's Office of Environmental Assistance Clearinghouse at 651.201.0232 to request waste reduction and recycling publications; or  
Contact your county waste management staff, for information.

Thank you for your participation in the process that makes this report possible.

c: Agency Recycling Contact  
File

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**DATE:** February 22, 2006 **INFORMATIONAL BULLETIN**  
**ADMIN 06-04**

**TO:** Agency Heads With Custodial  
Control of State Owned Real Estate

**FROM:** Dana B. Badgerow, *Dana B. Badgerow* Commissioner

**SUBJECT:** Sale of Real Property Report

Pursuant to Minn. Stat. §16B.24, Subd. 3a, the Commissioner of Administration is to report all sales or other transfer of real property owned by the State that have taken place in the preceding calendar year to the chairs of the Senate Committee on Finance and the House of Representatives Committees on Ways and Means and Capital Investment.

This reporting requirement does not apply to real property held by the Department of Natural Resources, the Department of Transportation, or the Board of Water and Soil Resources, except for real property that has been used for office space by any of those agencies.

The report must contain a description of the property, acreage, square footage of any building(s), reason for the sale, name of the buyer, sales price and date of sale.

Please provide the required information on any sales or other transfers of property under the custodial control of your agency for calendar year 2005 by March 17, 2006. The information can be sent by email to [wayne.waslaski@state.mn.us](mailto:wayne.waslaski@state.mn.us).

Thank you for your attention to this matter. Contact Wayne Waslaski in our Real Estate office at 651.201.2548 if you have questions.

cc: Wayne Waslaski, Real Estate Management Division

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**INFORMATIONAL BULLETIN  
ADMIN 06-03**

**DATE:** February 21, 2006  
**TO:** State Agency Heads  
*Dana B. Badgerow*  
**FROM:** Dana B. Badgerow, Commissioner  
**SUBJECT:** **New Property Management User Guide**

A new property management user guide has been issued to serve as a management tool for agencies of the State of Minnesota and to provide guidance for the efficient and effective use of state capital assets, software for internal use only, infrastructure, sensitive items, consumable inventories and supplies. This user guide also contains requirements for handling surplus property, auction sales, employee-owned property in the workplace, and non-state property in the workplace.

The new user guide is effective immediately and is being sent to the agency inventory coordinators and accounting coordinators, who are generally the people within your agency who need to be familiar with, and will implement these policies. We thank many of those users who provided us with valuable feedback on earlier drafts of this guide.

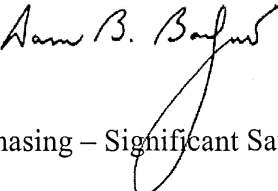
The full text of the user guide can be found at [www.mmd.admin.state.mn.us/propmanagement.htm](http://www.mmd.admin.state.mn.us/propmanagement.htm).



**DATE:** December 15, 2005

**INFORMATIONAL BULLETIN**  
**ADMIN 05-19**

**TO:** State Agencies  
State Boards and Commissions  
Constitutional Officers  
Minnesota Legislature  
Minnesota Judiciary  
MnSCU

**FROM:** Dana B. Badgerow   
Commissioner

**SUBJECT:** Office Supply Purchasing – Significant Savings Available

We are pleased to inform you about *savings* to your office supply budget for 2006!

Effective January 3, 2006, new processes will be in place for the purchase of office supplies across the state government enterprise. Savings of an anticipated \$1.2M annually will be realized with the coordination and cooperation of state agencies such as yours.

**What are the changes?**

- All office supplies will be purchased through the Office Supply Connection (OSC)
- The number of product choices will be reduced
- Products will be obtained through a single vendor
- Elimination of paper catalogs (electronic only)

**These changes make sense!**

Reduced selection + reduced vendors + consolidated purchasing power = better pricing.

In consultation with agency purchasing staff, nearly 3,000 commonly used office supplies have been identified and will be readily available statewide, with exceptional pricing, as demonstrated by these examples:

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<b>Product</b>	<b>List price</b>	<b>Current OSC price</b>	<b>New OSC price</b>
Black ball point pen	\$1.02	\$ .55	\$ .43
Chair floor mat	\$73.00	\$39.42	\$29.26
Self seal bubble mailer	\$1.00	\$ .54	\$ .29
Letter-size recycled file folder – package of 100	\$31.74	\$17.14	\$15.74

Staff from your agency with primary responsibility for purchasing office supplies will begin receiving additional information very soon. Negotiations with our supplier have resulted in even better pricing for state government – from current prices at 46 percent off list price to a new average discount of 52 percent.

**What won't change?**

Office Supply Connection's continued commitment to timely delivery and exceptional service. We are committed to metro-area delivery within one business day and within just a few business days to Greater Minnesota.

If you have questions or comments or would like a visit from OSC to your agency to discuss office supply savings opportunities, please send an e-mail to [mary.mikes@state.mn.us](mailto:mary.mikes@state.mn.us) or [ron.kovacich@state.mn.us](mailto:ron.kovacich@state.mn.us).

Thank you for your assistance in helping to achieve this important Drive to Excellence initiative.



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### Bulletin 05.18 - Executive Order 05-17 Preserving Competition in State Construction Contracts

[Printable Content](#)

**DATE:** November 22, 2005  
**TO:** State Agency Heads  
**FROM:** Dana B. Badgerow, Commissioner  
**SUBJECT:** Executive Order 05-17 Preserving Competition in State Construction Contracts

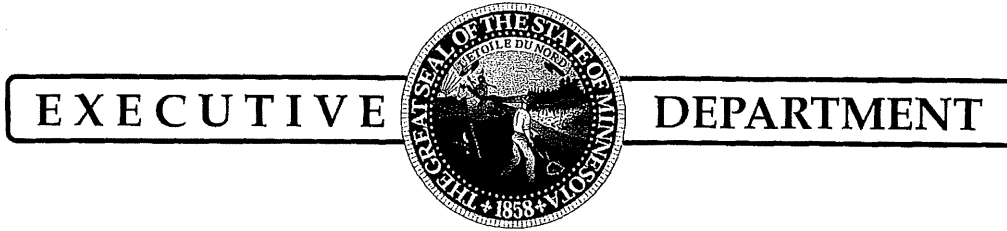
For information, this Executive Order requires that, when entering into any construction contract, State Departments must ensure that the applicable documents do not contain Project Labor Agreement (PLA) language or any other similar discriminatory requirement, as defined in the order. It also requires revocation of any existing directives that would be inconsistent with the order. Please let us know if you have any questions as to its implementation.

[Executive Order](#)

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# STATE of MINNESOTA



TIM PAWLENTY  
GOVERNOR

## EXECUTIVE ORDER 05-17

### PRESERVING COMPETITION IN STATE CONSTRUCTION CONTRACTS

I, TIM PAWLENTY, GOVERNOR OF THE STATE OF MINNESOTA, by the authority vested in me as Governor by the Constitution and laws of the State of Minnesota do hereby issue this executive order:

WHEREAS, it is important that the State promote and ensure open competition on State construction projects; and

WHEREAS, in awarding contracts and setting the terms for contracts state departments should not discriminate against government contractors on the basis of labor affiliation or lack thereof; and

WHEREAS, the promotion of competition and equal access to government construction contracts will reduce construction costs to the State and to the taxpayers and expand job opportunities, especially for small and disadvantaged businesses;

NOW, THEREFORE, I hereby order:

1. After the date of this order, all contracts or subcontracts entered into by any state department, as defined by Minnesota Statutes, 2004, Section 15.01, will be governed by this order.
2. To the extent permitted by law, any state department entering into any construction contract must ensure that in its contracts, bid specifications, project agreements, construction contracts, or other controlling documents the state department, or an agent entering a construction contract on behalf of a state agency, does not:

- (a) Require, or prohibit, bidders, contractors, subcontractors or vendors to, or from, entering into or adhering to agreements with one or more labor organizations;
  - (b) Otherwise discriminate against bidders, contractors, subcontractors or vendors for becoming, refusing to become, remaining or refusing to remain signatory to or otherwise to adhere to agreements with one or more labor organizations;
3. Nothing in this order prohibits contractors or subcontractors from voluntarily entering into agreements described in section 2.
4. The head of a state department may exempt a particular project, contract, subcontract, grant, or cooperative agreement from the requirements of any or all of the provisions of this order, if the department head finds that special circumstances require an exemption in order to avert threat to public health, safety, security, or extenuating economic circumstances. However, a finding of "special circumstances" under this section may not be based on the possibility or presence of a labor dispute concerning the use of contractors, subcontractors, or vendors who are non-signatories to, or otherwise do not adhere to, agreements with one or more labor organizations, or concerning employees on the project who are not members of or affiliated with a labor organization.
5. Definitions.
  - (a) "Construction contract" as used in this order includes, without limitation, any contract for the construction, rehabilitation, alteration, conversion, extension, maintenance, or repair of buildings, highways, bridges, tunnels, transportation facilities, water or sewage treatment plants, power plants, or other improvements to real property.
  - (b) "Labor organization" as used in this order shall have the same meaning it has in 29 U.S.C. 152(5).
6. With respect to construction contracts which have not yet been entered into prior to the date of this order, all state departments affected must take action, to the extent practical and permitted by law, to conform contracts, related bid specifications, project agreements, and other controlling documents, in order to implement the provisions of this order.
7. The heads of state departments will immediately revoke any orders, rules, regulations, guidelines, or policies related to construction contracts which are not consistent with this order, or immediately commence revocation action pursuant to law.
8. This order is intended to improve the internal management of state government and state departments and to further the objectives of Minn. State. 16C.02, et seq. and related laws. It is not intended to, nor does it, create or limit any additional right to administrative or judicial review, or any additional right, whether substantive or procedural, enforceable by

any party against the State of Minnesota, its agencies or instrumentalities, its officers or employees, or any other person.

Pursuant to Minnesota Statutes 2004, section 4.035, subdivision 2, this Executive Order will be effective fifteen (15) days after publication in the State Register and filing with the Secretary of State and will remain in effect in accordance with Minnesota Statutes 2004, section 4.035, subdivision 3.

IN TESTIMONY WHEREOF, I have set my hand this 21st day of November, 2005.



TIM PAWLENTY  
Governor

Filed According to Law



MARY KIFFMEYER  
Secretary of State



**DATE:** November 22, 2005

**INFORMATIONAL BULLETIN**  
**ADMIN 05-17**

**TO:** Agency Heads

**FROM:** Dana B. Badgerow  
Commissioner

**SUBJECT:** Savings Tracking Tool

Thank you to all agencies that participated in a recent data survey conducted by the Drive to Excellence sourcing teams. This survey was a first step toward assessing the impact of a policy change aimed at carrying out the objectives of Executive Order 05-07 relating to how price is weighted as part of the professional/technical (P/T) contracting process. The policy also served to renew focus on contract negotiations.

The Executive Order also requires an annual reporting of the savings attributable to enterprise-wide contracts and other strategic sourcing strategies. To facilitate the collection of this data, the Materials Management Division (MMD) has created an electronic form that will allow reporting on a real-time basis and enable periodic data assessment.

We are asking that you implement this new data collection requirement effective December 1, 2005. It applies to all competitive P/T contracts in which the RFP was issued after the August 1, 2005 effective date of the pricing policy. In other words, for all P/T contracts submitted to the Department of Administration for signature on or after December 1, 2005, agencies should complete this electronic form if the RFP was issued on or after August 1, 2005. We expect that the majority of contracts routed for signature after December 1, 2005 will have originated from RFP's that post-date the pricing policy, and as time goes on, dates of issuance will not be an issue. In the near future, the data collection tool will be enhanced to allow us also to capture single source contract negotiations results. We will keep your agency P/T contract coordinators informed of these enhancements.

The online report form is located at:

<http://www.mmd.admin.state.mn.us/PriceData/PriceDataSheet.aspx>

This is the site where agency staff will conduct the data entry. An electronic Word version of this document will be sent to your agency P/T Coordinator to assist in the event the data will be collected by one individual and entered into the database by another. Step-by-step data entry instructions will also be provided.

We realize that any new process requires time and effort on your part. We greatly appreciate your participation in tracking achievements as we all work to implement the Drive to Excellence initiatives. Please feel free to contact Betsy Hayes at 651.201.2407 with questions regarding the policy or Jake Carson at 651.201.2408 if you have technical questions regarding the electronic submission of data.

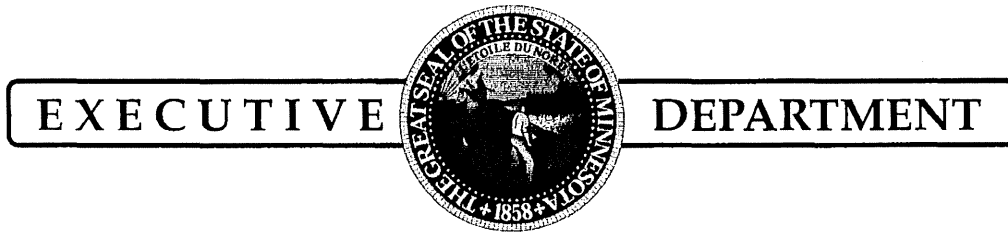
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# STATE of MINNESOTA



**TIM PAWLENTY**  
**GOVERNOR**

## **EXECUTIVE ORDER 05-07**

### **PROVIDING DIRECTION TO STATE DEPARTMENTS REGARDING STRATEGIC SOURCING**

I, TIM PAWLENTY, 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, as Governor, it is important that I provide clear direction to commissioners and state departments to take important steps, consistent with applicable law, to implement strategies that will make the provision of governmental services more efficient and cost-effective; and

WHEREAS, the Drive to Excellence Reform Initiative provides the State of Minnesota with a unique opportunity to fundamentally change the operation of state government; and

WHEREAS, the Drive to Excellence and the strategic plan set forth in the Transformation Roadmap outline methods for state government to provide faster, more reliable, and cost-effective services to Minnesota's citizens and businesses; and

WHEREAS, state departments and services need to be viewed as an integrated whole and as an enterprise, working together to support Minnesota as one organization with overall goals and objectives; and

WHEREAS, state government annually purchases over \$1 billion dollars worth of goods and services; and

WHEREAS, Minnesota, as well as other states and private sector organizations, has taken steps to reduce spending on goods and services through the use of strategic sourcing methods including product standardization, contract consolidation, multiple jurisdiction purchasing alliances, reverse auctions, lifecycle costing, and other techniques; and

WHEREAS, Minnesota has the opportunity to further reduce spending through a more comprehensive and coordinated use of strategic sourcing methods; and

WHEREAS, materials developed through the Drive to Excellence document the improved effectiveness and efficiency that can be gained from an enterprise orientation to the provision of government services;

NOW, THEREFORE, I hereby order and direct state departments to support implementation activities of the Drive to Excellence Reform Initiative by taking the following specific actions:

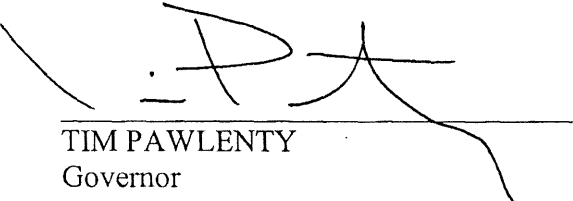
1. Consistent with the Commissioner of Administration's responsibilities and authority under Minnesota Statutes Chapters 16B, 16C, and 16E, the Commissioner will, in consultation with other state departments, develop and implement policies, procedures, and/or standards ensuring the optimal use of strategic sourcing techniques.
2. In developing these policies and procedures, the Commissioner of Administration will consider the requirements of Minnesota's procurement laws and seek to amend legislation, as appropriate.
3. All other commissioners, state departments, and employees of the executive branch will work with the Commissioner of Administration to develop and implement strategic sourcing techniques:
  - a. At the request of the Commissioner, departments will appoint representatives who can commit resources and speak with the authority of the department as participants in development of policies, procedures, and standards;
  - b. As directed by the Commissioner, departments may be required to accept delegated authority to procure goods and services intended for the exclusive use of the department receiving the delegation;
  - c. As directed by the Commissioner, departments may be required to relinquish delegated authority to procure goods and services identified to be applicable to the enterprise;
  - d. As directed by the Commissioner, departments will provide resources and assist with the achievement of strategic sourcing objectives; and

- e. Future professional/technical service contracts that represent an opportunity for the enterprise approach will be developed with the cooperation of affected departments and the Commissioner.
4. All vendor selection evaluations conducted under Minnesota's "best value" statutes must consider price to be of significant importance, as prescribed by the Commissioner, unless otherwise provided by law.
5. The Commissioner of Administration, in conjunction with other state departments as appropriate, will develop plans and policies to achieve the following specific objectives:
  - a. Refine vision, roles, and responsibilities for central procurement staff and department staff to include a Chief Procurement Officer, Supply Chain Management Group, User Groups, Category Management Teams, and Source Experts;
  - b. Validate non-enterprise or department-level purchasing within departments as appropriate;
  - c. Define a process to set standards for enterprise-wide procurement of goods and services, with an initial emphasis on IT-related commodities and office supplies, and subsequent attention directed to other high-potential categories;
  - d. Define an exception approval process for purchases inconsistent with established state standards;
  - e. Reduce and sustain a reduction in the number of state contracts and the number of vendors with whom the state does business;
  - f. Use reorganization orders, statutory changes, and other agreements consistent with the law to achieve the goals of this order; and
  - g. Ensure compliance with statutes, best practices, and high ethical standards.
6. All commissioners and state departments will utilize the state's enterprise-wide contracts.
7. On or before December 15, 2005, and annually thereafter, the Commissioner of Administration will summarize and report to the Governor regarding the results of this initiative, including information regarding:
  - a. The number and nature of enterprise-wide contracts awarded by the state;
  - b. Savings attributable to enterprise-wide contracts and other strategic sourcing strategies; and

- c. Any conclusions or recommendations regarding Minnesota's success with strategic sourcing and further system improvements.


Pursuant to Minnesota Statutes 2004, section 4.035, subdivision 2, this Executive Order will be effective fifteen (15) days after publication in the State Register and filing with the Secretary of State and will remain in effect in accordance with Minnesota Statutes 2004, section 4.035, subdivision 3.

IN TESTIMONY WHEREOF, I have set my hand this 4th day of April 2005.



TIM PAWLENTY  
Governor

Filed According to Law:



MARY KIFFMEYER  
Secretary of State



**INFORMATIONAL BULLETIN**  
**ADMIN 05-16**

**DATE:** November 10, 2005

**TO:** State Agency Heads

**FROM:** Dana B. Badgerow  
Commissioner

**SUBJECT:** State Building Comprehensive Energy Reduction Program Executive Order

Governor Pawlenty this morning signed Executive Order Number 05-16 implementing a comprehensive program to reduce energy consumption in all state buildings this coming year by 10 percent. The temperature set points specified in the order are effective immediately. Within the coming weeks, the Department of Administration, in cooperation with the Department of Commerce, will be issuing additional guidance on the implementation of the Order. Thank you for your support of this important initiative and for helping state government lead by example in conserving energy.

# STATE of MINNESOTA

EXECUTIVE



DEPARTMENT

**TIM PAWLENTY**  
**GOVERNOR**



**EXECUTIVE ORDER 05-16**

## **PROVIDING FOR ENERGY CONSERVATION MEASURES FOR STATE OWNED BUILDINGS**

I, TIM PAWLENTY, 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, energy prices including the costs for electric power, natural gas, heating fuel are predicted to rise significantly this year; and

WHEREAS, state government is a major consumer of energy and should be a leader in adopting energy conservation practices, thereby furthering fiscal, environmental and economic development goals, and

WHEREAS, conservation of energy resources are an effective means for mitigating against the demand pressures for energy consumption and for reducing state costs related to increases in energy prices; and

WHEREAS, state agencies are in a unique position to demonstrate to other governmental entities, businesses, organizations and individuals the cost and environmental benefits of energy conservation; and

WHEREAS, reduction and conservation of energy resources is consistent with other executive branch initiatives including Executive Order 04-10 which provides for the use of alternative fuels for the state's fleet and travel needs and Executive Order 04-08 which provides for state departments to take actions to reduce air pollution in daily operations.

NOW, THEREFORE, I hereby order:

1. All state agencies will take measures including, but not limited to the measures set forth in this order, to reduce energy usage in state owned buildings by 10% over the next calendar year.

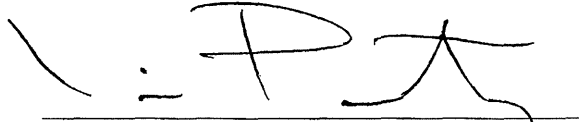
2. All state agencies must immediately implement the following operational changes to conserve energy and reduce state energy costs:
  - a. Heating temperatures will be set at the following maximum temperatures:
    - i. 68° F to 70° F for all occupied areas and cafeterias;
    - ii. 65° F to 67° F for all lobby corridor and restroom areas;
    - iii. 60° F to 62° F for all building entrances, storage areas and tunnels;
    - iv. Temperature settings for all of the above referenced spaces must be lowered to 60° F to 62° F during non-working hours;
    - v. 55° F for all unoccupied spaces;
    - vi. 55° F for all vacated spaces.
  - b. Cooling temperatures will set at the following minimum temperatures:
    - i. 76° F to 78° F for all occupied space excluding reheat systems;
    - ii. Temperatures settings for air-conditioning turned off or raised to 85° F during nights and weekends.
  - c. Computer rooms, research facilities and special care facilities are exempted from these requirements. Additional building spaces may be exempted from all or part of these requirements, pursuant to the approval of the Commissioner of Administration.
3. State agencies will pursue long term energy conservation measures, which may require capital funding, in state owned buildings utilizing the procedures set forth in Minnesota Statutes, Sections 16C.144 and 16B.32, subdivision 3, including:
  - a. Incorporating Minnesota Sustainable Guidelines for new construction to reduce the long-term cost of operating and maintaining state buildings.
  - b. Incorporating energy efficiency programs provided by utility companies for all new construction.
  - c. Implementing energy efficiency improvements in existing buildings through partnering with energy services companies and funding the projects through lease purchase agreements, or other appropriate means.

- d. Re-commissioning existing state buildings to maximize utility company rebates.
4. State agencies will adopt prudent energy procurement strategies including:
    - a. Procuring alternate fuels for heating during summer months when prices are lower.
    - b. Procuring natural gas and other fuels through Minnesota Statute 16C.143, energy forward pricing mechanisms, beginning fiscal year 2007.
  5. For purposes of this executive order, state agencies means any agency as defined in Minnesota Statutes 2004, Section 16B.01, Subdivision 2 which occupies state owned or leased buildings.
  6. The University of Minnesota and the Minnesota State Colleges and Universities are strongly encouraged to implement effective strategies to reduce energy consumption and energy costs at their facilities. The Commissioner of Administration will make efforts to share information regarding the strategies implemented pursuant to this order.
  7. The Commissioner of Administration with the assistance of the Commissioner of Commerce will be responsible for:
    - a. Communicating the requirements of this order to state agencies;
    - b. Developing procedures to measure the reductions in state energy usage and to monitor compliance with this executive order;
    - c. Developing additional strategies for energy conservation and communicating those strategies to state agencies; and
    - d. Providing information regarding state energy conservation actions to other interested governmental entities, businesses, organizations and individuals.

Pursuant to Minnesota Statutes 2004, Section 4.035, Subdivision 2, this order will be effective fifteen (15) days after publication in the State Register and filing with the Secretary of State and will remain in effect until it is rescinded by proper authority or it expires in accordance with Minnesota Statutes 2004, Section 4.035, Subdivision 3.

IN TESTIMONY WHEREOF, I have set my hand on this 10th day of November 2005.






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TIM PAWLENTY  
Governor

Filed According to Law:



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MARY KIFFMEYER  
Secretary of State



**DATE:** October 12, 2005

**INFORMATIONAL BULLETIN  
ADMIN 05-15**

**TO:** Agency Heads

**FROM:** Dana B. Badgerow  
Commissioner

**SUBJECT:** Heating Space Temperature Set Points Guidelines

Natural gas prices are currently at an all-time high. With the high crude oil price, and because of the recent hurricanes Katrina and Rita, it appears that higher natural gas prices will continue into the 2005-2006 heating season. In addition, it is expected that heating fuel oil prices will also be higher. It is likely that the state agencies will pay over 30 percent in higher heating costs during the upcoming heating season.

State facility managers and maintenance personnel may reduce their energy costs in the winter by following the Department of Administration's heating space temperature set points guidelines listed below.

The heating space temperature set points are intended to help state facility managers and maintenance personnel save energy dollars while providing a comfortable space to the occupants. Computer rooms, research facilities and special care facilities are exempt from these temperature set point guidelines. *These space temperature set points should be treated as guidelines only and not as a Department of Administration policy.*

HEATING SPACE TEMPERATURE SET POINTS

- 68°F to 70°F for all occupied areas and cafeterias
- 65°F to 67°F for all lobby, corridor and restroom areas
- 60°F to 62°F for all building entrances, storage areas and tunnels
- 55°F for all unoccupied space
- 55°F for all vacated spaces

A common "rule of thumb" is that for every 1 degree turned down, approximately 1 to 2 percent of heating energy will be saved, up to 5 degrees or 5 to 10 percent.

Air handling systems shall be operated in accordance with all applicable state/city ventilation codes.

Please direct any questions to Energy Management Services at 651.201.2322

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**Office of the Commissioner  
200 Administration Building, 50 Sherburne Avenue, Saint Paul, MN 55155  
P: 651.201.2555 / F: 651.297.7909 / Minnesota Relay Service 1.800.627.3529**

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DATE: September 23, 2005

INFORMATIONAL BULLETIN  
ADMIN 05-14

TO: Agency Heads

FROM:

*Dana B. Badgerow*  
Dana B. Badgerow  
Commissioner

SUBJECT: Transportation Options for Conducting State Business

The Internal Revenue Service has increased its standard mileage rate from 40.5 cents to 48.5 cents for all business miles driven between September 1 and December 31, 2005. Most state bargaining agreements and compensation plans refer to this IRS rate when outlining expense allowances. The following information is provided to assist agencies in making transportation choices for state business.

### Transportation options

State agencies have three basic choices for transportation when work by their employees requires driving:

- A state-owned vehicle
- A rental vehicle arranged through a state contract
- A personal vehicle with mileage costs reimbursed to the employee

We recommend that managers and supervisors carefully consider these options when determining how their employees will fulfill their state work obligations, with the following considerations in mind.

### State-owned vehicle

A state-owned vehicle is normally the most cost-effective solution, although the cost per mile varies greatly depending on vehicle type and use. In many instances, several state offices in close geographic proximity have cooperative agreements for sharing vehicles. The state carries liability coverage for the vehicle, while physical damage insurance is an option. The driver, as a state employee, would be covered under workers' compensation in case of injury.

### Rental vehicles

A vehicle rented under state contract is still more cost-effective than employee reimbursement when the daily trip mileage exceeds 80 to 90 miles. The rate as of September 13 for a mid-size vehicle

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was \$39 per day with unlimited mileage. The state maintains two contracts with a private vendor, Enterprise Rent-A-Car, for daily, weekly and monthly rentals. The rules governing the use of a contract rental vehicle are identical to those that apply to a state-owned vehicle.

The two contracts, available online at [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us), are:

- V33, for use in the five-state area (Minnesota, Wisconsin, Iowa and the Dakotas) for short- and long-term rentals, and
- V38, for travel to *any* out-of-state airport or outside the five-state area.

The contract rates include liability and physical damage insurance. Again, the employee/driver would be covered by workers' compensation in case of injury if acting in the course of their employment when injured.

#### **Reimbursement for use of a private vehicle**

Reimbursement rates are negotiated in labor contracts and typically match the IRS rate. Most state employees are currently reimbursed at the rate of 48.5 cents per mile. The reimbursement rate is 7 cents lower – 41.5 cents per mile – when a state vehicle is available.

The use of a personal vehicle for state business assumes that the vehicle owner carries adequate insurance coverage. Therefore, the state and the individual both inherently assume greater risk when a private vehicle is used for business. Any liability or physical damage claim is the responsibility of the vehicle owner. An accident can place the owner's assets, insurability and means of transportation at risk. The state could be held liable for damages above those covered by the owner's insurance and the state could be exposed to potentially expensive litigation.

It is of *utmost importance* that the employee and supervisor/manager completely understand the boundaries between state business use and non-state business use. For example, dropping off a child at daycare while driving to a business appointment is personal use until the child leaves the vehicle.

#### **Summary**

Bottom line: if a state vehicle is available, use it. If you need a vehicle for short-term use, rent one using a state contract. Use of a private vehicle for state business should be considered only as a last resort or when there is a unique need.

Managers and supervisors should also be certain that vehicle operators should have the proper license and the necessary skills for operating the vehicle they will be using.

If you have further questions, please contact Tim Morse, Travel Management Director, at 651.201.2511 or [tim.morse@state.mn.us](mailto:tim.morse@state.mn.us).

Thank you.



**DATE:** August 26, 2005

**INFORMATIONAL BULLETIN  
ADMIN 05-13**

**TO:** Agency Heads  
*Dana B. Badgerow*

**FROM:** Dana B. Badgerow  
Commissioner

**SUBJECT:** Cost-Benefit Analysis

Under recently enacted legislation, Minnesota agencies must complete a cost-benefit analysis and submit it with their requests for approval of contracts and acquisitions of the type and kind outlined in M.S. Section 16C.064 (in general, purchases, acquisitions, contracts, and projects, which in aggregate exceed \$50 million).

Because the legislation targets major (excess of \$50 million) purchases, acquisitions, contracts, and projects, most are not subject to this cost-benefit analysis requirement, and are further limited to those subject to the approval by the Department of Administration directly or by delegation.

Please use the enclosed Section 16C.064 checklist to determine if your proposed contract or acquisition is covered by this new statute. If it is, refer to the enclosed Cost-Benefit Analysis Guidelines. The Department of Administration's Management Analysis and Development Division will review the analysis, confirm that it shows a positive benefit to the public, and forward the confirmation to Admin's Materials Management Division.

If a positive benefit (i.e., a benefit exceeding '1') is not demonstrated by the analysis, your agency should conduct a cost-effectiveness study to determine if the acquisition is the most effective way to provide a necessary public good. If the cost-effectiveness study is affirmative, your agency may then seek the Governor's sign-off for approval of the expenditure. Cost-effectiveness Study Guidelines are enclosed.

Please direct questions and suggestions regarding the statute's application to James Jarvis of the Management Analysis and Development Division at 651.297.3091.

**Attachments:** Minnesota Statutes, Section 16C.064  
Section 16C.064 Checklist  
Cost-Benefit Analysis Guidelines and Cost-Effectiveness Study Guidelines

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**H.F. No. 1481, 4th Engrossment - 84th Legislative Session**

...

Sec. 21. [16C.064] [COST-BENEFIT ANALYSIS.]

- 34.2 (a) The commissioner or an agency official to whom the  
34.3 commissioner has delegated duties under section 16C.03,  
34.4 subdivision 16, may not approve a contract or purchase of goods  
34.5 or services in an amount greater than \$50,000,000 unless a  
34.6 cost-benefit analysis has been completed and shows a positive  
34.7 benefit to the public. The Management Analysis Division must  
34.8 perform or direct the performance of the analysis. Money  
34.9 appropriated for the contract or purchase must be used to pay  
34.10 for the analysis. A cost-benefit analysis must be performed for  
34.11 a project if an aggregation of contracts or purchases for a  
34.12 project exceeds \$50,000,000.
- 34.13 (b) All cost-benefit analysis documents under this section,  
34.14 including preliminary drafts and notes, are public data.
- 34.15 (c) If a cost-benefit analysis does not show a positive  
34.16 benefit to the public, the governor may approve a contract or  
34.17 purchase of goods or services if a cost-effectiveness study had  
34.18 been done that shows the proposed project is the most effective  
34.19 way to provide a necessary public good.
- 34.20 (d) This section applies to contracts for goods or services  
34.21 that are expected to have a useful life of more than three  
34.22 years. This section does not apply for purchase of goods or  
34.23 services for response to a natural disaster if an emergency has  
34.24 been declared by the governor. This section does not apply to  
34.25 contracts involving the Minnesota state colleges and  
34.26 universities, state buildings, or state highways.
- 34.27 (e) This section is repealed effective July 1, 2008.

## SECTION 16C.064 CHECKLIST

**PURPOSE:** Review and approval of State of Minnesota contracts, purchases, acquisitions and projects (“acquisitions”) by the Department of Administration; application of a cost-benefit analysis of a cost-effectiveness study.

**DIRECTIONS:** Begin with question number one and project through the Checklist as directed.

1. **Authority to approve.** Is the approval of the acquisition to be made by the Commissioner of Administration?  
*If yes, go to question 3. If unsure, or authority is delegated, go to question 2.*
2. **Delegated authority.** Has the Commissioner of Administration delegated contract or acquisition authority duties under section 16C.03, subd. 16?  
*If yes, go to question 3. If no, end inquiry.*
3. **Type of acquisition.** Is it a contract for or acquisition of a good or service?  
*If yes, go to question 4. If no, end inquiry.*
  - “Goods” is defined in 16C.02 as all types of personal property including commodities, materials, supplies, and equipment.
  - “Services” is defined in 16C.02 as both professional or technical services and services performed under a service contract. (A service contract is a contract for an nonprofessional or technical service).
4. **Project.** Is the good or service part of a project that has an aggregated dollar value greater than \$50 million?  
*If yes, go to question 7. If no, go to question 5.*
  - “Project” means an undertaking devised to accomplish a particular goal or to effect a particular outcome. “Project” includes, but is not limited to, acquisition of real or personal property and the erection, construction, remodeling, repairing or improvement of public land, building or public work. The submitting agency should specifically note whenever its acquisition is part of a larger project. The Department of Administration is prepared to discuss this matter on a case-by-case basis.
5. **Acquisition value.** Is the dollar value of the good or service greater than \$50 million?  
*If yes, go to question 6. If no, end inquiry.*

6. **Useful life of acquisition.** Does the good or service have a useful life of more than three years? *If yes, perform a cost-benefit analysis<sup>1</sup> for the acquisition and go to question 8. If no, end inquiry.*
  
7. **Useful life of project.** Does the project to which the good or service relates have a useful life of more than three years?  
*If yes, perform a cost-benefit analysis for the project and go to question 8. If no, end inquiry.*
  
8. **Positive benefit.** Does the cost-benefit analysis show a positive benefit of greater than '1'?  
*If yes, submit the cost-benefit analysis and request for purchase to the Commissioner of Administration or Commissioner's delegate for approval.*  
  
*If no, perform a cost-effectiveness study, and submit it simultaneously with the cost-benefit analysis to the Commissioner of Administration. Go to question 9.*  
  
*If unknown, go to question 9. Some public benefits cannot be readily quantified. Examples include: the value attached to a state-wide benefit of public safety or defense, public health and welfare, or public trust. Because the statute requires a positive benefit, if you are unable to measure a particular benefit, state this in your cost-benefit analysis document and submit it together with a cost-effectiveness study to the Commissioner of Administration.*
  
9. **Cost-effectiveness study.** Does a cost-effectiveness study<sup>2</sup> show that the acquisition is the most effective way to provide the necessary public good?  
*If yes, the governor may approve the acquisition. If no, go to question 10.*
  
10. **Natural disaster emergency.** The contract or acquisition will be approved if it is in response to a natural disaster, and an emergency has been declared by the governor.

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<sup>1</sup> Cost-benefit analysis guidelines are attached.

<sup>2</sup> Cost-effectiveness study guidelines are attached.



## COST-BENEFIT ANALYSIS GUIDELINES

Cost-Benefit Analysis (CBA) is the comparison of the potential costs of a project to its benefits. The analysis produces information for determining whether project benefits exceed costs. The cost and benefit calculations are influenced by accuracy of the data, validity of assumptions, and estimation methodology.

This guideline is intended to provide direction to agencies that must conduct a cost-benefit analysis required by Minnesota Statutes Section 16C.064. The guideline does not mandate how an agency should conduct the CBA or the format for presenting the results. The guideline lists the major components that the CBA should contain; it is not a CBA instructional tool. The guideline emphasizes the explanation and justification of the accuracy, validity of assumptions of the data, and estimation methodology.

**Project description.** Describe the project requiring the CBA. This description should include the project goals and objectives, funding sources, relevant history or need, and current state of the situation that the project will influence or change. Describe the distinct alternatives examined for accomplishing the goals and objectives.

**Benefits and costs.** Define the major<sup>1</sup> economic, social, and environmental benefits and costs that each alternative creates. These benefits and costs should be the incremental ones resulting from the project, over and above the current situation. Identify the distinct groups that receive the benefits and bear the costs, and the relevant characteristics and size of each group. Explain how the alternative creates each of its benefits and costs.

If possible, estimate the monetary value for each benefit and cost, for each year that the project produces them. Show how the monetary value was calculated. State the major assumptions and substantiate their validity. Identify the data sources used for the estimates. For benefits and costs that accrue in future years, state whether the monetary values are in constant or current dollars.

The costs and benefits of a public sector project or good may not have ready markets, making it difficult to establish monetary values. Several techniques exist to develop estimates or proxies. For example, labor-market wages are used for valuing people's timesavings and the value of a life. Surveys can estimate the willingness of people to pay for a public good or benefit or the satisfaction they would derive from it. Cost-benefit textbooks or cost-benefit analyses of other similar projects can provide guidance for valuing the benefits and costs.

If the major benefits and/or costs of the project are extremely difficult to quantify monetarily, then proceed to conduct a cost-effectiveness study. "Extremely difficult" means the quantification efforts would detrimentally delay the project, be costly to undertake, or provide low-quality, meaningless or misleading data. In this situation,

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<sup>1</sup> The agency may determine which costs and benefits are the "major" ones; at a minimum, costs that represent 10 percent or more of the total costs and benefits should typically be included.

perform the cost-effectiveness study, and explain why the cost benefit analysis is deemed inappropriate.

The benefits and costs should represent those actually resulting from the project and not simply transfers between parties or different geographical areas within the state. The individual benefit and cost variables should be mutually exclusive; do not count separately one type of benefit and also include it as part of another type of benefit or as a negative cost. The costs should include capital, ongoing/operational, and transitional costs.

**Time period.** Specify the span of years in which the benefits and costs occur. Explain why this timer period is the most appropriate one. Future benefit and cost estimates should reflect potential real changes in workload, inputs, or benefits. If the project has capital assets that have a useful life exceeding the time period of the CBA, calculate the residual values of the assets and include them as a benefit or negative cost.

**Comparison.** Compare the costs to benefits using one or more of the following methods: net present value. Costs-to-benefit ratio, or internal rate of return. If you use net present value or cost-to-benefit ratio methods, discount the future benefits and costs of the project using the interest rate that the state receives on its General Fund investments or pays for general obligation borrowing. If necessary, you may use a different interest rate, but explain why it is more appropriate than the state's interest rate. If the future costs and benefits are measured in constant dollars, use the real rate of interest (one that does not factor in inflation).

**Sensitivity analysis.** The cost and benefit calculations are estimates and may differ from the actual costs and benefits realized from the project. In the CBA, analyze the level of sensitivity between the conclusions reached to change in major costs and benefit estimates of variable factors considered. For example, the sensitivity analysis could show how the net present value changes if one major benefit is 10 percent higher or lower. The sensitivity analysis can vary the major benefits and costs one at a time or in combination.

## **COST-EFFECTIVENESS STUDY GUIDELINES**

A cost-effectiveness study is done in the same manner as a cost-benefit analysis, except that it compares several alternatives that achieve the same desired result, and therefore deliver the same overall benefits. A cost-effectiveness study only compares the costs of the alternatives because the perceived benefits are essentially the same, and the chosen alternative is the least costly one. For instance, an evaluation of Dell, IBM and Compaq computers presumes that they all compute, and perform the same basic functions. There is no preference for one computer over another because the benefits are essentially the same.

In the event the project under consideration is a public service or public project, for which monetary benefits are difficult to determine, evaluate whether or not this project is the least-costly alternative to achieving the desired public result or benefit.

In the final analysis, the project should be able to withstand scrutiny as the most cost-effective means to achieve a desired result when compared to any reasonable alternative.

**FOR IMMEDIATE RELEASE: Wednesday, August 24, 2005**

**CONTACTS:** Michael Schommer, Communications Director, 651-297-1629

### **MDA Commissioner Hugoson appoints Joe Martin as Assistant Commissioner** *Curt Zimmerman also named Livestock Development Specialist*

ST. PAUL, Minn. – Minnesota Department of Agriculture (MDA) Commissioner Gene Hugoson today announced the hiring of Joe Martin as Assistant Commissioner, and the appointment of Curt Zimmerman as Livestock Development Specialist. Martin and Zimmerman will assume their new duties next month.

A native Minnesotan, Martin has been Director of Congressional Relations for the American Farm Bureau Federation in Washington, D.C., since 2004. He has worked on conservation issues related to the federal farm bill, and has worked with congressional staff, federal officials and stakeholder organizations on implementation of farm bill programs. He also has worked on transportation issues such as the effort to modernize the nation's river navigation system. Previously, Martin had served as Associate Director of Public Policy for the Minnesota Farm Bureau, where he worked on trade, transportation, energy, tax and environmental issues.

In his new position as Assistant Commissioner at MDA, Martin's responsibilities will include administrative oversight of several department divisions. He will also help coordinate the state's input on the new federal farm bill Congress is expected to take up in 2006.

"The next farm bill will have a big influence on the future direction of agriculture in Minnesota and the country as a whole," Commissioner Hugoson said. "I am pleased that we will have Joe working to help make sure Minnesota farmers' needs and opportunities are addressed."

Commissioner Hugoson also announced that MDA Communications Coordinator Curt Zimmerman has accepted the position of Livestock Development Advisor for the agency. Zimmerman has recently served as a Communications Coordinator for the department. In making the announcement, Commissioner Hugoson said the livestock development position serves as an important link between MDA and the state's livestock industry.

"Animal agriculture employs nearly 100,000 Minnesotans and contributes \$10 billion to the state economy, so we place great importance on this position and the role it plays in helping build our livestock industry's competitive ability," Commissioner Hugoson said. "Zimmerman has more than 20 years of livestock experience and a solid understanding of the challenges faced by the state's livestock industry."

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This release is available on the MDA website at <http://www.mda.state.mn.us>





DATE: July 29, 2005

INFORMATIONAL BULLETIN  
ADMIN 05-12

TO: State Agency Heads

FROM: Dana B. Badgerow  
Commissioner

SUBJECT: Consideration of price in awarding and negotiating professional/technical contracts

**Background:**

Professional/technical contracts entered into by state agencies under the authority of Minnesota Statutes, section 15.061 are awarded subject to the state's "best value" statute (section 16C.06, subd. 6), which provides:

"Awards must be based on best value, which includes an evaluation of price, and may include other considerations including, but not limited to, environmental considerations, quality, and vendor performance. If criteria other than price are used, the solicitation document must state the relative importance of price and other factors."

Based on these legal requirements, standard solicitation documents list agencies' intended evaluation criteria, with an indication to prospective contractors as to their relative importance. Historically, price has often been a subordinate factor, with agencies placing significantly more emphasis on a contractor's qualifications, experience, and proposed work plan.

Professional/technical services are acquired using a request for proposal ("RFP") process as opposed to requesting bids. A significant feature distinguishing these two processes is the ability to negotiate proposals received in response to an RFP. It is such an important distinction that it is embedded in the definition under Minnesota law (section 16C.02, subd. 12) which reads:

"...RFP means a solicitation in which it is not advantageous to set forth all the actual, detailed requirements at the time of solicitation *and responses are subject to negotiation.*" (Emphasis added).

The Drive to Excellence recommendations identified professional/technical contracting as a significant area for reform, and one that has the potential to yield significant savings for the state if we refocus our efforts. In early April of this year, Governor Pawlenty confirmed these opportunities and issued Executive Order 05-07 which reads in part:

“All vendor selection evaluations conducted under Minnesota’s ‘best value’ statutes must consider price to be of significant importance, as prescribed by the Commissioner, unless otherwise provided by law.”

**Policy:**

It is the policy of the State of Minnesota to evaluate cost as a significant factor in “best value” determinations and assertively to negotiate pricing with its selected vendors. The cross-agency Drive to Excellence Sourcing Steering Committee has reviewed our policies and practices in this regard and recommends this new approach as reflected in this policy.

Based on Governor Pawlenty’s directive and the new state policy, the following changes to state procurement practices are established effective August 1, 2005:

1. When conducting an evaluation process where all responsive responders are scored based on their technical response and pricing, and all responsive responders will be eligible for contract award, price must comprise a minimum of 30 percent of the total available points. Agencies will be diligent in creating pass/fail minimum requirements in order to ensure that qualified contractors are selected.
2. When conducting a multi-tiered evaluation process (one where, after an initial evaluation of the technical proposals is complete, a short-list of the most qualified responders is identified and only that selected group of responders is eligible for award), price must comprise a minimum of 40 percent of the total available points.
3. In the event that an agency determines that a given procurement requires an exception to this minimum weighting of price as an evaluation factor, it will submit a written request for an exception, including its rationale, along with its contract certification form to the Department of Administration’s contract review staff. If federal laws or regulations require a procurement process that is inconsistent with these requirements, a blanket waiver applicable to those transactions will be approved.
4. State statutes allow the use of reverse auctions to obtain professional/technical services from computer consultants. In the event that a reverse auction is utilized as the only sourcing tool to establish price, these requirements do not apply. However, if the agency is conducting a complete paper process followed by a reverse auction (and reserving the right to award based on either method), these requirements do apply.
5. The Department of Administration will embark on a campaign through its normal communication channels and training events to reemphasize the expectation that price will be ambitiously negotiated as a routine step in the RFP and award process. Agencies will be expected to demonstrate these efforts and report successes upon request. Agencies are encouraged to assure that those in their agencies responsible for entering into professional/technical contracts are adequately trained in negotiation tactics and skills.

If you have questions regarding this policy or its implementation, please contact Kent Allin (Materials Management Director/Chief Procurement Officer) at 651.296.1442 or Betsy Hayes (Materials Management Staff Attorney) at 651.296.5942.



**DATE:** July 14, 2005

**INFORMATIONAL BULLETIN  
ADMIN 05-11**

**TO:** State Agency Heads  
State Agency Human Resources Directors  
State Legislature  
Senate Sergeant at Arms  
House Sergeant at Arms  
Congressionally Chartered Veterans' Organizations  
Supreme Court

**FROM:** Dana B. Badgerow  
Commissioner

**SUBJECT:** Capitol Complex Parking Lottery

The Department of Administration Plant Management Division (Admin PMD) will initiate the Capitol Complex parking lottery on Wednesday, July 20. The online lottery will be open through Wednesday, Aug. 10, and is intended to accommodate the parking needs of an anticipated 2,300 employees of the departments of Agriculture, Health and Human Services when they begin arriving on the Capitol Complex later this year.

The lottery serves two functions: to assign parking facilities for state employees and to develop waiting lists for parking facilities that are managed by Admin PMD. The following summarizes some of the key points for the lottery.

- The lottery is open to all state employees with work assignments in the Capitol Complex, including those who will be working in the Freeman, Andersen and State Lab buildings this fall.
- State employees currently without an Admin PMD parking contract, or with a temporary contract issued after June 1, 2005, should enter the lottery if they are interested in contract parking at a facility managed by Admin PMD. These employees may choose up to three facilities in the lottery selection. Information about available facilities is on the PMD web site, [www.admin.state.mn.us/pmd](http://www.admin.state.mn.us/pmd).
- State employees already contracting with Admin PMD for a Capitol Complex parking space do not need to enter the lottery to retain a stall in their assigned parking facility.

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However, these employees may enter the lottery if they are interested in parking at a facility other than the one they currently use. These employees can select up to two facilities in the lottery.

- The lottery results will be used to establish new waiting lists for parking facilities managed by Admin PMD (previous waiting lists were abolished with the adoption of the Capitol Complex Commuter Policy in May).
- Employees can enter the lottery only once; entering more than once will result in exclusion from the lottery.
- Parking will be assigned according to the priorities of the Capitol Complex Commuter Policy. These priorities are:
  1. Persons with disabilities who have been issued a Department of Public Safety Parking Certificate card or a Disability license plate
  2. Recognized van pool
  3. Recognized car pool
  4. Executive management parking
  5. State agencies for the conduct of official state business in the Capitol Complex
  6. Employees who are typically the only occupant of their vehicle when parking in the Capitol Complex
  7. Vendors with a business need in the Capitol Complex
- Each lottery participant will be assigned a registration number. Employees should **record this number** and their facility selections and keep them in a convenient location. The registration number will be the only way employees will be able to check their position on the parking facility assignment and waiting lists when these are posted on the web site.
- Employees who do not receive an assignment for one of their preferred parking facilities will be contacted by Admin PMD and will be offered parking at an available facility. Their name will also remain on the waiting lists that will be developed from the lottery results.

The Admin PMD web site features a variety of materials about commuting options, parking and the lottery, including a listing of the number of parking stalls that are currently available in parking facilities. The web site will also include a link to the lottery beginning July 20.

The lottery will be open for a three-week period, from Wednesday, July 20, through Wednesday, August 10. The lottery results will be determined through a random selection process conducted by an independent third party. Agencies should make arrangements for participation in the lottery by employees who will be out of the office during the lottery, as well as for employees, if any, without personal computer and Internet access.

We ask that you communicate this information to your affected employees as soon as possible.



If you have questions, please check the PMD web site, [www.admin.state.mn.us/pmd](http://www.admin.state.mn.us/pmd). Questions can also be e-mailed to [pmd.comments@state.mn.us](mailto:pmd.comments@state.mn.us).

Thank you.



**DATE:** June 30, 2005

**TO:** State Agency Heads

**INFORMATIONAL BULLETIN  
ADMIN 05-10**

**FROM:** Dana B. Badgerow  
Commissioner

**SUBJECT:** State Land Sales

The 2005 Legislature passed legislation (see attached H.F. 1481, Article 2, Section 45) requiring the Commissioner of Administration to coordinate with the head of each department or agency having control of state-owned land to identify and sell at least \$6,440,000 state-owned land. Additionally, if the total of all money deposited into the general fund from proceeds of the sale of land is anticipated to be less than \$6,440,000, the governor must allocate the amount of the difference as reductions to general fund operating expenditures for other executive agencies for the biennium ending June 30, 2007.

Selling real estate is a time consuming process involving appraisals, assessments and marketing. It is the Department of Administration's intent to expeditiously pursue the implementation of the sale process to meet the June 30, 2007, goal.

In an effort to commence the process, please notify the Department of Administration, Real Estate Management Division by July 30, 2005, of whether or not you have property under the control of your department or agency that can be offered for sale. If your agency has such property, please identify the property by description, location, size and estimated value if you have value information on the property. A representative from the Real Estate Management Division will contact your designee to review the disposition process shortly after July 30, 2005.

In addition, we will keep you apprised of decisions made regarding general fund budget reductions in the event that proceeds from the sale of land is anticipated to be less than \$6,440,000.

Please contact Wayne Waslaski of the Real Estate Management Division at 651.296.2278 if you have any questions regarding this matter.

Thank you for your cooperation and assistance.

Sec. 45. [SALE OF STATE LAND.]

55.13 Subdivision 1. [STATE LAND SALES.] The commissioner of  
55.14 administration shall coordinate with the head of each department  
55.15 or agency having control of state-owned land to identify and  
55.16 sell at least \$6,440,000 of state-owned land. Sales should be  
55.17 completed according to law and as provided in this section as  
55.18 soon as practicable but no later than June 30, 2007.

55.19 Notwithstanding Minnesota Statutes, sections 16B.281 and  
55.20 16B.282, 94.09 and 94.10, or any other law to the contrary, the  
55.21 commissioner may offer land for public sale by only providing  
55.22 notice of lands or an offer of sale of lands to state  
55.23 departments or agencies, the University of Minnesota, cities,  
55.24 counties, towns, school districts, or other public entities.

55.25 Subd. 2. [ANTICIPATED SAVINGS.] Notwithstanding Minnesota  
55.26 Statutes, section 94.16, subdivision 3, or other law to the  
55.27 contrary, the amount of the proceeds from the sale of land under  
55.28 this section that exceeds the actual expenses of selling the  
55.29 land must be deposited in the general fund, except as otherwise  
55.30 provided by the commissioner of finance. Notwithstanding  
55.31 Minnesota Statutes, section 94.11 or 16B.283, the commissioner  
55.32 of finance may establish the timing of payments for land  
55.33 purchased under this section. If the total of all money  
55.34 deposited into the general fund from the proceeds of the sale of  
55.35 land under this section is anticipated to be less than  
55.36 \$6,440,000, the governor must allocate the amount of the  
56.1 difference as reductions to general fund operating expenditures  
56.2 for other executive agencies for the biennium ending June 30,  
56.3 2007.

56.4 Subd. 3. [SALE OF STATE LANDS REVOLVING LOAN  
56.5 FUND.] \$290,000 is appropriated from the general fund in fiscal  
56.6 year 2006 to the commissioner of administration for purposes of  
56.7 paying the actual expenses of selling state-owned lands to  
56.8 achieve the anticipated savings required in this section. From  
56.9 the gross proceeds of land sales under this section, the  
56.10 commissioner of administration must cancel the amount of the  
56.11 appropriation in this subdivision to the general fund by June  
56.12 30, 2007.



**DATE:** June 27, 2005

**TO:** State Agency Heads

**FROM:** Dana B. Badgerow  
Commissioner

**REVISED**  
**INFORMATIONAL BULLETIN**  
**ADMIN 05-09**

**SUBJECT:** Notice to Providers of Critical Services

Admin's Informational Bulletin 05-08 (revised June 23, 2005) provided a boilerplate letter to use with contractors, vendors and grantees in preparation for a potential state government shutdown. It indicated that modifications or a separate letter would be required for vendors providing critical state functions.

Attached is a modified version of the letter for use when ALL of the following conditions apply:

- The agency has determined that contracted goods or services are critical to life, health or safety; AND
- Not-yet-appropriated General Fund dollars are the anticipated source of payment to the contractor/vendor; AND
- The agency is requesting that the contractor/vendor continue to provide goods and services pending resolution of the budget issues.

~~For legal reasons, we are being advised to ensure that agencies are not guaranteeing payment—even for critical services. The paragraph in the attached letter beginning “This agency believes that the goods, services or utilities...” has been carefully crafted to communicate the appropriate message at this point in time.~~

Attachment

DEPARTMENT LETTERHEAD

June x, 2005

Dear Contractors, Vendors and Grantees:

Re: Potential Temporary Suspension of State Contract Performance

We are writing because your organization has a relationship with this agency either under a current contract with an expiration date after June 30, 2005, or a new contract that is to become effective on or after July 1, 2005.

As you may know, the Minnesota State Legislature adjourned May 23, 2005, without appropriating money to fund the continuing operations of state government for the fiscal year beginning July 1, 2005. Although talks continue among legislative conferees, there can be no assurance that agreements will be reached prior to July 1 will result in fund appropriations.

This agency operates on a biennial budget. Funds are appropriated by the Minnesota Legislature every two years, with each fiscal year beginning on July 1 and ending on June 30 of the following calendar year. Our current biennial budget is due to end after June 30, 2005. In the absence of legislation specifically appropriating funds for the continuing operations of the agency for the next biennium, we will have ~~no or very~~ limited authority to expend or release funds to pay for goods or services after June 30, 2005.

This agency believes that the goods, services or utilities provided by the above-referenced contract are critical to the life, health or safety functions of state government. In the event that funds have not been appropriated by June 30, 2005, this agency ~~has requested that the Offices of the Governor and Attorney General take all appropriate action to seek to ensure continuation of critical state functions. While we can make no guarantee that these efforts will be successful, this~~ agency requests that you continue to provide these critical contract services pending resolution of the state's budget. A court order of June 23, 2005, requires the state to continue to "issue checks and process funds as necessary to pay for such obligations so that the core functions of government can be discharged." We sincerely hope that the necessary appropriations are made soon and that any inconvenience to your organization will be minimal. We will appreciate your cooperation during this difficult period.

Please direct any questions to (name) (title) at (phone number) or (e-mail address).

Sincerely



**DATE:** June 15, 2005

**INFORMATIONAL BULLETIN  
ADMIN 05-09**

**TO:** State Agency Heads

**FROM:** Dana B. Badgerow  
Commissioner

**SUBJECT:** Notice to Providers of Critical Services

Admin's Informational Bulletin 05-08 (dated June 3, 2005) provided a boilerplate letter to use with contractors, vendors and grantees in preparation for a potential state government shutdown. It indicated that modifications or a separate letter would be required for vendors providing critical state functions.

Attached is a modified version of the letter for use when ALL of the following conditions apply:

- The agency has determined that contracted goods or services are critical to life, health or safety; AND
- Not-yet-appropriated General Fund dollars are the anticipated source of payment to the contractor/vendor; AND
- The agency is requesting that the contractor/vendor continue to provide goods and services pending resolution of the budget issues.

For legal reasons, we are being advised to ensure that agencies are not guaranteeing payment – even for critical services. The paragraph in the attached letter beginning “This agency believes that the goods, services or utilities...” has been carefully crafted to communicate the appropriate message at this point in time.

Attachment

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DEPARTMENT LETTERHEAD

June x, 2005

Dear Contractors, Vendors and Grantees:

Re: Potential Temporary Suspension of State Contract Performance

We are writing because your organization has a relationship with this agency either under a current contract with an expiration date after June 30, 2005, or a new contract that is to become effective on or after July 1, 2005.

As you may know, the Minnesota State Legislature adjourned May 23, 2005, without appropriating money to fund the continuing operations of state government for the fiscal year beginning July 1, 2005. Although talks continue among legislative conferees, there can be no assurance that agreements will be reached prior to July 1 will result in fund appropriations.

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This agency believes that the goods, services or utilities provided by the above-referenced contract are critical to the life, health or safety functions of state government. In the event that funds have not been appropriated by June 30, 2005, this agency has requested that the Offices of the Governor and Attorney General take all appropriate action to seek to ensure continuation of critical state functions. While we can make no guarantee that these efforts will be successful, this agency requests that you continue to provide these critical contract services pending resolution of the state's budget. We sincerely hope that the necessary appropriations are made soon and that any inconvenience to your organization will be minimal. We will appreciate your cooperation during this difficult period.

Please direct any questions to (name) (title) at (phone number) or (e-mail address).

Sincerely



**REVISED**

**DATE:** June 23, 2005

**INFORMATIONAL BULLETIN  
ADMIN 05-08**

**TO:** State Agency Heads

**FROM:** Dana B. Badgerow  
Commissioner

**SUBJECT:** Contractor, Vendor and Grantee Notification

As part of the contingency planning for a potential partial state government shutdown after June 30, an announcement will be published in the June 13 State Register notifying contractors, vendors and grantees of the potential temporary suspension of some agreements. In addition to this general notification, please review your current relationships with agency contractors, vendors and grantees. An individualized letter should be sent to each from your agency if your agency's funding is not yet secured, and you have an ongoing business relationship that could be expected to continue into the next biennium.

The attached notification template should be used. For legal reasons, modifications should be minimized and, to the extent possible, limited to the following circumstances:

- The contract requires performance of critical state functions. For planning purposes, the following definition is being used:
  - "Critical" means (a) "actual or imminent serious threat to health or safety of persons, or (b) that "has resulted or is likely to result in catastrophic loss to property or the environment"
  - A critical function addresses imminent life, health and safety issues
  - Support services that are both directly related to these functions and that are absolutely necessary for the continuation of these functions are included.

**OR**

- ~~The project would yield significant penalties to the state for contract suspension, AND for which~~ Payments are not state appropriation dependent.

If either of these circumstances exists, you must either state that in the notification letter, or be prepared to send an additional "separate letter" – as referenced in the fifth paragraph of the attachment – at a later date, but prior to July 1, 2005.

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You may also choose to address special circumstances or considerations that are necessary for a smooth suspension or transition, in addition to the text provided.

Additionally, if your agency relies on any statewide contracts for goods or services that are administered by Admin and that are essential for your agency to provide “critical state functions” as defined above, please notify the Materials Management Director, Kent Allin at [kent.allin@state.mn.us](mailto:kent.allin@state.mn.us). Admin will notify those contract holders of the state’s expectations beyond July 1, 2005.

Attachment – Notification template 06.03.05

## DEPARTMENT LETTERHEAD

June X, 2005

To: Contractors, Vendors and Grantees

Re: Potential Temporary Suspension of State Contract Performance

We are writing because your organization has a relationship with this agency either under a current contract with an expiration date after June 30, 2005, or a new contract that is to become effective on or after July 1, 2005.

As you may know, the Minnesota State Legislature adjourned May 23, 2005, without appropriating money to fund many of the operations of state government for the fiscal year that begins July 1, 2005. The Legislature is currently in Special Session and continues to work toward agreements for the new biennium.

This agency operates on a biennial budget. Funds are appropriated by the Minnesota Legislature every two years, with each fiscal year beginning on July 1 and ending on June 30 of the following calendar year. Our current biennial budget is due to end after June 30, 2005. In the absence of legislation specifically appropriating funds for the continuing operations of the agency for the next biennium, we will have no or very limited authority to expend or release funds to pay for goods or services after June 30, 2005. In this event, expenditures will be limited to fund or support only critical life, health, and safety functions of state government.

While we expect the Legislature to complete its work in time to avoid a disruption to our operations, we must advise all contractors, vendors and grantees that in the absence of legislatively authorized appropriations as of July 1, 2005, all work, activity and performances under our contracts must be suspended as of that date, pending authorized appropriations, as will all payments required of this agency under those contracts.

In the event that any contract concerns a critical state function, as described above, you will be notified by separate letter, publication, bulletin or other appropriate means.

We will work to keep you informed of progress regarding legislative authorization of appropriations, and we will make every reasonable effort to issue public notices promptly when budgets are approved and contract performance may be resumed. We do suggest that you monitor state web sites, bulletins and media publications for further information.

Sincerely,



**DATE:** June 3, 2005

**INFORMATIONAL BULLETIN  
ADMIN 05-08**

**TO:** State Agency Heads

**FROM:** Dana B. Badgerow  
Commissioner

**SUBJECT:** Contractor, Vendor and Grantee Notification

As part of the contingency planning for a potential partial state government shutdown after June 30, an announcement will be published in the June 13 State Register notifying contractors, vendors and grantees of the potential temporary suspension of some agreements. In addition to this general notification, please review your current relationships with agency contractors, vendors and grantees. An individualized letter should be sent to each from your agency if your agency's funding is not yet secured, and you have an ongoing business relationship that could be expected to continue into the next biennium.

The attached notification template should be used. For legal reasons, modifications should be minimized and, to the extent possible, limited to the following circumstances:

- The contract requires performance of critical state functions. For planning purposes, the following definition is being used:
  - "Critical" means (a) "actual or imminent serious threat to health or safety of persons, or (b) that "has resulted or is likely to result in catastrophic loss to property or the environment"
  - A critical function addresses imminent life, health and safety issues
  - Support services that are both directly related to these functions and that are absolutely necessary for the continuation of these functions are included.
- The project would yield significant penalties to the state for contract suspension, AND for which payments are not state appropriation dependent.

If either of these circumstances exists, you must either state that in the notification letter, or be prepared to send an additional "separate letter" – as referenced in the fifth paragraph of the attachment – at a later date, but prior to July 1, 2005.

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You may also choose to address special circumstances or considerations that are necessary for a smooth suspension or transition, in addition to the text provided.

Additionally, if your agency relies on any statewide contracts for goods or services that are administered by Admin and that are essential for your agency to provide “critical state functions” as defined above, please notify the Materials Management Director, Kent Allin at [kent.allin@state.mn.us](mailto:kent.allin@state.mn.us). Admin will notify those contract holders of the state’s expectations beyond July 1, 2005.

Attachment – Notification template 06.03.05

## DEPARTMENT LETTERHEAD

June X, 2005

To: Contractors, Vendors and Grantees

Re: Potential Temporary Suspension of State Contract Performance

We are writing because your organization has a relationship with this agency either under a current contract with an expiration date after June 30, 2005, or a new contract that is to become effective on or after July 1, 2005.

As you may know, the Minnesota State Legislature adjourned May 23, 2005, without appropriating money to fund many of the operations of state government for the fiscal year that begins July 1, 2005. The Legislature is currently in Special Session and continues to work toward agreements for the new biennium.

This agency operates on a biennial budget. Funds are appropriated by the Minnesota Legislature every two years, with each fiscal year beginning on July 1 and ending on June 30 of the following calendar year. Our current biennial budget is due to end after June 30, 2005. In the absence of legislation specifically appropriating funds for the continuing operations of the agency for the next biennium, we will have no or very limited authority to expend or release funds to pay for goods or services after June 30, 2005. In this event, expenditures will be limited to fund or support only critical life, health, and safety functions of state government.

While we expect the Legislature to complete its work in time to avoid a disruption to our operations, we must advise all contractors, vendors and grantees that in the absence of legislatively authorized appropriations as of July 1, 2005, all work, activity and performances under our contracts must be suspended as of that date, pending authorized appropriations, as will all payments required of this agency under those contracts.

In the event that any contract concerns a critical state function, as described above, you will be notified by separate letter, publication, bulletin or other appropriate means.

We will work to keep you informed of progress regarding legislative authorization of appropriations, and we will make every reasonable effort to issue public notices promptly when budgets are approved and contract performance may be resumed. We do suggest that you monitor state web sites, bulletins and media publications for further information.

Sincerely,



**DATE:** May 20, 2005

**INFORMATIONAL BULLETIN**  
**ADMIN 05-07**

**TO:** State Agency Heads  
State Agency Human Resources Directors  
State Legislature  
Senate Sergeant at Arms  
House Sergeant at Arms  
Congressionally Chartered Veterans' Organizations

**FROM:** Dana B. Badgerow  
Commissioner

**SUBJECT:** Capitol Complex Commuter Policy

On March 14, 2005, the Department of Administration (Admin) issued a draft Capitol Complex Commuter Policy. Our primary goal in this policy is the safe and efficient commuting of state employees, vendors and the public working in or visiting Capitol Complex buildings. After consideration of a wide range of input, and after balancing a host of priorities, we have now finalized the policy and it is included with this memo.

After the release of the draft policy, we initiated a four-week comment period that resulted in more than 500 e-mails from state employees and managers. Most of the comments focused on the availability of parking in anticipation of the arrival of approximately 2,300 state employees when three new Capitol Complex buildings open this fall. The comments covered a wide variety of concerns (the question-and-answer document on the Admin web site, [www.admin.state.mn.us](http://www.admin.state.mn.us), addresses the key points), but focused mainly on four themes. These themes, along with follow-up, are below.

- **Grandfathering of current Capitol Complex parking contract holders now using facilities managed by Admin.** Current Capitol Complex parking contract holders will retain their contracts. The policy working group focused on managing the anticipated increase in demand for services with the opening of the three new buildings including an array of additional, new parking options, as well as encouraging transportation options other than single occupancy commuting. We want to assure you that, through these options of State-owned and new leased facilities, we *will* meet the anticipated need.
- **Utilizing state service seniority in the parking assignment lottery.** Admin will hold a one-time lottery this summer for available parking stalls in our expanded offering of

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State-owned and leased facilities. Parking historically has been managed on a first-come, first-served basis. Admin determined that this precedent should also govern the lottery.

- **Transportation between parking facilities and work locations.** Metro Transit's extensive service in the St. Paul downtown area provides the opportunity to utilize existing resources. Admin's objective is to move people between their work locations and satellite parking facilities at the start and end of the workday. Negotiations are currently underway for satellite parking facilities that are on a direct bus route (transfers wouldn't be necessary) to and from the Capitol Complex.
- **The availability of visitor parking.** More than 500 visitor parking stalls will be available in facilities managed by Admin. Additional visitor parking is available at private parking facilities located within five blocks of the new Capitol Complex buildings, as well as at parking meters on city streets.

Admin is taking a comprehensive approach toward maximizing State-owned and State-leased parking facilities and encouraging commuting options and is in the process of developing resources that will assist employees and others who request parking. To help in this effort, effective June 1, 2005, all new Admin PMD parking contracts will be issued on a temporary basis. Permanent facility assignments will be determined through a lottery that will be held this summer.

The final Capitol Complex Commuter Policy has been revised from the draft that you received in March. The changes are minor and mostly intended to clarify aspects of the policy. For example, the applicability of the policy is now better defined in the introduction. Changes have also been made in the "Waiting List" section: Current Capitol Complex parking contract holders will be eligible for placement on two waiting lists, while employees without a contract can place their names on up to three lists. The previous limits were one and two, respectively.

I assure you that Admin will work hard to provide adequate parking in anticipation of the opening of the Freeman, Andersen and State Lab buildings. We have secured bonding for the expansion of Lot Q and the Centennial ramp. We continue to negotiate with the owners or agents of privately owned facilities. We are meeting with representatives from Metro Transit and other transportation groups to assure that commuting options such as busing and pooling are available and useable.

The guiding principles for the Capitol Complex Commuter Policy focus on equity and fairness, optimum utilization of our parking facilities, ensuring that all employees have access to transportation alternatives and, as always, employee safety. Some key elements regarding the policy are:

1. Current Capitol Complex parking contract holders (contracts managed by Admin Plant Management Division) will retain their existing parking.
2. Current parking facility waiting lists will be eliminated and new waiting lists will be established.

3. 'White Card' permits issued to current contract holders for facilities other than their assigned facility will be eliminated to maximize utilization of available parking.
4. New parking contracts will be assigned on a lottery basis to assure fairness, given user financing of all owned facilities. The lottery will be held in early summer.
5. Significant changes in the availability of accommodations for state agency vehicles. All agency parking contracts will be reviewed in light of our compelling shortage.

Admin anticipates starting the lottery application process for new parking contracts in June 2005. Applicants will be notified about the location of their parking stall beginning in July 2005. Admin will continue to keep you updated throughout this process.

Thank you for your patience, assistance and understanding.

c: Chuck Noerenberg





## CAPITOL COMPLEX COMMUTER POLICY

### I. INTRODUCTION

This policy is established by the Department of Administration (Admin) to provide for orderly and safe commuting for employees, vendors and the public while working at or visiting Capitol Complex buildings under the custodial control of Admin Plant Management Division (PMD) as well as the St. Paul Armory. For the purpose of this policy, the Capitol Complex is that part of the City of St. Paul defined in Minnesota Statutes Chapter 15B.02. For the purpose of this policy, employees are employees of the State Executive, Judicial and Legislative branches and the St. Paul Armory whose primary work location is in Capitol Complex buildings that are under the custodial control of Admin PMD.

The Commissioner of Administration will annually review and, if necessary, adjust rates to ensure the recovery of anticipated expenditures.

Commuter information is available on the PMD web site, [www.admin.state.mn.us/pmd](http://www.admin.state.mn.us/pmd).

### A. Parking Facilities

In accordance with Minn. Statutes 16B.58, the Commissioner of Administration shall operate and supervise state-owned parking facilities that are under the custodial control of Admin.

1. Parking facilities administered by Admin include the 14<sup>th</sup> Street Lot, Lot AA, Lot C, Lot F, Lot G, Lot H, Lot I, Lot J, Lot K, Lot Q, Lot X, Park Street Lot, 14<sup>th</sup> Street Ramp, Admin Ramp, Cedar Street Ramp and Centennial Ramp and facilities leased by Admin.
2. Parking facilities not administered by Admin include Lot B, Lot D, Lot L, Lot N, Lot O, Aurora Street, State Office Building Ramp, Judicial Garage and MnDOT Garage.

Facilities not administered by Admin are exempt from the Parking Assignment Priorities of this policy.

In accordance with Minnesota Statutes 16B.58, Subd. 6, the Legislature at the start of each legislative session determines its parking needs, which could affect the availability of parking facilities listed under Item 1, above.

**B. Commuter Options**

Admin supports and encourages a wide range of commuter options, including mass transit, car pools and van pools, motorcycling, bicycling and walking, for Capitol Complex commuters. The benefits of commuting options include decreased demand for new parking facilities, improved air quality and reduced traffic congestion.

**C. Safety and Security**

The Department of Public Safety/Capitol Security provides parking facility monitoring, security and escort services in the Capitol Complex through an inter-agency agreement with Admin. These services also include, but are not limited to, parking rule and speed limit enforcement; vehicle towing; and misuse, abuse and fraud investigation and prosecution.

**D. Payment**

Payment for parking services must be made through automatic payroll deduction for employees of entities that use the state SEMA4 payroll system, unless the employee elects to forego the pre-tax benefit.

Invoice customers can pay on a monthly or quarterly basis. Customers who are revoked for non-payment will be ineligible for services covered by this policy and placement on waiting lists for six months for the first incident and for one (1) year for the second incident. In all cases, the suspension commences on the date the account has been paid in full to PMD.

**II. COMMUTING OPTIONS**

**A. Single-Occupancy Vehicles**

Single-occupancy vehicles are passenger-type vehicles in which the operator is typically the only occupant when parking in the contract holder's designated parking facility. Only one contract is allowed per person, and the contract holder cannot be a registered participant in a Capitol Complex car or van pool.

When a single-occupancy vehicle contract holder is on an unpaid leave of absence, excluding military leave, of up to one (1) year, the parking stall will be re-assigned. The contract holder can retain parking privileges during their absence by continuing the terms of the parking contract, including payment. In the case of military leave, parking contracts will be placed on hold for employees assigned to military active duty for at least one (1) month and up to two (2) years. Upon the employee's return from military leave, the parking contract will be reinstated.

### **B. Metropass**

The Admin Metropass is a non-transferable picture identification bus card for unlimited trips on any Metro Transit regional bus route, including peak, express and downtown fare zones. Admin Metropass is available only to State Executive, Judicial and Legislative branch employees working in buildings under the custodial control of Admin PMD. Many suburban lines also honor the Metropass.

### **C. Van Pools**

1. All van pool members must be registered with Metro Commuter Services.
2. A van pool consists of at least five (5) people, including the driver.
3. At least three (3) van pool members must be employees as defined in this policy.
4. The van must be leased from Van Pool Services Inc. (VPSI) or its successor.
5. The driver and alternate driver must be at least 25 years of age.
6. The driver and alternate driver must have current valid drivers' licenses.
7. Only one (1) parking contract is allowed per van pool. All other van pool members are ineligible for a parking contract.
8. Van pool members must renew with Metro Commuter Services every six (6) months.
9. The parking service contract will be cancelled if eligibility is not maintained or if Metro Commuter Services identifies non-compliance with one or more of the requirements of registered van pools.
10. All Metro Commuter Services decisions are final.

If the van pool contract holder is on a leave of absence, the contract may be reassigned to an alternate member of the van pool. The alternate member's parking application form must be

completed prior to the effective date of the leave of absence of the original contract holder. Failure to follow this procedure will result in the loss of the van pool parking stall.

#### **D. Commuter Van Pools**

1. The Minnesota Legislature in 1984 authorized the creation of a state employee commuter van program for the purpose of conserving energy and alleviating traffic congestion around state offices. Admin's Travel Management Division administers the Commuter Van Pool program.
2. A Commuter Van Pool must have at least seven (7) passengers but no more than 15 passengers.
3. Only state employees designated as van pool drivers may use the van for personal purposes after working hours. Vans cannot be used at any time for partisan political activities.
4. Non-state employees may participate in this program if the driver and substitute driver are state employees and if a majority of the riders in the van are state employees.
5. This program is limited to geographic areas with limited public transportation between the residences of state employees and others and their employment locations.
6. All Travel Management Division decisions are final.

For more information, visit the TMD web site, [www.tmd.state.mn.us](http://www.tmd.state.mn.us).

#### **E. Car Pools**

1. A car pool consists of at least two (2) people, including the driver.
2. At least two (2) members must be employees as defined in this policy.
3. Only one (1) parking contract is allowed per car pool. All other car pool members are ineligible for parking contracts.
4. All car pool members must be registered with Metro Commuter Services.
5. Member registrations must be renewed every six (6) months through Metro Commuter Services.

6. The parking service contract will be cancelled if eligibility is not maintained or if Metro Commuter Services identifies non-compliance with one or more of the requirements of registered car pools.
7. All Metro Commuter Services decisions are final.

If the car pool contract holder is on a leave of absence, the contract may be reassigned to an alternate member of the car pool. The alternate member's parking application form must be completed prior to the effective date of the leave of absence of the original contract holder. Failure to follow this procedure will result in the loss of the car pool parking stall.

#### **F. Bicycles**

Admin provides bicycle racks and bicycle locker rentals at several facilities. Bicycle lockers are available on an annual contract basis on a space-available basis and are located at several parking facilities. Facilities with bicycle lockers include the Cedar Street Ramp, Centennial Ramp, State Office Ramp, Judicial Garage, 14th Street Ramp, Lot F and Lot G.

#### **G. Motorcycles**

Admin provides designated areas for contract motorcycle parking at several facilities, including Lot F, Lot G and the 14th Street Ramp. Motorcycle parking for parking contract holders is also permissible at lots and ramps with authorization from PMD.

#### **H. Motorized Personal Transit (MPT)**

Motorized personal transit typically involves a compact, electric-powered vehicle, such as a Segway™, intended for one person. MPT operators can use free bicycle racks, rent a bicycle locker or contract for a Segway™ space.

### **III. PARKING ASSIGNMENT PRIORITIES**

Parking contract assignments in the Capitol Complex are based on these priorities:

1. Persons with disabilities who have been issued a Department of Public Safety Disability Parking Certificate card or a Disability license plate.
2. Recognized van pool as defined in Section IIC or Section IID in this policy.
3. Recognized car pool as defined in Section IIE in this policy.

4. Executive management parking is individual contract parking for the following entities whose main offices are located in the Capitol Complex: State Agency Commissioner offices; Congressionally chartered veterans' organizations; Constitutional officers; and state councils, boards and commissions. Parking contracts will be allocated to individuals as follows:
  - a. Congressionally chartered veterans' organizations – one (1) contract.
  - b. Constitutional offices – the total number of contracts in force on the effective date of this policy as determined by PMD.
  - c. State Agency Commissioner offices – up to five (5) contracts for cabinet-level agencies and up to three (3) contracts for non-cabinet-level agencies.
  - d. State Councils, Boards and Commissions – one (1) contract.
5. State agencies for the conduct of official state business in the Capitol Complex. PMD will review the number of state agency parking contracts every six (6) months.
6. Employees, as defined in this policy, who are typically the only occupant of their vehicle when parking in the Capitol Complex.
7. Vendors with a business need in the Capitol Complex.

#### IV. WAITING LISTS

PMD will maintain facility-specific waiting lists as necessary. Parking will be assigned based on the priorities established in this policy in the order in which waiting list applications are received.

Waiting list criteria are:

- An employee or vendor *without* a parking facility contract is eligible for placement on three (3) parking facility waiting lists. If the individual declines an offer for parking, that person's name will be removed from that waiting list.
- An employee or vendor *with* a parking facility contract is eligible for placement on two (2) parking facility waiting list. If the individual declines an offer for parking, that person's name will be removed from that waiting list.

*Car pools and van pools* – When a vacancy exists, the individual first on the van pool/car pool waiting list will have five (5) business days to provide a verifiable list of pool members to Metro Commuter Services. If the individual cannot present a verifiable pool list, that individual's name

will be removed from the waiting list and the next individual on the list will have five (5) business days to present a verifiable list of pool members to Metro Commuter Services. The Commuter Van Pool Program operated by Travel Management Division is exempt from this provision. Once that individual receives notification, the individual must advise Parking Services within three (3) business days whether they will or will not contract for the stall.

*Single occupancy vehicles* – When a vacancy exists, PMD will notify the individual first on the list. Once that individual receives notification, the individual must advise Parking Services within three (3) business days whether they will or will not contract for the stall.

## **V. VISITOR AND SHORT-TERM PARKING**

Visitor parking is available at several facilities throughout the Capitol Complex. Admin maintains more than 500 meter-controlled parking spaces for Capitol Complex visitors.

1. **Daily or Short-Term Permit Parking** – Parking that is available on a first-come, first-served basis by permit issued through PMD. Daily or Short-Term Permit Parking is not a substitute for monthly contract parking. Abuse of Daily or Short-Term Permit Parking will result in the denial of daily or short-term parking permits. Permits are non-refundable and are limited to two (2) weeks in duration. Permits may be requested up to six (6) months in advance.
2. **Metered Parking** – Parking at meters located at state-owned parking facilities intended for temporary public parking, including public parking for persons with disabilities.
3. **Multi-Meter Parking** – Contract parking for vendors with frequent business in multiple buildings in the Capitol Complex. A Multi-Meter Parking Permit allows parking at designated state-owned meters in the Capitol Complex on a space-available basis.

## **VI. PARKING CONTRACT TRANSFER BETWEEN INDIVIDUALS IS PROHIBITED**

This policy prohibits sub-letting an Admin-managed Capitol Complex parking contract.

## **VII. CONTRACT ABUSE, MISUSE AND FRAUD**

Violations of this policy and/or contract misuse, abuse or fraud will result in the suspension of service availability for one (1) year for the first incident and two (2) years for the second incident. The individual's name will also be removed from all waiting lists. Misuse, abuse or fraud could also result in criminal charges and an order for restitution and/or a report to the individual's employer, which could result in dismissal.





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**DATE:** May 13, 2005 **POLICY & PROCEDURE**  
**ADMIN 05-06**

**TO:** Agency Heads

**FROM:** Dana B. Badgerow   
Commissioner

**SUBJECT:** State Designer Selection Board Project Initiation Form

I am pleased to announce that with the assistance from the State Architect's Office a new standardized Project Initiation Form has been created and will be available on the State Designer Selection Board's (SDSB) web site ([www.sao.admin.state.mn.us/sdsb](http://www.sao.admin.state.mn.us/sdsb)) under "forms." [www.sao.admin.state.mn.us/sdsb](http://www.sao.admin.state.mn.us/sdsb)

In hopes of speeding up and simplifying the project initiation process, this form was created and should be used by all state agencies/U of M. For cost recovery, you will be billed for the Board's per diem, mileage and lunches from Admin/FMR, billed directly from the State Register for publication and billed directly from Admin/PMD for the Board's parking. You should continue to contact the Executive Secretary for scheduling shortlisting and interview/selection dates. Please use the RFP template that is on the SDSB web site for your project.

If you have questions, please address them to our new SDSB Executive Secretary, Mary Golike, at 651.296.4656.

c: Nicky Giancola, Assistant Commissioner  
Jim Lammers, Chair, SDSB  
Heidi Myers, State Architect, SAO  
Mary Golike, Executive Secretary, SDSB

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**DATE:** May 10, 2005 **INFORMATIONAL BULLETIN**  
**ADMIN 05-05**

**TO:** Agency Heads

**FROM:** Keith D. Payden   
State CIO

**SUBJECT:** Website Security Review

On April 25, 2005, I communicated to you the Governor's directive of conducting a security review on all the executive branch websites and that we assembled a team of key State security professionals to assist in developing a plan to deliver on this directive. One of the identified steps was to complete a Request for Information (RFI) to determine a business partner to perform the security review. That activity has been completed and a contract to perform this work has been awarded to EDS (Electronic Data Systems). The business value we will achieve from the Governor's directive to perform this security review will be to improve the security of Minnesota's web servers and provide an assurance level of the servers' security as we expand our delivery of services using web technology.

We are communicating today to inform all agencies of the current status of our security review of websites. The security review project began today with a kickoff meeting with the EDS Project Manager and the Security Team assembled under my direction as the State CIO. The security review project plan is to complete the four phases of scanning activities by the end of this month. These scans will be conducted by EDS remotely and 24/7 to ensure completion within our aggressive timeframe.

There will be an increase in network activity during the month of May as these scans are performed. **Please inform the appropriate Network, Systems and Security Administrators within your agency of this effort.** They need to know that the increase of scanning activity is only authorized from the EDS Penetration Laboratory, which is using the following IP network range: 38.203.218.32/27 from machines with identities 38.203.218.33-64. Any observed increases in scanning activity outside this authorized range should be considered unauthorized and appropriate action taken to block the traffic.

The four phases within this scanning effort are as follows:

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#### Phase I: Port Scanning and Device Identification

The Security Assessment Team will run a port scan of the environment, checking for responsive hosts and accessible services. The EDS team will scan for TCP and UDP based services. They will identify services, and where applicable, identify service versions that are found running on responsive hosts and then perform operating system identification.

#### Phase II: Vulnerability Scanning

EDS will use a variety of automated and commercially available tools to probe the specified website servers for security vulnerabilities, known software bugs, configuration problems, and unnecessary services.

#### Phase III: Application Scanning

EDS will perform vulnerability scanning using automated Web application scanning tools that test for the majority of common problems, miss-configurations, and vulnerabilities associated with Web application software. Application scanning seeks to identify, analyze, and mitigate security vulnerabilities and exposures related to the application architecture, authentication, connection management, configuration, patching, and coding practices.

#### Phase IV: Advanced Techniques

EDS will utilize the latest known techniques on the vulnerabilities identified in earlier phases of this assessment to determine whether these vulnerabilities could be directly exploitable and may allow unauthorized access. After completion of the above activities and in conjunction with State of Minnesota personnel, EDS will develop a remediation plan for the State of Minnesota to assist in prioritization of detected vulnerabilities and the appropriate fixes.

Your continued support and help is appreciated as we move together toward a security architecture and its management that serves the needs of the entire State of Minnesota enterprise.

c: Security Team  
Dana Badgerow, Commissioner of Administration  
Linda Finley, Office of Technology  
Dan Johnson, Public Safety  
Jack Yarbrough, InterTech



**DATE:** February 23, 2005

**INFORMATIONAL BULLETIN  
ADMIN 05-02**

**TO:** Agency Heads

**FROM:** Dana B. Badgerow  
Commissioner

**SUBJECT:** Management Analysis Division is now Management Analysis & Development

The Department of Administration's Management Analysis Division (MAD) has changed its name to more accurately reflect its expanded services and responsibilities. The new name, Management Analysis & Development, is effective February 18, 2005.

The name change is right for several reasons. MAD has for a long time offered much more than analysis. As the demands on public managers and decision-makers increased, MAD's services evolved to the point that the division's name no longer fit.

The 2003 merger with Minnesota's Training and Development Resource Center (TDRC), formerly in the Department of Employee Relations, greatly increased MAD's ability to bring training and development solutions to client organizations and made a name change even more necessary.

In its "Government Performance Project – Grading the States 2005," Governing Magazine praised the merger as a big step toward improving training and development in state government.

MAD offers a wide range of consulting and training services to state and local government and higher education. The organization's professional consultants have worked on hundreds of projects with nearly every department and agency and many boards, units of local government and higher education institutions. The training staff assists government and its employees in making the most of the talents, abilities and skills of public servants. Course offerings have included everything from effective leadership to accelerating innovation.

MAD's offerings include:

- Business process redesign and reengineering;
- Organization and program evaluation, best practices identification, analytical studies, grant writing and survey research;
- Training, curriculum development and online service delivery;

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- Organization development, change management, management coaching, staff development and team effectiveness;
- Organization structure and staffing redesign, roles and responsibilities clarification and communications plans; and
- Meeting design and facilitation, strategic and operational planning processes and stakeholder feedback.

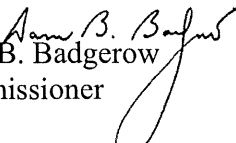
For more information, check MAD's web site, <http://www.admin.state.mn.us/mad/index.htm>, or call Judy Plante at 651.297.3904.



DATE: January 24, 2005

INFORMATIONAL BULLETIN  
ADMIN 05-01

TO: Agency Heads

FROM:   
Dana B. Badgerow  
Commissioner

SUBJECT: 2004 Recycling Collection Survey

The Department of Administration (Admin) requests your agency's assistance with the annual recycling collection survey for 2004. We are e-mailing a copy of this correspondence to your recycling contacts at each agency location for them to complete and return to Admin. A list of agency recycling contacts that work with Admin's Resource Recovery Office is included for your reference.

**Completed surveys should be received by the Resource Recovery Program no later than Friday, February 18, 2005, by e-mailing them to [jeff.anderson@state.mn.us](mailto:jeff.anderson@state.mn.us), faxing them to 651.282.2740, or mailing them to the Resource Recovery Program, Administration Building, 50 Sherburne Avenue, Room G-10, St. Paul, MN 55155.**

Minn. Stat. §115A.15 subd.9 requires that each state agency in the metropolitan area work toward individually achieving a 60 percent recycling goal. Agency responses to the *Recycling Data Input Form* (attached) are used to publish the *Recycling Recovery Rates of Metropolitan Offices and Operations* (visible at <http://www.rro.state.mn.us/Rates.htm>.)

Admin provides this recycling rate report to agencies to advise them of their progress and it is forwarded to the Office of Environmental Assistance for reporting to the Legislature. These statutes also require Admin to notify agencies if recycling goals are not met and to communicate recycling expectations and opportunities. State agencies not achieving the recycling goal should explore their recycling opportunities. Options to explore include the following:

- Contact the Resource Recovery Office at 651.296.2397 for waste reduction and recycling technical assistance;
- Contact the Minnesota Office of Environmental Assistance Clearinghouse at 651.296.3417 to request waste reduction and recycling publications; or
- Contact your county staff, listed in the "Contacts List" attachment, for information.

Thank you for your participation.

Attachments  
c: agency recycling contact

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## AGENCY RECYCLING CONTACTS

Administration Department, Lisa Blue  
Administrative Hearings, Susan Schleisman  
Accountancy Board, Dennis Poppenhagen  
Agriculture Department, Claudia Furlong  
Amateur Sports Commission, Joan Crolius  
American Legion, Lyle R. Foltz  
American Legion Aux., Eleanor Johnson  
Architecture, Eng., Surv., Landscape Board, Andrea Barker  
Arts Board, James Dusso  
Asian Pacific Council, Jovita Bjoraker  
Attorney General, Melody Cyilkowski  
Auditor's Office, Julie Shiek  
Barbers Examiners Board, Maureen Tibbetts  
Black Minnesotans Council, Elina Woods  
Boxing Board, Geraldine Kasprzak  
Capitol Area Arch. and Planning Board, Paul Mandell  
Center for Arts Education, Bob Raiolo  
Chicano Latino Affairs Council, Rachel Ramirez  
Chiropractic Examiners Board, Lori Blanski  
Commerce Department, Karen Santori  
Corrections Department, Pat Wewers  
Dentistry Board, Nancy Skoog  
Dietetics and Nutrition Practice Board, Laurie Mickelson  
Disabled American Veterans, Mary Prokop  
Education Department, Sharon Basco  
Employment and Economic Development Dept., Annette Selbitschka  
Electricity Board, Gail Peterson  
Employee Relations Department, Larry Bastian  
Environmental Assistance Office, Glen Meyer  
Finance Department, Carole Charbonneau  
Gambling Control Board, Deb Hellenberg  
Governor's Office, Paula Brown  
Health Department, Art Newberg  
Higher Education Service Office, Janice Cheetham  
Historical Society, Richard Miller  
Housing Finance Agency, Eric Mattson  
Human Rights Department, Karen Francois  
Human Services Department, Joe Dotson  
Indian Affairs Council, Sharon Romano  
Investment Board, Nancy Wold  
Judicial Stands Board, Deborah Flanagan  
Labor and Industry Department,  
Law Library, Jan Watson  
Lawyers Prof. Responsibility Board, Joanne Daubenspeck  
Legislative Advisory Commission, John Gunyou  
Legislative Auditor, Jean Barnhill  
Legislative Coordinating Commission, Chad Thuet  
Legislative Commission, Economic Status of Women,  
Cheryl Holman

Legislative Commission, Minnesota Resources, Mary Lou Kendle  
Legislative Reference Library, Lisa Knoop  
Legal Certification, Debra Godbout  
Marriage and Family Therapy Board, Nancy Obrien  
Mediation Services, Carol Clifford  
Metropolitan Council, Mike Nevala  
Military Affairs, Gary Bloedel  
Minnesota Sentencing Guidelines Commission, Cheryl Dewolf  
Minnesota State Colleges and Universities, Carol Zwinger  
Minnesota Veterans Home, Gary Hall  
Natural Resources Department, Dave Kircher  
Nursing Board, Sheryl Meyer  
Nursing Home Administrators, Joann Benesh  
Ombudsman for Families, Bauz Nengchu  
Ombudsman for Mental Health and Mental Retardation, Jody Powers Blok  
Optometry Board, Laurie Mickelson  
Pharmacy Board, Juli Vangness  
Podiatric Medicine Board, Keith Hovland  
Pollution Control Agency, Sandy Gurak  
Psychology Board, Debby Sellin Beckerle  
Public Defense Board, Patsy Foster  
Public Employees Retirement Assoc, Dave Dejonge  
Public Safety Department, Dean Klinkhammer  
Public Utilities Commission, Bret Eknes  
Racing Commission, Pam Webber  
Revenue Department, Cindy Mastel  
Revisor of Statutes, Jeff Kase  
Secretary of State, Heidi Hartwig  
Social Work Board, Connie Oberle  
State Fair, Mary Pittelko  
State Lottery, Mike Hefley  
State Retirement System, Arvin Herman  
Supreme Court, Judy Rehak  
Tax Court, Sheldyn Himle  
Teachers Retirement Association, Tom McCauley  
Transportation Department, Pat Younkin  
Veterans Affairs, Kathy Schwartz  
Veterans Home Board, Vi Nicholas  
Veterans of Foreign Wars, Jim Hesselegrave  
Veterans of Foreign Wars/Ladies Aux., Joyce Nass  
Veterinary Medicine Board, Donna Carolus  
Water and Soil Resources Board, Lori Wilson  
Workers' Comp Court of Appeals, Sandy Lynott  
Zoological Garden, Kevin Henderson

## COUNTY RECYCLING CONTACTS

Anoka County, Amy Briesacher	763.323.5737	Ramsey County, Dan Donkers	651.773.4466
Carver County, Marcus Zbinden	952.361.1806	Scott County, Steve Steuber	952.496.8473
Dakota County, Mike Trdan	952.891.7021	Washington County, Nicole L. Stewart	651.430.6669
Hennepin County, Sandra Nussbaum	612.348.3563		



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**DATE:** December 27, 2004

**TO:** Agency Heads

**FROM:** Dana B. Badgerow  
*Dana B. Badgerow*  
Commissioner

**SUBJECT:** Qualification-Based Selection – Revised Policy

As a reminder, there is statutory authority (Minnesota Statutes Section 16C.095) for agencies to use qualification-based selection (QBS) for professional and technical service contracts where appropriate.

Qualification-based selection may be especially useful in complex projects when there is no definitive scope of work at the time the selection is made. We encourage you to use this statutorily-authorized means of contracting when it is in the state's best interest to do so to obtain the overall value for these unique kinds of services.

Since the use of QBS is to be approved by the Commissioner of Administration on a case-by-case basis when agencies have clearly articulated the logical reasons for using this method of selection, we are revising our Admin Policy 02-26 and replacing with 04-14 on this subject to clarify and facilitate the use of QBS in appropriate cases.

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**DATE:** December 27, 2004

**POLICY AND PROCEDURE  
ADMIN 04-14**

**TO:** Agency Heads

**FROM:** Dana B. Badgerow  
Commissioner

**SUBJECT:** Qualification-Based Selection

**CHANGES TO EXISTING POLICY**

This revised policy rescinds Admin Policy and Procedure 02-26, *Qualification-Based Selection*, dated December 12, 2002, and replaces such policy with a revised version (04-14).

This policy applies to the use of QBS as a mechanism to contract for professional and technical services from persons regulated by the board of architecture, engineering, land surveying, landscape architecture, geo-science, and interior design.

When an agency wishes to use QBS for its selection method it shall submit the standard Materials Management Division Certification Form and Request for Proposals for the project to the Commissioner of Administration for approval. Attached to the Certification form shall be a memo stating the description of the project, the estimated cost of completing the project, a description of any special requirements or unique features of the proposed project, and the reasons for using QBS. The Commissioner of Administration is particularly interested in projects containing an evaluation component that would measure and analyze the life cycle cost savings associated with QBS versus other selection methods.

When using this process, the agency shall follow all procedures specified by law and shall rank all responders submitting proposals on the basis of qualifications (as described in the procedures). The proposals shall be ranked according to selection factors approved by the Commissioner of Administration contained in the Certification Form and Request for Proposals.

The statute authorizing this selection method allows using "record of past performance" as a ranking criterion. For example, past performance may be evaluated by contacting clients or references for similar projects. Alternatively, the agency may require documentation from past projects such as a comparison between the original contract price and the final price paid (with explanations for any increases or decreases) or a comparison of the preliminary project completion schedule to the actual

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schedule (with explanations for changes). However, the agency may neither limit evaluation of past performance to work performed solely for the agency requesting the work nor give additional evaluation points to contractors that have satisfactorily completed projects for the agency requesting the work.

If negotiations with the highest ranked responder cannot be satisfactorily completed within a reasonable period of time as determined by the agency, the agency shall cease negotiations and commence negotiations with the second highest ranked responder.

This policy does not apply to contracts subject to Minnesota Statutes Section 16B.33 (Designer Selection Board). **16C.095 Subd. 1**

### **Procedure**

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- 1) The agency requesting the use of QBS shall submit the standard Certification Form and Request for Proposals for approval by the Commissioner of Administration.
- 2) Attached to the Certification Form, the requesting agency shall submit a memo articulating the reasons for using QBS. Requests will be approved if, in the opinion of the Commissioner of Administration, use of QBS will yield an outcome of equal or greater benefit to the state than other selection methods. Scope, life cycle costs, beneficial use, schedule, quality of work products and/or open competition are among the factors the Commissioner may consider in determining the potential benefit to the state.
- 3) The Request for Proposals must contain:
  - Description of the selection process.
  - Detailed selection criteria.

The selection criteria may be adjusted to accommodate the agency's cost, scope, and schedule objectives for a particular project. Screening and selection procedures may include a consideration of each responder's: **16C.095 Subd. 3 (2)**

- Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements; **16C.095 Subd. 3 (1)**
- Resources available to perform the work, including any specialized services, within the specified time limits for the project; **16C.095 Subd. 3 (2)**
- Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration; **16C.095 Subd. 3 (3)**
- Ownership status and employment practices regarding women, minorities, and emerging small businesses or historically underutilized businesses; **16C.095 Subd. 3 (4)**
- Available to the project locale; **16C.095 Subd. 3 (5)**
- Familiarity with the project locale; **16C.095 Subd. 3 (6)**
- Proposed project management techniques; and **16C.095 Subd. 3 (7)**
- Ability and proven history in handling special project constraints. **16C.095 Subd. 3 (8)**

4) During the selection process the agency shall rank prospective responders based on the factors approved by the Commissioner of Administration, which the agency shall specify in the request for proposal. The agency and the highest ranked responder will mutually discuss and refine the scope of services for the project and will negotiate conditions, including but not limited to compensation and performance schedule, based on the scope of the services. The compensation level paid shall be reasonable and fair to the agency, as determined by the agency. **16C.095 Subd. 4 (a)**. The agency shall document how it determined the cost to be reasonable and fair and maintain that documentation if requested for subsequent audit or process evaluation purposes.

5) If the agency and the highest ranked responder are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the agency, the agency shall terminate negotiations with this responder. The agency may then negotiate scope and fees with the next highest ranked responder. The negotiation process may continue through successive responders, according to agency ranking, until an agreement is reached or the agency terminated the contracting process. **16C.095 Subd. 4 (b)**

6) When an agency successfully negotiates a contract over \$50,000, Minnesota Statutes, Section, Section 16C.08, subdivision 4(c) requires the head of the agency to submit to the Commissioner of Administration a one-page report within thirty days of completion of the project. As specified in law, the report shall summarize the purpose of the contract, explain its necessity, and state the amount spent. The report shall also include a performance evaluation appraising the contractor's timeliness, quality, cost, and overall performance in meeting the terms and objectives of the contract. **16C.08** In addition, the report shall include a brief assessment of the effectiveness of the QBS process as outlined in this procedure.



**DATE:** November 15, 2004

**POLICY AND PROCEDURE  
ADMIN 04-13**

**TO:** Agency Heads

**FROM:** *Dana B. Badgerow*  
Dana B. Badgerow  
Commissioner

**SUBJECT:** Capitol Complex Flags

In accordance with Minnesota Session Laws 2004 (Chapter 173 – H.F. No. 2930), the Department of Administration has established this policy regarding the flying of Capitol Complex flags at half-staff following the line-of-duty death of a public safety officer or Minnesota military service person.

**Policy**

Capitol Complex flags will be flown at half-staff on the day of interment or final disposition of remains of a public safety officer killed in the line of duty in Minnesota or a Minnesota military service person killed in action (Minnesota Statutes 2004 Section 1.51).

Flags will be flown at half-staff in accordance with current flag policies, procedures and protocol, including U.S. Code Title 4, Chapter 1.

**Definitions**

*Public safety officer* (Minnesota Statutes 2004 299A.41) includes:

- a peace officer defined in section 626.84, subdivision 1, paragraph (c) or (f);
- a correction officer employed at a correctional facility and charged with maintaining the safety, security, discipline, and custody of inmates at the facility;
- an individual employed on a full-time basis by the state or by a fire department of a governmental subdivision of the state, who is engaged in any of the following duties:
  - fire fighting,
  - emergency motor vehicle operation,
  - investigation into the cause and origin of fires,
  - the provision of emergency medical services, or
  - hazardous material responder;
- a legally enrolled member of a volunteer fire department or member of an independent nonprofit fire-fighting corporation who is engaged in the hazards of fire fighting;
- a good Samaritan while complying with the request or direction of a public safety officer to assist the officer;

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- a reserve police officer or a reserve deputy sheriff while acting under the supervision and authority of a political subdivision;
- a driver or attendant with a licensed basic or advanced life support transportation service who is engaged in providing emergency care;
- a first responder who is certified by the emergency medical services regulatory board to perform basic emergency skills before the arrival of a licensed ambulance service and who is a member of an organized service recognized by a local political subdivision to respond to medical emergencies to provide initial medical care before the arrival of an ambulance;
- a person, other than a state trooper, employed by the commissioner of public safety and assigned to the State Patrol, whose primary employment is the enforcement of commercial motor vehicle laws and regulations.

*Killed in the line of duty/killed in action* does not include death from natural causes.

In the case of a peace officer, killed in the line of duty also includes the death of an officer caused by accidental means while the peace officer is acting in the course and scope of duties as a peace officer (Minnesota Statutes 2004 Chapter 299A.41, subdivision 3). In the case of military personnel, killed in action refers to an individual who is killed outright or dies as a result of wounds received in combat operations.

*Active duty* is full-time duty in the active military service of the United States, including reserve components and Minnesota Army National Guard and Minnesota Air National Guard.

*Minnesota military service person* is an individual on full-time active duty in the armed forces of the United States, including reserve components and the Minnesota Army National Guard and Minnesota Air National Guard, who within the most recent three years has filed an individual or joint income tax return with the Minnesota Department of Revenue.

*Capitol Complex* includes state buildings, monuments and grounds in proximity to and including the Minnesota State Capitol.

### **Procedure**

The Department of Public Safety, in the case of public safety officials, and the Department of Military Affairs, in the case of armed forces personnel, will notify the Governor's Office within 24 hours of receiving notification of a death in the line of duty. The Department of Public Safety will receive notification or confirmation of a death from representatives of the Law Enforcement Memorial Association, Minnesota Professional Fire Fighters, Minnesota Ambulance Association or other recognized public safety organization.

The Governor's Office will notify the Department of Administration Plant Management Division and at its discretion will issue a media advisory stating the reason and the date that Capitol Complex flags will be flown at half-staff.

Upon notification from the Office of the Governor, the Department of Administration Plant Management Division will arrange for flying flags at half-staff in the Capitol Complex as stated in this policy.

11/2004

LG0.94

## Questionnaire on Media Accreditation and Weblogs

I am writing to you from the Scottish Parliament Research and Information Service.

The Scottish Parliament is reviewing its media access arrangements for journalists who report on its daily proceedings.

At present we provide media accreditation for journalists who work for mainstream news organisations. This ensures ready access to the Parliament building, its politicians and its proceedings.

We are particularly interested to find out whether other Parliaments / Assemblies / Legislatures have similar arrangements and if so whether they provide accreditation to non-mainstream news organisations such as Weblog editors.

Our present system for accreditation is aimed at major news organisations but we recognise that the growth of electronic media may be reason for us to widen our access policy.

We would be grateful if you could provide us with answers to the following short questionnaire:

· Please provide full name of your Parliament / Assembly / Legislature

The Minnesota House of Representatives

· Do you have a system of media accreditation to your Parliament / Assembly / Legislature to enable journalists to report on your proceedings?

Yes, my office (Office of the Sergeant-at-Arms) credentials all members of the media for access to the House floor and galleries.

· If so please give brief details on what sort of physical access this provides?

Members of the Capitol Press Corps are given security badges which must be presented to enter the House floor and report on the proceedings. In addition there is a press gallery above the House Chamber which is used by television media and overflow press. Unless an extraordinary situation arises, television cameras are not allowed on the floor of the House

while the House sits in Session. All other media must limit themselves to the two alcoves in the back of the Chamber and may not visit with members at their desks. We also issues daily passes for those who are not part of our regular press corps. Anyone can apply for a daily pass, which is given at my discretion.

- Do you have any weblogs accredited to your Parliament / Assembly / Legislature? If so please provide the name and web address of the blog.

Not currently, we are also struggling with this issue and as of yet have not come up with a solid policy. We have one person so far who runs an internet journal who has applied for a permanent pass. He is still waiting.

- Again if so, how many weblog personnel have you given accreditation to?
- Please provide a brief summary of any criteria you apply in relation to requests for media accreditation.

Currently they must be a member of the official Capitol Press Corps or be affiliated with a credible news organization.

- Lastly, do you have a code of conduct for journalists / media personnel? If so please provide a brief summary.

We have some basic rules, but no official code of conduct. It has always been more of a gentleman's agreement. Unfortunately one of the tv stations broke that unwritten rule last Session when they brought concealed cameras into private offices of members. If you have any such code, I would very much like a copy.


Shawn M. Peterson  
Chief Sergeant-at-Arms  
MN House of Representatives  
651-296-9749



**DATE:** October 12, 2004

**TO:** Agency Heads

**INFORMATIONAL BULLETIN  
ADMIN 04-12**

**FROM:** Kent Allin   
Acting Commissioner

**SUBJECT:** Inventory of State-Owned Land

In accordance with Minn. Stat. 16B.245, Subd. 2, the Commissioner of Administration is required to provide an inventory of all state-owned land, including land with improvements, and to determine the number of acres owned, by January 15 of each odd-numbered year.

The inventory must identify for each parcel the state agency responsible for the parcel, its location, size, and whether it is (1) currently being used for a public purpose, (2) anticipated to be used for a public purpose in the future, or (3) not currently being used or anticipated to be used for a public purpose. The inventory does not include:

- a. Land held in trust by the State for political subdivisions of the state;
- b. Permanent school trust fund lands;
- c. University trust fund lands;
- d. Mineral interests;
- e. Trunk highway right-of-way; or,
- f. Land under navigable waters.

Please review and update the information provided by your agency in 2002 for all parcels for which your agency has custodial control. An electronic copy of the inventory form is available on the Department of Administration web site, [www.admin.state.mn.us](http://www.admin.state.mn.us).

Please submit you agency information by December 1, 2004, to [Bev.Kroiss@state.mn.us](mailto:Bev.Kroiss@state.mn.us). Thank you for your assistance in this endeavor.

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**DATE:** September 28, 2004

**TO:** Agency Heads

**INFORMATIONAL BULLETIN  
ADMIN 04-11**

**FROM:** Kent Allin *Kent Allin*  
Acting Commissioner

**SUBJECT: Internal Service Funds Projected Rates - 2006-07 Biennium**

The rates for goods and services provided by the Department of Administration (Admin) have been reviewed to determine the projected rate changes for FY 2006 and FY 2007. The rate changes listed below were determined based upon estimated revenues and expenditures, taking into consideration general inflation, anticipated salary increases, and other circumstances as necessary.

These rates are subject to change due to yearly market analysis, the rate setting process, and Department of Finance rate approval. Factors that may impact these estimates include salary and fringe benefits in excess of anticipated increases, volume, fuel costs, and other major cost drivers particular to each business.

These are estimates only and are provided for planning purposes. We urge you to work with the individual service providers identified below to manage overall usage, which along with cost, has a major impact on your bottom line budget.

	FY 2006	FY 2007
Office Supply Connections Contact: Dorothy Lovejoy 651.296.8489	No Change	No Change
InterTechnologies (Excludes Local Voice) Contact: Denise Anderson 651.296.6757	No Change	No Change
InterTechnologies – Local Voice Contact: Denise Anderson 651.296.6757	25% Increase	No Change
MailComm Contact: Mary Mikes 651.297.3979	No Change	No Change

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	FY 2006	FY 2007
Plant Management – Materials Transfer Contact: Lenora Madigan 651.296.9898	8.5% Increase	5.7% Increase
Plant Management – Repair and Other Jobs Contact: Lenora Madigan 651.296.9898	10.4% Increase	4.8% Increase
Management Analysis Contact: Judy Plante 651.297.3904	3% Increase	3% Increase
Risk Management Contact: Phil Blue 651.296.1001	10% Decrease	3% Increase
State Register Contact: Mary Mikes 651.297.3979	No Change	No Change
Surplus Services Applies to materials handling, warehouse, and space Contact: Dorothy Lovejoy 651.296.8489	No Change	No Change
Travel Management Contact: Tim Morse 651.296.9998	5.4% Increase	4.8% Increase



**DATE:** September 22, 2004

**TO:** Agency Heads

**INFORMATIONAL BULLETIN  
ADMIN 04-10**

**FROM:** Kent Allin   
Acting Commissioner

**SUBJECT:** FY 2006 & 2007 Plant Management Division Lease Rates

The lease rates listed below have been approved by the Department of Finance for Fiscal Years 2006 and 2007. These rates reflect a continued reduction in controllable costs for Plant Management.

Cost per square foot by building:

<u>Building</u>	<u>Fiscal Year 2006</u>	<u>Fiscal Year 2007</u>
321 Grove-Building 1	7.65	7.65
321 Grove-Building 2	7.00	7.00
691 N. Robert	9.50	9.50
Administration	14.68	14.68
Ag/Health Lab	28.69	28.69
BCA Maryland	21.50	21.50
Capitol	29.00	29.00
Centennial	13.50	13.90
Ely, Dept. of Revenue Building	14.75	14.75
Governor's Residence	23.00	23.00
Judicial	22.50	22.79
Minn History Center	18.25	18.25
Retirement Systems	10.00	10.00
Stassen	10.55	15.55
State Office	13.75	13.75
Transportation	15.45	15.45
Veterans Service	15.70	15.70
Storage – Most Buildings	6.50	6.50

If you have any questions, please contact Kari Suchy at 651.215.0016

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DATE: July 29, 2004

TO: Agency Heads

INFORMATIONAL BULLETIN  
ADMIN 04-09

FROM: Brian J. Lamb  
Commissioner

SUBJECT: State-Owned Real Estate Available For Re-Use

In accordance with Minn. Stat. §94.09, Subd. 2, attached is notification from the Department of Human Services indicating that in the near future the need for space for the provision of state-operated adult mental health services and skilled nursing programs will end at the following campuses: 1) Ah-Gwah-Ching Center, 2) Brainerd Regional Human Services Center, and, 3) Willmar Regional Treatment Center.

Minn. Stat. §94.09, Subd. 2 provides that:

*"The commissioner shall send written notices to all state departments, agencies and the University of Minnesota describing any lands or tracts which may be declared surplus. If a department or agency or the university of Minnesota desires custody of the lands or tracts, it shall submit a written request to the commissioner, no later than four calendar weeks after mailing of the notice, setting forth in detail its reasons for desiring to acquire, and its intended use of, the land or tract."*

The Departments of Human Services and Administration have been assisting local government entities with the implementation of a comprehensive master planning process for the Ah-Gwah-Ching Center, Fergus Falls Regional Treatment Center and Willmar Regional Treatment Center to determine the best, economically feasible re-use of the campuses for the communities. If your agency is interested in any of these properties to meet current or anticipated space needs, requests can be submitted to our office through August 31, 2004, for inclusion in the master planning process. Although the Fergus Falls Regional Treatment Center has already been determined to be surplus property, requests for space at the facility can be submitted to our office through August 31, 2004, as part of the master planning process for this campus.

Attached are informational brochures for each campus. For additional information, contact Wayne Waslaski, Planning Director State, Real Estate Management Division at 651.296.2278 or send an email to [wayne.waslaski@state.mn.us](mailto:wayne.waslaski@state.mn.us).

# REDEVELOPMENT/REUSE OPPORTUNITY:



**HISTORIC AH-GWAH-CHING CENTER**

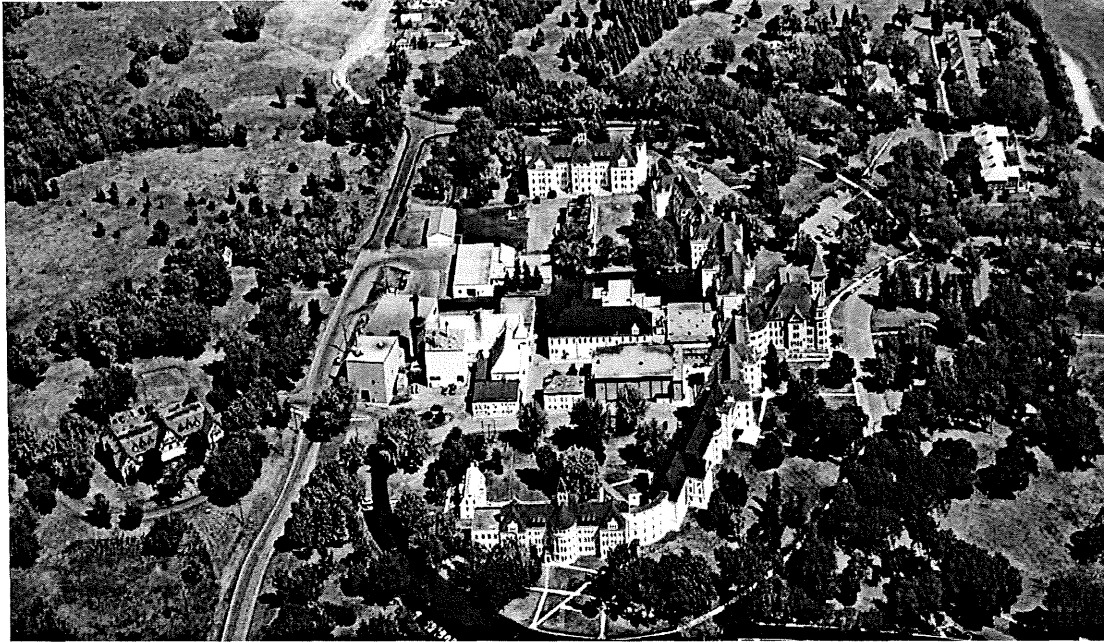
The campus is located in the north-central portion of Minnesota on Shingobee bay of Leech Lake approx. 3 miles from the City of Walker.

## Features

- Multi-building campus positioned on 170 acres and containing approximately 250,327 sq.ft. in 16 buildings.
- Currently used for the provision of skilled nursing programs for persons with challenging behaviors
- Historically significant associated with events that have made a significant contribution to broad patterns of history in areas of Health, Medicine and Architecture.
- Distinctive characteristics of its architecture include structures from 1906-1946 with Colonial, Tudor, and Spanish Colonial Revival styles, including a number of buildings designed by Minnesota architect Clarence H. Johnston, Sr.
- In the heart of Minnesota's famous vacation country and known for its fishing, the Leech Lake Area truly offers something for everyone in a natural setting.

For additional information, contact Wayne Waslaski, Planning Director State, at ph. 651.296.2278 or send an email to: [wayne.waslaski@state.mn.us](mailto:wayne.waslaski@state.mn.us).

# REDEVELOPMENT/REUSE OPPORTUNITY:



**HISTORIC FERGUS FALLS REGIONAL TREATMENT CENTER**

Located 175 miles northwest of the twin-cities on I-94 in the west-central portion of Minnesota in the City of Fergus Falls.

## Features

- Multi-building campus positioned on 116 acres and containing approximately 775,000 sq.ft. in 24 buildings.
- Currently used for the provision of adult mental health services and services to persons who are chemically dependent
- Historically significant for architecture associated with the widely-followed “linear” plan espoused by Dr. Thomas Kirkbride in the late 1800s
- The most notable structure is the “Kirkbride” complex, which dominates the campus. Built from 1888 through 1907, the four-story brick complex extends in a U-shaped configuration for approximately 1600 feet. It is comprised of a central administration building featuring an eight-story tower and is flanked by three interconnected resident buildings on both the east and west facades. These seven buildings have a total square footage of approximately 482,000.
- Fergus Falls area is an expanding regional center for commercial & industrial businesses
- 5 lakes lie in the city limits and over 1,000 lakes are within one hour's driving time providing many opportunities for fishing, swimming, and water sports
- 22 parks covering over 550 acres in the City of Fergus Falls

For additional information, contact Wayne Waslaski, Planning Director State, at ph. 651.296.2278 or send an email to [wayne.waslaski@state.mn.us](mailto:wayne.waslaski@state.mn.us).

# REDEVELOPMENT/REUSE OPPORTUNITY:



**HISTORIC WILLMAR REGIONAL TREATMENT CENTER**

The campus is located in the middle of Minnesota in the City of Willmar, Kandiyohi County, less than 90 miles from the Twin Cities and 45 miles from St. Cloud.

## Features

- Multi-building campus is positioned on 113 acres and contains approximately 585,000 square feet in 44 buildings.
- Currently used for the provision of adult mental health services and care of chemically dependent adolescents and adults.
- Historically and architecturally significant as an intact example of the cottage/colony theory of institution design, and as an example of the work of architect Clarence H. Johnston, Sr.
- 13 residential cottages built between 1912 and 1933 each containing roughly 18,000 sq.ft. The cottages are 3 story rectangular structures, with the lower level being a lookout basement and the main level being above grade. The cottages have stucco walls, brick trim, and red clay tile hipped roofs.
- Kandiyohi County is a vital, growing regional center in the middle of Minnesota. The total population in Kandiyohi County is growing rapidly both through a healthy, aging population and increased in-migration. This population and income growth has provided area businesses with a steady consumer base and a highly skilled, available work force.

For additional information, contact Wayne Waslaski, Planning Director State at ph. 651.296.2278 or send an email to: [wayne.waslaski@state.mn.us](mailto:wayne.waslaski@state.mn.us).

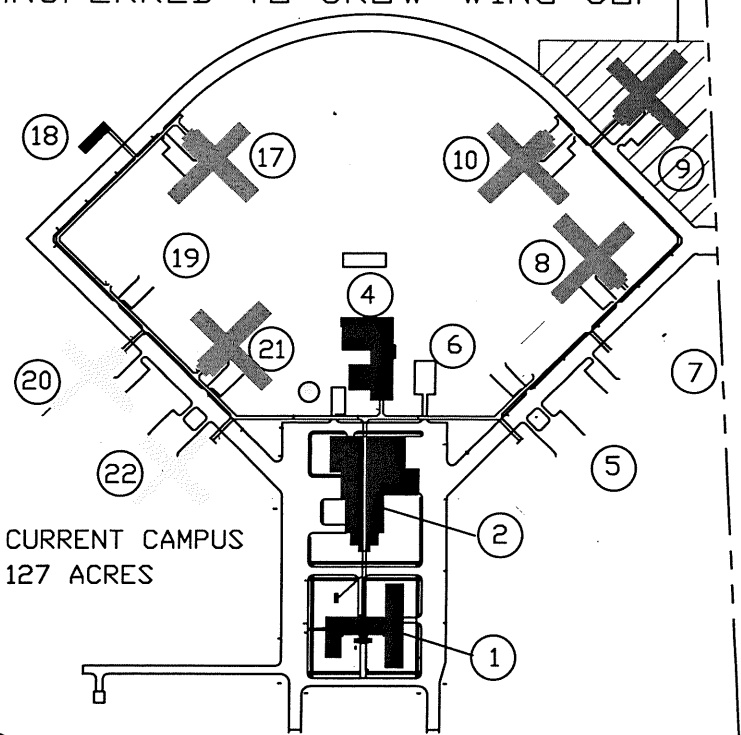
RED PINE ROAD



BUILDING #9 AND 4.69 ACRES  
TRANSFERRED TO CROW WING CO.

61.40 ACRES  
SOLD TO THE  
CITY OF BRAINERD

TWO MILE ROAD



CURRENT CAMPUS  
127 ACRES

KEY

Support



Adult MI



Enterprise



CD/TBI/ADOLESCENT MI

Vacant

HIGHWAY #25

COUNTY ROAD #18

BRAINERD REGIONAL HUMAN SERVICES CENTER





# Brainerd Regional Treatment Center

Building Numbers	Building Name	Year Built	General Condition	Current Primary Use	Total Square Footage
H553000001	Administration/NF Res	1958-62	Good/Excellent	Sup/SNF/Lease	70,508
H553000002	Service Building	1959, 70	Good/Excellent	Support	146,710
H553000004	School & Rehab.	1965	Good	Program/Lease	70,546
H553000005	Resident Bldg. 5	1959	Good	Vacant	51,900
H553000006	Vocational Training	1961	Fair	Vacant	32,584
H553000007	Vocational Training	1961, 75	Good	Vacant	34,492
H553000008	Resident Bldg. 8	1961	Good	CD	33,504
H553000009	Title Transferred to Crow Wing Co.in 1999	1964	Excellent	Transferred	Transferred
H553000010	Resident Bldg. 10	1964	Good	CD	33,504
H553000017	Resident Bldg. 17	1964	Good	Adol. MI	33,504
H553000019	Resident Bldg. 19	1961	Fair	Vacant	33,504
H553000020	Resident Bldg. 20	1961	Good	Adult MI Res	33,504
H553000021	Resident Bldg. 21	1961	Excellent	TBI Res	33,504
H553000022	Resident Bldg. 22	1959	Good	Adult MI Res	51,823
H553000037	Playground Activity	1965	Fair	Support	1,225
H553000038	Gas Meter House	1959	Good	Support	0
H553000039	Electrical Substation		N/A	Support	0
H553000040	Storage Bldg.	1974	Excellent	Storage	2,298
H553000041	Screened Bldg.	1978	Fair	Program	2,116
	Tunnel System	1959-64	Good	Support	34,016
<b>Total Square Footage Vacant Buildings</b>					152,480
<b>Total Square Footage all State Buildings on BRHSC Campus</b>					699,242



**DATE:** June 29, 2004

**TO:** Agency Heads

**INFORMATIONAL BULLETIN  
ADMIN 04-08**

**FROM:** Brian J. Lamb  
Commissioner

A handwritten signature in black ink, appearing to read "Brian J. Lamb".

**SUBJECT:** FY05 Plant Management Division Rates

The Department of Finance has approved the following Fiscal Year 2005 rates for the Plant Management Division's Materials Transfer and Repair and Other Jobs activities. These rates are effective July 1, 2004.

**MATERIALS TRANSFER**

The Plant Management Division operates four distinct cost centers in the Materials Transfer operation.

**Movers** - This cost center provides the moving of equipment, modular furniture and supplies for state agencies. It also includes the labor services for equipment rental for meetings and special events (see below). These special events use the buildings, grounds and state-owned streets in the Capitol Complex area. The vendor number for Movers is 200306985-27.

Regular Rate: \$42.00/hour (same rate as Fiscal Year 2004)

Premium Rate: \$50.40/hour (same rate as Fiscal Year 2004)

**Mail Delivery** - This cost center provides inter-office, central mail delivery services to state agencies for Central Mail and other customers on regular, scheduled routes. The vendor number for Mail Delivery is 200306985-31.

Rate: \$37.75/hour (same rate as Fiscal Year 2004)

**Product Delivery** - This cost center provides the delivery of office supplies from the Department of Administration's Office Supply Connection and recycled materials collected in the Capitol Complex that are transported to the State Recycling Center for market preparation. The vendor number for Product Delivery is 200306985-28.

Rate: \$40.25/hour (same rate as Fiscal Year 2004)

**Equipment Rental** – The vendor number for Equipment Rental is 200306985-29. The rates for the rental of equipment provided to the public and state agencies for meetings and special events follow:

Chair Rental	\$ .25
Table Rental	2.25
Half-mile Hailer	15.00
Podium with Public Address System	15.00
Expanded Public Address System	100.00
Backdrop for Expanded Public Address	35.00
Risers (includes skirting)	10.00
Coat Racks	2.00
Easels	2.00
Indoor Power Cord	10.00
Outdoor Power Cord	25.00
VCR/TV - First Day	15.00
VCR/TV - Additional Days	5.00
3M 471 Tape	25.00

All equipment rental rates are the same as Fiscal Year 2004.

**REPAIR AND OTHER JOBS (ROJ)**

This activity provides minor repair, remodeling, construction and other miscellaneous jobs for state agencies or other non-state building tenant(s) in buildings under Plant Management's custodial control. These services are outside the scope of the lease agreement between the Department of Administration and state agencies and include trade services such as carpentry, electrical, painting, plastering or locksmith. They also include engineering and repair services provided to state agencies located in state-owned buildings not under the custodial control of Plant Management or on program-equipment that is not owned by Plant Management that is located in buildings under its custodial control. All of these services are provided on a fee-for-service basis based on time and materials. The vendor number for ROJ is 200306985-32.

Regular Rate: \$51.85/hour (\$2.45 or 5% increase over Fiscal Year 2004 rate)  
Premium Rate: \$62.25/hour (\$2.95 or 5% increase over Fiscal Year 2004 rate)

This rate increase is needed to prevent the continued reduction of retained earnings and will allow ROJ to continue to provide quality services and remain competitively priced.

If you have any questions about these rates or how these services are purchased or paid, please contact Amy Trumper at 651.297.5566.

## **Robbie LaFleur**

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**From:** "Robbie LaFleur" <robbiel.LRL>  
**Organization:** MN Legislative Reference Library  
**To:** LRL Staff  
**Date sent:** Wed, 30 Jun 2004 11:36:26 -0500  
**Subject:** library remodeling update

Elizabeth, Lisa, Paul, and I met with the designers today for the first in-depth discussion of Library needs for consolidating the Tape Collection with our collection up here. The talk went very well, and many concepts, needs, and issues were discussed. Paul and Elizabeth had begun with a great general plan, taking into account the various materials that need to be housed. Elizabeth and I put together a list of the general concepts in print. (See attached.) When we talked today, we tried to tread a middle path, telling them about the way we thought things might have to be changed, yet also giving them encouragement that we would appreciate THEIR outside ideas and creative solutions.

Right now everything seems daunting. Even though we are trying to make the move as inexpensive as possible, it seems like money may be an obstacle. There are so many pieces to this puzzle of incorporating the collection and the service points needed to access the collection. But the designers seem skilled, so that's a plus. The next step will involve very detailed measuring, in the Reading Room and the Tape Room. The designers will also meet next for detailed discussions with Greg for the LCC half of the work. Hopefully, within just a few weeks we will have plans in place and move on the actual contracting and the work. I'll share more as we know it!

Robbie



**DATE:** June 23, 2004

**TO:** Agency Heads

**INFORMATIONAL BULLETIN  
ADMIN 04-07**

**FROM:** Brian J. Lamb  
Commissioner

**SUBJECT:** Notice of Property To Be Offered For Sale

In 2003, legislation passed requiring the Commissioner of Administration to coordinate with state agencies having control of state-owned land to identify and sell at least \$5.505M of surplus real estate (see next page). The legislation provided for notification to state agencies, the University of Minnesota, local units of government or other public entities of lands to be offered for sale.

The Department of Human Services has determined that 281 acres located on the western portion of the St. Peter Regional Treatment Center is not needed for its operations. A part of this property has been developed into an area known as Gluek Park through the efforts of many individuals and organizations including the Departments of Human Services and Natural Resources. This area has been improved with several amenities including a one-story building with restroom, shower and kitchen facilities. It is intended that this area continue to be used for park purposes and we look forward to continuing to work with the stakeholders to determine the best way to achieve this outcome, and to also improve access to the park for visitors. The remaining 216 acres, more or less, will be offered for public sale by sealed bid in the coming months.

Attached is a boundary survey of the surplus property for reference. Please contact Wayne Waslaski in our Real Estate Division at 651.296.2278 or [wayne.waslaski@state.mn.us](mailto:wayne.waslaski@state.mn.us) if you have questions.

Attachment

Sec. 31. [SALE OF STATE LAND.]

Subdivision 1. [STATE LAND SALES.] The commissioner of administration shall coordinate with the head of each department or agency having control of state-owned land to identify and sell at least \$5,505,000 of state-owned land. Sales should be completed according to law and as provided in this section as soon as practicable but no later than June 30, 2005.

Notwithstanding Minnesota Statutes, sections 94.09 and 94.10, or any other law to the contrary, the commissioner may offer land for public sale by only providing notice of lands or an offer of sale of lands to state departments or agencies, the University of Minnesota, cities, counties, towns, school districts, or other public entities.

Subd. 2. [ANTICIPATED SAVINGS.] Notwithstanding Minnesota Statutes, section 94.16, subdivision 3, or other law to the contrary, the amount of the proceeds from the sale of land under this section that exceeds the actual expenses of selling the land must be deposited in the general fund, except as otherwise provided by the commissioner of finance. Notwithstanding Minnesota Statutes, section 94.11, the commissioner of finance may establish the timing of payments for land purchased under this section. If the total of all money deposited into the general fund from the proceeds of the sale of land under this section is anticipated to be less than \$5,505,000, the governor must allocate the amount of the difference as reductions to general fund operating expenditures for other executive agencies for the biennium ending June 30, 2005.

Subd. 3. [STATE LAND SALES FOR CONSIDERATION.] Based on the inventory of state-owned land under Laws 2002, chapter 393, section 36, the commissioner of administration with the cooperation of the responsible agency head may consider the following for sale under this section:

(1) the BCA property at 1246 University Avenue in St. Paul with a public use classification of "to be determined"; and

(2) other land identified as surplus in the inventory of state-owned land.

Subd. 4. [SALE OF STATE LANDS REVOLVING LOAN

FUND.] \$180,075 is appropriated from the general fund in fiscal year 2004 to the commissioner of administration for purposes of paying the actual expenses of selling state-owned lands to achieve the anticipated savings required in this section. From the gross proceeds of land sales under this section, the commissioner of administration must cancel the amount of the appropriation in this subdivision to the general fund by June 30, 2005.

Sec. 32. [EFFECTIVE DATE.]

The appropriations for fiscal year 2003 are effective the day following final enactment.









**DATE:** June 1, 2004

**TO:** Agency Heads

**POLICY & PROCEDURE  
ADMIN 04-06**

**FROM:** Brian J. Lamb  
Commissioner

**SUBJECT:** Foreign Outsourcing

**POLICY OBJECTIVES:**

- To educate agencies on and to facilitate the use of the state's "best value" procurement authority to consider, when appropriate, the location where services will be conducted in the performance of state contracts;
- To ensure that state contracting procedures facilitate the capture of data on the location where state contracted services, both direct and subcontracted, will be performed;
- To offer agencies a tool to facilitate annual reporting requirements regarding the use of workers in foreign countries in the performance of state contracts; and
- To provide agencies a mechanism to guarantee that the location where work has been indicated to be performed will not change during the course of the contract unless authorized in writing.

**BACKGROUND**

In 1998, significant changes to the state's procurement laws took place with the passage of the Department of Administration's Procurement Reform Initiative. The reform shifted the state's restrictive "low bid" award requirement to a "best value" approach, enabling the state to take into account factors in addition to price when determining what goods to purchase and services to use.

This legislation paved the way for the state to consider a variety of important factors when making procurement selections. These considerations regularly include the extent to which goods and services are environmentally friendly, the past experience of the vendor, and overall quality of the product or service.

In March 2004, Governor Tim Pawlenty issued Executive Order 04-02 that addresses an emerging concern of Minnesotans and U.S. citizens alike regarding the extent to which tax dollars are being

spent on services provided by workers located in countries outside the United States. The Executive Order recognizes that the subject of international outsourcing presents complex issues that entail a combination of potential benefits and detriments that vary by transaction.

“Best value” procurement is a valuable tool to responsibly consider the extent to which a vendor proposes to utilize workers outside the United States to perform a contract when making an award decision. This policy is intended to assist agencies in identifying what factors to consider when deciding whether the level of foreign outsourcing needs to be a factor in the procurement and how to implement the findings.

Currently, there is widespread debate about the overall impact and long-term effects of foreign outsourcing. Some sources describe a damaging impact on the economy, while others predict a long-term net gain. Whatever the case, an assessment of our local impact must begin with meaningful data collection and assessment. As such, this policy will also establish specific data elements that all vendors will be required to disclose if they desire to do business with the State of Minnesota. To achieve this end, forms have been created to provide a mechanism to state agencies to obtain disclosures from state vendors and in return, submit the collected data to the Commissioner of Administration. These efforts will provide the basis for meaningful assessments for future transactions as well as enable the submission of annual reports to the Governor and other interested parties. Finally, standard forms requiring the vendors to certify that the location where work is being performed will not change throughout the course of the contract without the state’s consent will work to maintain the “best value” status of the contract and protect the accuracy of the collected data.

## **AUTHORITY**

This policy is enacted pursuant to the authority specified by the Governor in Executive Order 04-02 and by the Legislature in Minnesota Statutes, section 16C.03, subdivision 8 (2002).

## **POLICY AND PROCEDURE**

### **A. SCOPE**

- This policy applies to professional/technical services contracts, service contracts, or any other contract with the State of Minnesota or one of its agencies in which the provision of services is a significant part of the contract. Professional/technical services are defined as “services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation, and result in the production of a report or the completion of a task.” General service contracts include all other contracts for services that are not professional/technical by definition. When the term “services” is used in this policy, it refers to both categories of contracts.
- This policy applies to the above-referenced categories of contracts that exceed \$5,000.
- This policy is effective June 1, 2004, and is not to be applied retroactively. This policy applies to solicitations issued after the indicated effective date.

- Because of the State's participation as a sub-central government under the World Trade Organization's (WTO) Government Procurement Agreement and other international agreements, when the procurement exceeds an established threshold, companies from member countries that are responding to a solicitation must be treated in the same manner as responding U.S. companies. No such restrictions apply to contracts under the monetary threshold, and in those instances, the evaluation should be conducted in a manner that is detailed in the solicitation document and consistent with the objectives of this policy.

If the procurement exceeds \$477,000 it is a WTO covered transaction. The following countries are WTO members:

▪Austria ▪Belgium ▪Canada ▪Cyprus ▪Czech Republic ▪Denmark ▪Estonia ▪Finland, ▪France ▪Germany ▪Greece ▪Hong Kong China ▪Hungary ▪Iceland ▪Ireland ▪Israel ▪Italy ▪Japan ▪Korea ▪Latvia ▪Liechtenstein ▪Lithuania ▪Luxembourg ▪Malta ▪Netherlands with respect to Aruba ▪Norway ▪Poland ▪Portugal ▪Singapore ▪Slovak Republic ▪Slovenia ▪Spain ▪Sweden ▪Switzerland ▪United Kingdom ▪United States

**(Note: Monetary threshold and listing of member nations current as of May 26, 2004).**

#### **B. UTILIZATION OF "BEST VALUE" AUTHORITY**

During the planning stages of a solicitation, an agency must assess whether:

- 1) foreign outsourcing is likely to occur given what is known about the industry;
- 2) services required are also readily available from companies that perform the services within the United States;
- 3) there are anticipated differences in price between foreign outsourced services and those performed within the United States, based on market analysis, comparisons involving previous transactions or other reliable information;
- 4) there are anticipated differences in quality or the time in which the contract can be performed between any foreign and domestic services; and
- 5) the potential for foreign outsourcing raises other relevant factors that require consideration such as effects on the local economy, workplace safety issues, or potential for compromised security of data, systems, or other resources.

If, after considering these factors, an agency determines that anticipated differences in price, quality or other determining criteria exist, the agency must then proceed to either (1) establish requirements within the solicitation document with respect to foreign outsourcing or (2) prepare the solicitation document using the degree to which the contractor will perform (directly or indirectly) services overseas as one of the contract award factors. The Contract Certification Form and Sample Request for Proposal ("RFP") document have been amended to include information to assist agencies in developing this aspect of their solicitation document and to remind agencies to consider this factor when appropriate.

In cases where the agency has determined to prohibit foreign outsourcing as a requirement of a bid or proposal, the solicitation must simply indicate this requirement and, along with the other specifications, make it clear that any bid or proposal that does not comply will be considered non-

responsive. **NOTE:** If the responses are expected to exceed the WTO threshold (\$477,000), the solicitation should not include an outright ban on work performed outside the United States. Rather, an RFP can be used with points distributed in the manner described below for procurements above the WTO threshold.

In cases where an agency is proceeding to evaluate the extent to which services are performed overseas as one of several evaluation criteria, the following demonstrates how this can be done using an RFP:

**Proposal Evaluation – SAMPLE FOR CONTRACTS ANTICIPATED TO EXCEED \$477,000**

All proposals that are responsive to the requirements of the RFP and received by the deadline will be evaluated by the \_\_\_\_\_[State Agency]. A 100-point scale will be used to create the final evaluation recommendation. The factors and weighting on which proposals will be judged are:

- |   |     |
|---|-----|
| 1. Qualifications/experience of personnel working on the project  | 40% |
| 2. Work plan  | 25% |
| 3. Cost detail  | 25% |
| 4. Extent services performed under this contract will be performed within the United States or by a WTO country company within its own borders* | 10% |

\* In WTO covered transactions (those exceeding \$477,000) where responses are received from responders from countries other than the United States, all WTO member countries should be identified as such and evaluated consistently. To the extent a WTO member is performing work within its own borders, it cannot be penalized, but awarded the same points as if it were performing within the U.S. Otherwise, points are awarded based on the percentage of work to be performed within the United States.

Note: The above is for example purposes only. Contracting agencies should use their best professional judgment in selecting evaluation factors and appropriate weights.

**C. DATA COLLECTION AND CERTIFICATION**

Effective June 1, 2004, when issuing solicitations for contracts or when negotiating a single source contract in which the provision of services is a significant part of the contract, all state agencies must require vendors to disclose the following with respect to foreign outsourcing:

- 1) The location where services under the contract will be performed;
- 2) Any subcontracting of services under the contract and the location where any subcontracted services will be performed;
- 3) The percentage of work as compared to the whole that will be conducted in each identified foreign location; and
- 4) To ensure that this data will remain consistent during the course of the contract and to make certain the factors upon which a “best value” determination was made remain constant, the vendor is required to certify that the location where the services are being performed will not change during the course of the contract unless prior,

written consent is obtained from the state. (Agency contract administrator's must make reasonable efforts to assure contractors are adhering to this provision and report any actual or suspected violation immediately to the Materials Management Division [MMD].)

The State's sample RFP contains the required requests for data and the associated certification language. This form is available on the MMD Website at <http://www.mmd.admin.state.mn.us/process/contract/ptcIndex.asp>

#### **D. REPORTING**

Pursuant to Executive Order 04-02, the Commissioner of Administration is required to summarize and report to the Governor specific information regarding state agency use of workers in foreign countries. As a result, agencies must report related information to accommodate requirements under the Order. To ease the administrative burden associated with this new reporting requirement, the following procedure has been developed:

- 1) Agencies need only report on general service and professional/technical service contracts and any contract in which the provision of services is a significant part of the contract
- 2) A form has been prepared by the Department of Administration to accommodate agency reporting. This form is available on the MMD website at: \_\_\_\_\_;
- 3) Agencies must print out the form and return it to MMD when submitting contracts for final signature. The form requires detailed information ONLY WHEN any one of the responses to a solicitation contain a positive indication that the contract will involve foreign outsourcing; and
- 4) Reporting is required on a real-time basis to minimize end-of-year administrative burden and to enable periodic data assessment.

Questions concerning this policy may be addressed to Brian Lamb, Commissioner of Administration, at 651.296.1424 or to Kent Allin, Materials Management Director, at 651.296.1442.



**DATE:** May 13, 2004

**TO:** Agency Heads

**INFORMATIONAL BULLETIN  
ADMIN 04-05**

**FROM:** Brian J. Lamb  
Commissioner

**SUBJECT:** Notice of Property To Be Offered For Sale

The 2003 Legislature passed legislation (see reverse side) requiring the Commissioner of Administration to coordinate with the head of each agency having control of state-owned land to identify and sell at least \$5,505,000 of surplus real estate. The legislation provided for notification to state agencies, the University of Minnesota, local units of government or other public entities of lands to be offered for sale.

The Department of Human Services has determined that certain land located at the Anoka Regional Treatment Center is no longer needed for its operations. The two parcels will be offered for public sale by sealed bid in the near future. The north parcel comprises a 54.61-acre tract of land located west of 7<sup>th</sup> Avenue. The south parcel contains a total area of 27.7 acres and is located north of Grant Street. A boundary survey of the parcels is attached.

Feel free to contact Wayne Waslaski in our Real Estate Division if you have questions. He can be reached at 651.296.2278 or at [wayne.waslaski@state.mn.us](mailto:wayne.waslaski@state.mn.us).

Attachment

Sec. 31. [SALE OF STATE LAND.]

Subdivision 1. [STATE LAND SALES.] The commissioner of administration shall coordinate with the head of each department or agency having control of state-owned land to identify and sell at least \$5,505,000 of state-owned land. Sales should be completed according to law and as provided in this section as soon as practicable but no later than June 30, 2005.

Notwithstanding Minnesota Statutes, sections 94.09 and 94.10, or any other law to the contrary, the commissioner may offer land for public sale by only providing notice of lands or an offer of sale of lands to state departments or agencies, the University of Minnesota, cities, counties, towns, school districts, or other public entities.

Subd. 2. [ANTICIPATED SAVINGS.] Notwithstanding Minnesota Statutes, section 94.16, subdivision 3, or other law to the contrary, the amount of the proceeds from the sale of land under this section that exceeds the actual expenses of selling the land must be deposited in the general fund, except as otherwise provided by the commissioner of finance. Notwithstanding Minnesota Statutes, section 94.11, the commissioner of finance may establish the timing of payments for land purchased under this section. If the total of all money deposited into the general fund from the proceeds of the sale of land under this section is anticipated to be less than \$5,505,000, the governor must allocate the amount of the difference as reductions to general fund operating expenditures for other executive agencies for the biennium ending June 30, 2005.

Subd. 3. [STATE LAND SALES FOR CONSIDERATION.] Based on the inventory of state-owned land under Laws 2002, chapter 393, section 36, the commissioner of administration with the cooperation of the responsible agency head may consider the following for sale under this section:

(1) the BCA property at 1246 University Avenue in St. Paul with a public use classification of "to be determined"; and

(2) other land identified as surplus in the inventory of state-owned land.

Subd. 4. [SALE OF STATE LANDS REVOLVING LOAN

FUND.] \$180,075 is appropriated from the general fund in fiscal year 2004 to the commissioner of administration for purposes of paying the actual expenses of selling state-owned lands to achieve the anticipated savings required in this section. From the gross proceeds of land sales under this section, the commissioner of administration must cancel the amount of the appropriation in this subdivision to the general fund by June 30, 2005.

Sec. 32. [EFFECTIVE DATE.]

The appropriations for fiscal year 2003 are effective the day following final enactment.











**DATE:** December 10, 2003

**TO:** Agency Heads

**INFORMATIONAL BULLETIN  
ADMIN 03.22**

**FROM:** Brian J. Lamb  
Commissioner

**SUBJECT:** Real Estate Available For State Use

In late 2005, the Minnesota Department of Health (MDH) will be moving into new office and laboratory facilities currently being constructed in the Capitol complex. At that time, the office and laboratory facility currently occupied by MDH at 717 Delaware Street SE in Minneapolis will no longer be needed for their operations.

The Department of Economic Security and the Department of Trade and Economic Development have been merged to form the Minnesota Department of Employment and Economic Development (DEED). The former Department of Economic Security currently occupies an office building located in downtown St. Paul at 390 North Robert Street. DEED is scheduled to collocate its operations into a leased facility in downtown St. Paul in the spring of 2004, which will mean that the office building at 390 North Robert Street will no longer be needed for its operations.

Minn. Stat. §94.09, Subd. 3 provides that: "The commissioner shall send written notice to all state departments, agencies and the university of Minnesota describing any lands or tracts which may be declared surplus. If a department or agency or the university of Minnesota desires custody of the lands or tracts, it shall submit a written request to the commissioner, no later than four calendar weeks after mailing of the notice, setting forth in detail its reasons for desiring to acquire, and its intended use of, the land or tract."

Attached is information on both facilities. Please contact Wayne Waslaski in our real estate office at 651.296.2278 or via email at [wayne.waslaski@state.mn.us](mailto:wayne.waslaski@state.mn.us) if you have questions or would like to discuss the terms and conditions of a transfer.

In the event your agency is interested in obtaining either of the properties, requests can be submitted to our office through January 16, 2004.

**OFFICE FACILITY**  
**390 North Robert Street, St. Paul**



Site: Site area is 30,592 sq.ft. or .71 acres. Dimensions are roughly 150 feet north/south and 204 feet east/west.

Legal Description: Lot 2, Block 1, Capitol Centre No. 1, Ramsey County

Gross Building Area: 136,623 sq.ft.

Rental Building Area: 102,995 sq.ft.

Type/Use of Facility: Multi-story office facility

Occupancy: Single-tenant; Department of Economic Security (now part of Dept. of Employment and Economic Development)

No. of Stories: Five stories, plus basement and a small mechanical penthouse

Year Built: 1967

## PROPERTY DESCRIPTION

Exterior:	Granite panels
Heating System:	St. Paul District Energy
Cooling System:	St. Paul District Energy
Air Handling System:	Air handling units scattered through the building and on the rooftop. A Walker duct system distributes the air through the building. There is no zone control on HVCA system.
Electrical Service:	2,800 amps
Lighting:	Recessed fluorescent fixtures are typical in most building areas; energy efficient bulbs
Restrooms:	One set of men's and women's restrooms per floor, stacked in the center of building
Elevator:	Bank of three elevators. Each stop at five floors and basement. 2,500 pound capacity.
Fire Protection:	Basement is sprinklered by a wet pipe sprinkler system. The rest of the building is not sprinklered. Cost estimate to install sprinkler system is \$325,000, if completed as part of asbestos abatement noted below.
County PID #:	06-28-22-11-0006
Zoning:	B-4, Central Business District
Total Parking:	31 basement stalls
Stairwells:	Existing stairwells do not meet fire or building code. New stairwell needs to be added, probably an extension on the east side of building. Cost estimate is \$450,000.
Asbestos Containing Materials:	Primarily asbestos fire proofing on structural steel and decking, asbestos containing floor tile, and asbestos containing pipe fitting and pipe insulation. Cost estimate for asbestos removal, asbestos abatement design and project management, and air monitoring is \$3.5M.
Roof:	Installed in 1981. Estimated replacement cost is \$110,000

**OFFICE AND LABORATORY FACILITY  
717 DELAWARE STREET SE, MINNEAPOLIS**



Site: Site area is 54,450 sq.ft. or 1.25 acres. Dimensions are 165 feet north/south and 330 feet east/west.

Legal Description: Lots 1, 2, 9 and 10, along with the south one-half of lots 3 and 8 , St. Anthony City Addition, Hennepin County

Gross Building Area: 201,300 sq.ft.

Rental Building Area: 159,843 sq.f.t

Usable Building Area: 124,696 sq.ft.

Type/Use of Facility: Primary use is general office with all or portions of the 4<sup>th</sup> through 6<sup>th</sup> floors devoted to lab use. Laboratory area is 32,183 sq.ft.

Occupancy: Single-tenant; Minnesota Dept. of Health

No. of Stories: Six stories, plus basement parking garage and a small mechanical penthouse

Year Built: 1968

## PROPERTY DESCRIPTION

Exterior:	Brick veneer, with the exception of the main floor which has granite panels
Heating System:	Low-pressure steam heating system, with steam piped from University of Minnesota system; steam coils preheat forced air, supplemented by hot water reheats for interior space and baseboard radiator distribution for perimeter spaces
Cooling System:	(2) original 367 ton chillers on 6 <sup>th</sup> floor with new insulated steel piping; (2) new 400 ton capacity cooling towers on the roof
Air Handling System:	Total of 12 air handling units, 4 of which are new, providing fresh air to lab areas with return air fan serving office areas
Electrical Service:	13,800 incoming volts, system dates back to construction
Lighting:	Recessed fluorescent fixtures are typical in most building areas; energy efficient bulbs
Restrooms:	One set of men's and women's restrooms per floor, except for the main floor which has two sets
Elevator:	Two passenger elevators serving basement through 5 <sup>th</sup> floors; One freight (4500 lb. capacity) elevator serving all floors, including penthouse, elevators are friction-type with motors, gearbox and cables
Insulation:	Limited, if any, wall insulation
Fire Protection:	Sprinklered in select areas only, with the exception of the basement, which is fully sprinklered; 4,500 gallon water storage tank serving the sprinklering system.
County PID #:	25-029-24-14-0028
Zoning:	West one-half zoned R-6, Multiple Residence District and the east one-half zoned C-2, Neighborhood Corridor Commercial District; office and laboratory uses are permitted; non-conforming in terms of building height and off-street parking
Total Parking:	94 basement stalls + 38 surface stalls = 132 stalls



DATE: December 9, 2003

TO: Agency Heads

INFORMATIONAL BULLETIN  
ADMIN 03.21

FROM: Brian J. Lamb  
Commissioner

SUBJECT: **2003 Recycling Collections Survey**

The Department of Administration (Admin) requests your agency's assistance with the annual recycling collection survey for 2003. We are e-mailing a copy of this correspondence to your recycling contacts at each agency location for them to complete and return to Admin. A list of agency recycling contacts that work with Admin's Resource Recovery Office is included for your reference.

**Completed surveys should be received by the Resource Recovery Office no later than Friday, January 16, 2004, by e-mailing them to [jeff.anderson@state.mn.us](mailto:jeff.anderson@state.mn.us), faxing them to 651.282.2740, or mailing them to the Resource Recovery Office, 50 Sherburne Avenue, Room G-10, St. Paul, MN 55155.**

Minn. Stat. §115A.15 subd.9 requires that each state agency in the metropolitan area work toward individually achieving a 60 percent recycling goal. Agency responses to the *Recycling Data Input Form* (attached) are used to publish the *Recycling Recovery Rates of Metropolitan Offices and Operations* (viewable at <http://www.rro.state.mn.us/Rates.htm>).

Admin provides this recycling rate report to agencies to advise them of their progress and it is forwarded to the Office of Environmental Assistance for reporting to the Legislature. These statutes also require Admin to notify agencies if recycling goals are not met and to communicate recycling expectations and opportunities. State agencies not achieving the recycling goal should explore their recycling opportunities. Options to explore include the following:

- Contact the Resource Recovery Office at 651.296.2397 for waste reduction and recycling technical assistance;
- Contact the Minnesota Office of Environmental Assistance Clearinghouse at 651.296.3417 to request waste reduction and recycling publications; or
- Contact your county staff, listed in the "Contacts List" attachment, for information.

Thank you for your participation.

bjl/lhm  
attachments  
c: agency recycling contact/file



## AGENCY RECYCLING CONTACTS

Administration Department, Lisa Blue  
Administrative Hearings, Susan Schleisman  
Accountancy Board, Dennis Poppenhagen  
Agriculture Department, Claudia Furlong  
Amateur Sports Commission, Joan Crolius  
American Legion, Lyle R. Foltz  
American Legion Aux., Eleanor Johnson  
Architecture, Eng., Surv., Landscape Board, Andrea Barker  
Arts Board, James Dusso  
Asian Pacific Council, Jovita Bjoraker  
Attorney General, Melody Cylkowski  
Auditor's Office, Julie Shiek  
Barbers Examiners Board, Maureen Tibbetts  
Black Minnesotans Council, Elina Woods  
Boxing Board, Geraldine Kasprzak  
Capitol Area Arch. and Planning Board, Paul Mandell  
Center for Arts Education, Bob Raiolo  
Chicano Latino Affairs Council, Rachel Ramirez  
Chiropractic Examiners Board, Lori Blanski  
Commerce Department, Karen Santori  
Corrections Department, Pat Wewers  
Dentistry Board, Nancy Skoog  
Dietetics and Nutrition Practice Board, Laurie Mickelson  
Disabled American Veterans, Mary Prokop  
Education Department, Sharon Basco  
Employment and Economic Development Dept., Annette Selbitschka  
Electricity Board, Gail Peterson  
Employee Relations Department, Larry Bastian  
Environmental Assistance Office, Glen Meyer  
Finance Department, Carole Charbonneau  
Gambling Control Board, Deb Hellenberg  
Governor's Office, Paula Brown  
Health Department, Art Newberg  
Higher Education Service Office, Janice Cheetham  
Historical Society, Richard Miller  
Housing Finance Agency, Eric Mattson  
Human Rights Department, Karen Francois  
Human Services Department, Joe Dotson  
Indian Affairs Council, Sharon Romano  
Investment Board, Nancy Wold  
Judicial Stands Board, Deborah Flanagan  
Labor and Industry Department, Renee Allram  
Law Library, Jan Watson  
Lawyers Prof. Responsibility Board, Joanne Daubenspeck  
Legislative Advisory Commission, John Gunyou  
Legislative Auditor, Jean Barnhill  
Legislative Coordinating Commission, Chad Thuet  
Legislative Commission, Economic Status of Women, Cheryl Holman  
Legislative Commission, Minnesota Resources, Mary Lou Kendle  
Legislative Reference Library, Lisa Knoop  
Legal Certification, Debra Godbout  
Marriage and Family Therapy Board, Nancy Obrien  
Mediation Services, Carol Clifford  
Metropolitan Council, Mike Nevala  
Military Affairs, Gary Bloedel  
Minnesota Sentencing Guidelines Commission, Cheryl Dewolfe  
Minnesota State Colleges and Universities, Carol Zwinger  
Minnesota Veterans Home, Gary Hall  
Natural Resources Department, Dave Kircher  
Nursing Board, Sheryl Meyer  
Nursing Home Administrators, Joann Benesh  
Ombudsman for Families, Bauz Nengchu  
Ombudsman for Mental Health and Mental Retardation, Jody Powers Blok  
Optometry Board, Laurie Mickelson  
Pharmacy Board, Juli Vangness  
Pollution Control Agency, Sandy Gurak  
Psychology Board, Debby Sellin Beckerle  
Public Defense Board, Patsy Foster  
Public Employees Retirement Assoc, Dave Dejonge  
Public Safety Department, Dean Klinkhammer  
Public Utilities Commission, Bret Eknes  
Racing Commission, Pam Webber  
Revenue Department, Cindy Mastel  
Revisor of Statutes, Jeff Kase  
Secretary of State, Heidi Hartwig  
Social Work Board, Connie Oberle  
State Fair, Mary Pittelko  
State Lottery, Tom Carey  
State Retirement System, Arvin Herman  
Supreme Court, Judy Rehak  
Tax Court, Sheldyn Himle  
Teachers Retirement Association, Tom McCauley  
Transportation Department, Pat Younkin  
Veterans Affairs, Kathy Schwartz  
Veterans Home Board, Vi Nicholas  
Veterans of Foreign Wars, Jim Hesselegrave  
Veterans of Foreign Wars/Ladies Aux., Joyce Nass  
Veterinary Medicine Board, Donna Carolus  
Water and Soil Resources Board, Lori Wilson  
Workers' Comp Court of Appeals, Sandy Lynott  
Zoological Garden, Kevin Henderson

## COUNTY RECYCLING CONTACTS

Anoka County, Amy Briesacher	763.323.5737	Ramsey County, Dan Donkers	651.773.4451
Carver County, Marcus Zbinden	952.361.1806	Scott County, Steve Steuber	952.496.8473
Dakota County, Mike Trdan	952.891.7021	Washington County, Nicole L. Stewart	651.430.6669
Hennepin County, Sandra Nussbaum	612.348.3563		



### Solid Waste Discarded in 2003

If the actual weight of solid waste discarded is not available, provide the volume (i.e. loose cubic yards) of solid waste discarded. The Resource Recovery Office will convert the volume of solid waste discarded to weight.

	<b>Pounds</b>	<b>or</b>	<b>Tons</b>	
Weight of solid waste discarded in 2003				
				<b>Cubic Yards</b>
				Volume of solid waste discarded in 2003

If solid waste information is not available place an X here →

### Waste Reduction in 2003 (Not Mandatory)

Please type an X before the description below that best describes your agency's waste reduction program status:

- No waste reduction program
- Waste reduction program planned
- Waste reduction program implemented

### List below your agency's waste reduction goals for 2004 (Not Mandatory)

Waste reduction is defined by M.S. §115A.03, subd. 36b.

[Click this link to read statute M.S. §115A.03, subd. 36b. Waste Reduction; source reduction definition](#)

[Click this link to read statute M.S. §115A.15, State Government Resource Recovery Program](#)

When finished with the Fiscal Year 2002 Recycling progress data input form, do a "save as" which includes your agency name and address and email to the Resource Recovery Office as an attachment at this email address:

<mailto:jeff.anderson@state.mn.us>



**MEMORANDUM**

Office of the Commissioner  
200 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155  
Voice: 651.296.1424  
Fax: 651.297.7909

**DATE:** March 5, 2003

**TO:** Agency Heads

**FROM:** Brian J. Lamb  
Commissioner

**INFORMATIONAL BULLETIN  
ADMIN 03.07**

**SUBJECT:** Daily vehicle rental program

It is with regret that I inform you the Admin Travel Management Division (TMD) will no longer be operating a short-term vehicle rental (daily rental) program. This program will cease operations on April 1, 2003.

As we are all aware, the State budget situation forces us to look at everything we do with an increasingly critical financial perspective. Ongoing financial issues, along with the availability of daily rentals from the private sector, make the decision to close this program necessary. TMD will be contacting customers with current daily rental reservations to help arrange alternatives. TMD is working with the Admin Materials Management Division to establish a short-term vehicle rental contract to assist agencies in obtaining daily rentals in the future.

The TMD long-term vehicle rental program (permanent vehicle assignments) will continue to operate as usual. The long-term program comprises approximately 95 percent of TMD total business. This program is in financially stable condition, and will be moving forward into the future.

TMD would like to thank all of the customers who have used the daily rental program during the many years this program has been in operation. Again, thank you for past support of this program.

If you have any questions, please feel free to contact TMD at 651.296.2163.

Thank you very much.



Admin  
**MINNESOTA**

Department of Administration

Office of the Commissioner, Telephone: 296.1424; Facsimile: 297.7909

DATE: March 31, 2000

TO: Agency Heads

FROM: David R. Fisher  
Commissioner

**INFORMATIONAL BULLETIN  
ADMIN 00.02**

SUBJECT: **M.S. Section 16C.065 – Amended Procedures**

Minnesota agencies must meet certain criteria when making acquisitions of the type and kind outlined in M.S. Section 16C.065 (in general, purchases, acquisitions, contracts, and projects exceeding \$5 million). Among these is the preparation of a cost-benefit analysis and its submission to the Department of Administration.

Because the legislation targets major (excess of \$5 million) purchases, acquisitions, contracts, and projects, most are not subject to this cost-benefit analysis requirement, and are further limited to those subject to approval by the Department of Administration directly or by delegation. Guidelines and procedures for complying with this new law were distributed to you on September 20, 1999. (**INFORMATION BULLETIN ADMIN 99.10**).

This bulletin is to notify you of certain amendments to these guidelines and procedures.

Attached are amended filing procedures (*Section 16C.065 Checklist*) and a clarification regarding the types of costs that should be included in the cost-benefit analysis (*Cost-Benefit Analysis Guidelines*).

Changes to the *Section 16C.065 Checklist* clarify a number of points: the definition of a “project”; recognition that certain public benefits cannot be measured for financial performance; and an expedited review, directing the agencies filing a cost-benefit analysis also simultaneously file a cost-effectiveness study with the Department of Administration. The *Cost-Benefit Analysis Guidelines* also have been corrected to avoid the double counting of interest costs that may be reflected in present-value calculations. The *Guidelines* further are modified to recognize that public goods may not have markets, making it difficult to establish monetary values for costs and benefits, and to clarify that costs include capital, operational, and transitional costs.

Please continue to direct questions and suggestions regarding the statute’s application to James Jarvis of the Management Analysis Division at 651.297.3091.

Attachments: M.S. 16C.065

Amended *Section 16C.065 Checklist*

Amended *Cost-Benefit Analysis Guidelines and Cost-Effectiveness Study Guidelines*

## SECTION 16C.065 CHECKLIST

**PURPOSE:** Review and approval of State of Minnesota contracts, purchases, acquisitions and projects ("acquisitions") by the Department of Administration; application of a cost-benefit analysis or a cost-effectiveness study.

**DIRECTIONS:** Begin with question number one and progress through the Checklist as directed.

1. **Authority to approve.** Is the approval of the acquisition to be made by the Commissioner of Administration?  
*If yes, go to question 3. If unsure, or authority is delegated, go to question 2.*
2. **Delegated authority.** Has the Commissioner of Administration delegated contract or acquisition duties under section 16C.03, subd. 16?  
*If yes, go to question 3. If no, end inquiry.*
3. **Type of acquisition.** Is it a contract for or acquisition of a good or service?  
*If yes, go to question 4. If no, end inquiry.*
  - "Goods" is defined in 16C.02 as all types of personal property including commodities, materials, supplies, and equipment.
  - "Services" is defined in 16C.02 as both professional or technical services and services performed under a service contract. (A service contract is a contract for any nonprofessional or technical services).
4. **Project.** Is the good or service part of a project that has an aggregated dollar value greater than \$5 million?  
*If yes, go to question 7. If no, go to question 5.*
  - "Project" means an undertaking devised to accomplish a particular goal or to effect a particular outcome. "Project" includes, but is not limited to, acquisition of real or personal property and the erection, construction, remodeling, repairing or improvement of public land, building or public work. The submitting agency should specifically note whenever its acquisition is part of a larger project. The Department of Administration is prepared to discuss this matter on a case-by-case basis.
5. **Acquisition value.** Is the dollar value of the good or service greater than \$5 million?  
*If yes, go to question 6. If no, end inquiry.*
6. **Useful life of acquisition.** Does the good or service have a useful life of more than three years?  
*If yes, perform a cost-benefit analysis<sup>1</sup> for the acquisition and go to question 8. If no, end inquiry.*

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<sup>1</sup> Cost-benefit analysis guidelines are attached.

7. **Useful life of project.** Does the project to which the good or service relates have a useful life of more than three years?  
*If yes, perform a cost-benefit analysis for the project and go to question 8. If no, end inquiry.*
8. **Positive benefit.** Does the cost-benefit analysis show a positive benefit?  
*If yes, submit the cost-benefit analysis and request for purchase to the Commissioner of Administration or Commissioner's delegatee for approval.*  
  
*If no, perform a cost-effectiveness study, and submit it simultaneously with the cost-benefit analysis to the Commissioner of Administration. Go to question 9.*  
  
*If unknown, go to question 9. Some public benefits cannot be readily quantified. Examples include: the value attached to a state-wide benefit of public safety or defense, public health and welfare, or public trust. Because the statute requires a positive benefit, if you are unable to measure a particular benefit, state this in your cost-benefit analysis document and submit it together with a cost-effectiveness study to the Commissioner of Administration. Go to question 9.*
9. **Cost-effectiveness study.** Does a cost-effectiveness study<sup>2</sup> show that the acquisition is the most effective way to provide a necessary public good?  
*If yes, the governor may approve the acquisition. If no, go to question 10.*
10. **Natural disaster emergency.** The contract or acquisition will be approved if it is in response to a natural disaster, and an emergency has been declared by the governor.

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<sup>2</sup> Cost-effectiveness study guidelines are attached.

## COST-BENEFIT ANALYSIS GUIDELINES

Cost-Benefit Analysis (CBA) is the comparison of the potential costs of a project to its benefits. The analysis produces information for determining whether project benefits exceed its costs. The cost and benefit calculations are influenced by accuracy of the data, validity of assumptions, and estimation methodology.

This guideline is intended to provide direction to agencies that must conduct a cost-benefit analysis required by Minnesota Statutes Section 16.065. The guideline does not mandate how an agency should conduct the CBA or the format for presenting the results. The guideline lists the major components that the CBA should contain; it is not a CBA instructional tool. The guideline emphasizes the explanation and justification of the accuracy, validity of assumptions of the data, and estimation methodology.

**Project description.** Describe the project requiring the CBA. This description should include the project goals and objectives, funding sources, relevant history or need, and current state of the situation that the project will influence or change. Describe the distinct alternatives examined for accomplishing the goals and objectives.

**Benefits and costs.** Define the major<sup>1</sup> economic, social, and environmental benefits and costs that each alternative creates. These benefits and costs should be the incremental ones resulting from the project, over and above the current situation. Identify the distinct groups that receive the benefits and bear the costs, and the relevant characteristics and size of each group. Explain how the alternative creates each of its benefits and costs.

If possible, estimate a monetary value for each benefit and cost, for each year that the project produces them. Show how the monetary value was calculated. State the major assumptions and substantiate their validity. Identify the data sources used for the estimates. For benefits and costs that accrue in future years, state whether the monetary values are in constant or current dollars.

The costs and benefits of a public project or good may not have ready markets, making it difficult to establish monetary values. Several techniques exist to develop estimates or proxies. For example, labor-market wages are used for valuing people's time savings and the value of a life. Surveys can estimate the willingness of people to pay for a public good or benefit or the satisfaction they would derive from it. Cost-benefit textbooks or cost-benefit analyses of other similar projects can provide guidance for valuing the benefits and costs.

If the major benefits and/or costs of the project are extremely difficult to quantify monetarily, then proceed to conduct a cost-effectiveness study. "Extremely difficult" means the quantification efforts would detrimentally delay the project, be costly to undertake, or provide low-quality, meaningless or misleading data. In this situation, perform the cost-effectiveness study, and explain why the cost benefit analysis is deemed inappropriate.

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<sup>1</sup>The agency may determine which costs and benefits are the "major" ones; at a minimum, costs that represent 10 percent or more of the total costs and benefits should typically be included.



The benefits and costs should represent those actually resulting from the project itself and not simply transfers between parties or different geographical areas within the state. The individual benefit and cost variables should be mutually exclusive; do not count separately one type of benefit and also include it as part of another type of benefit or as a negative cost. The costs should include capital, ongoing/operational, and transitional costs.

**Time period.** Specify the span of years in which the benefits and costs occur. Explain why this time period is the most appropriate one. Future benefit and cost estimates should reflect potential real changes in workload, inputs, or benefits. If the project has capital assets that have a useful life exceeding the time period of the CBA, calculate the residual values of the assets and include them as a benefit or negative cost.

**Comparison.** Compare the costs to benefits using one or more of the following methods: net present value, costs-to-benefit ratio, or internal rate of return. If you use the net present value or costs-to-benefit ratio methods, discount the future benefits and costs of the project using the interest rate that the state receives on its General Fund investments or pays for general obligation borrowing. If necessary, you may use a different interest rate, but explain why it is more appropriate than the state's interest rate. If the future costs and benefits are measured in constant dollars, use the real rate of interest (one that does not factor in inflation).

**Sensitivity analysis.** The cost and benefit calculations are estimates and may differ from the actual costs and benefits realized from the project. In the CBA, analyze the level of sensitivity between the conclusions reached to change in major cost and benefit estimates of variable factors considered. For example, the sensitivity analysis could show how the net present value changes if one major benefit is 10 percent higher or lower. The sensitivity analysis can vary the major benefits and costs one at a time or in combinations.

## **COST-EFFECTIVENESS STUDY GUIDELINES**

A cost-effectiveness study is done in the same manner as a cost-benefit analysis, except that it compares several alternatives that achieve the same desired result, and therefore deliver the same overall benefits. A cost-effectiveness study only compares the costs of the alternatives because the perceived benefits are essentially the same, and the chosen alternative is the least costly one. For instance, an evaluation of Apple, IBM and Compaq computers presumes that they all compute, and perform the same basic functions. There is no preference for one computer over another because the benefits are essentially the same.

In the event the project under consideration is a public service or public project, for which monetary benefits are difficult to determine, evaluate whether or not this project is the least-costly alternative to achieving the desired public result or benefit.

In the final analysis, the project should be able to withstand scrutiny as the most cost-effective means to achieve a desired result when compared to any reasonable alternatives.



*Admin*  
**MINNESOTA**

Department of Administration

DATE: August 13, 1998  
TO: All State Agency Heads  
FROM: Elaine S. Hansen  
Commissioner *ESH*

**INFORMATIONAL BULLETIN  
ADMIN 98.22**

SUBJECT: **Potential US WEST Strike, August 15**

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As I write this memo, it is still uncertain whether US WEST and the Communications Workers of America (CWA) will reach agreement in their contract negotiations before the deadline on Saturday, August 15. In the event that CWA workers strike, I want to inform you of the possible impact on state agency operations and the steps that will be taken by the Department of Administration.

Routine calls should be unaffected because they are routed by automated equipment. In the event of circuit outage, failure of central office equipment, or other service interruptions, the restoration of 9-1-1 emergency service would be the first priority. Repair of a large-scale outage would be next in priority. Orders for new phone installations, repairs, and changes to existing service are likely to be delayed. We can also expect delays in placing operator-assisted calls.

The network operations center at Admin will continue to receive and respond to agencies' calls reporting service problems. The center's number is 651.297.1111. In the event of a strike, Admin expects the volume of incoming calls to slow their staff's response time, but will make every effort to minimize service interruptions.

Please feel free to call Bill Schnellman, Director of Telecommunications, at 651.296.6339 for further information.

c: Telecommunications Coordinators



ARNE H. CARLSON  
GOVERNOR

# STATE OF MINNESOTA

OFFICE OF THE GOVERNOR  
130 STATE CAPITOL  
SAINT PAUL 55155

## MEMORANDUM

DATE: August 14, 1998

TO: Agency Heads *AHC*

FROM: The Honorable Arne H. Carlson  
Governor

SUBJECT: **Year 2000 Problem**

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Responsibility for the State's successful transition to the Year 2000 rests with you, the agency's executive leadership. Fixing the Year 2000 Problem is the top priority business continuation project. Progress made in the next few months is critical; we cannot afford to fail.

Every effort must be made to protect the State's infrastructure and the safety and well-being of our citizens. All necessary steps must be taken to minimize the impact of the Year 2000 Problem on our ability to provide services to citizens into the 21st century. Mission-critical computer systems are required to be Year 2000 compliant by **December 31, 1998**.

Agencies must also address their business partners, supply chain, embedded technologies, and contingency plans. Finally, agencies must take every opportunity to safeguard the State's economy by increasing external awareness activities with private sector organizations and local government.

Please confirm that your agency's project is on track and maintains urgency by:

- Communicating the priority of this project to all agency personnel. (See attached example letter written by Commissioner Jim Denn, Department of Transportation.)
- Requiring monthly status reports to you and your executive management.
- Requiring internal audits of Year 2000 progress.
- Submitting timely reports to the Minnesota Year 2000 Project Office for review by my office and the Legislature.

Contact the Minnesota Year 2000 Project Office at 651.296.5643 for additional information. Thank you for your continued efforts to address this problem.

Attachment





*Admin*  
**MINNESOTA**

Department of Administration

Office of the Commissioner  
200 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155  
Voice: 651.296.1424  
Fax: 651.297.7909  
TTY: 651.297.4357

**DATE:** July 30, 1998

**TO:** Agency Heads

**FROM:** Elaine S. Hansen  
Commissioner

INFORMATIONAL BULLETIN  
ADMIN 98.20

**SUBJECT:** Procurement Reform Implementation

This memo highlights some of the significant provisions of the new procurement law (Laws of Minnesota 1998, Chapter 386, effective on July 1, 1998), including:

- \* **The limit at which agencies must advertise for bids or proposals has been increased from \$15,000 to \$25,000.**
- \* **Consistent with the increase in the advertising limit and subject to your approval, purchasing staff with Authority for Local Purchase (ALP) certified by the Materials Management Division (MMD) to purchase up to \$15,000, may now purchase up to \$25,000.**

Although you do not have any employees trained and certified for purchasing up to the sealed bid limit, I would encourage you to consider accepting this level of authority for at least one employee by contacting MMD. Agencies that accept sealed bid limit authority should consider whether it is necessary to develop related internal policies.

Admin is developing a purchasing overview training module designed for supervisors and managers. This module outlines purchasing processes, required agency documentation, related technology and best purchasing practices. The training is designed to provide a view of purchasing from a manager's perspective. If you feel that this training would be of value to your agency, please have the appropriate staff member contact MMD's training coordinator, Linda Marzinske, at 651.215.1757.

If you have specific questions about the new procurement law, please contact MMD's implementation project manager, Tom Trant, at 651.297.4354.



*Admin*  
**MINNESOTA**

Department of Administration

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DATE: July 14, 1998

TO: Agency Heads

**INFORMATIONAL BULLETIN  
ADMIN 98.18**

FROM: Elaine S. Hansen  
Commissioner

VOICE: 296.1424

FAX: 297.7909

SUBJECT: **Former Columbia Heights Medical Clinic  
4555 University Avenue NE, Columbia Heights**

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Attached is information prepared by the University of Minnesota regarding a property formerly utilized as the Columbia Heights Medical Clinic.

If your agency is interested in the property, contact Bev Kroiss in Admin's Real Estate Management Division at 651.296.1896 for assistance.

Attachment

*Bar K.*

Real Estate Office

424 Donhowe Building  
319-15th Avenue S.E.  
Minneapolis, MN 55455-0199  
612-625-5345  
Fax: 612-625-2595

June 30, 1998

**RECEIVED**

TO: City Administrator  
City of Columbia Heights

JUL 13 1998

County Administrator  
County of Anoka

**REAL ESTATE MANAGEMENT**

**RECEIVED**  
JUL 02 1998  
Dept. of Administration  
Office of Commissioner

✓ Commissioner  
Department of Administration  
State of Minnesota

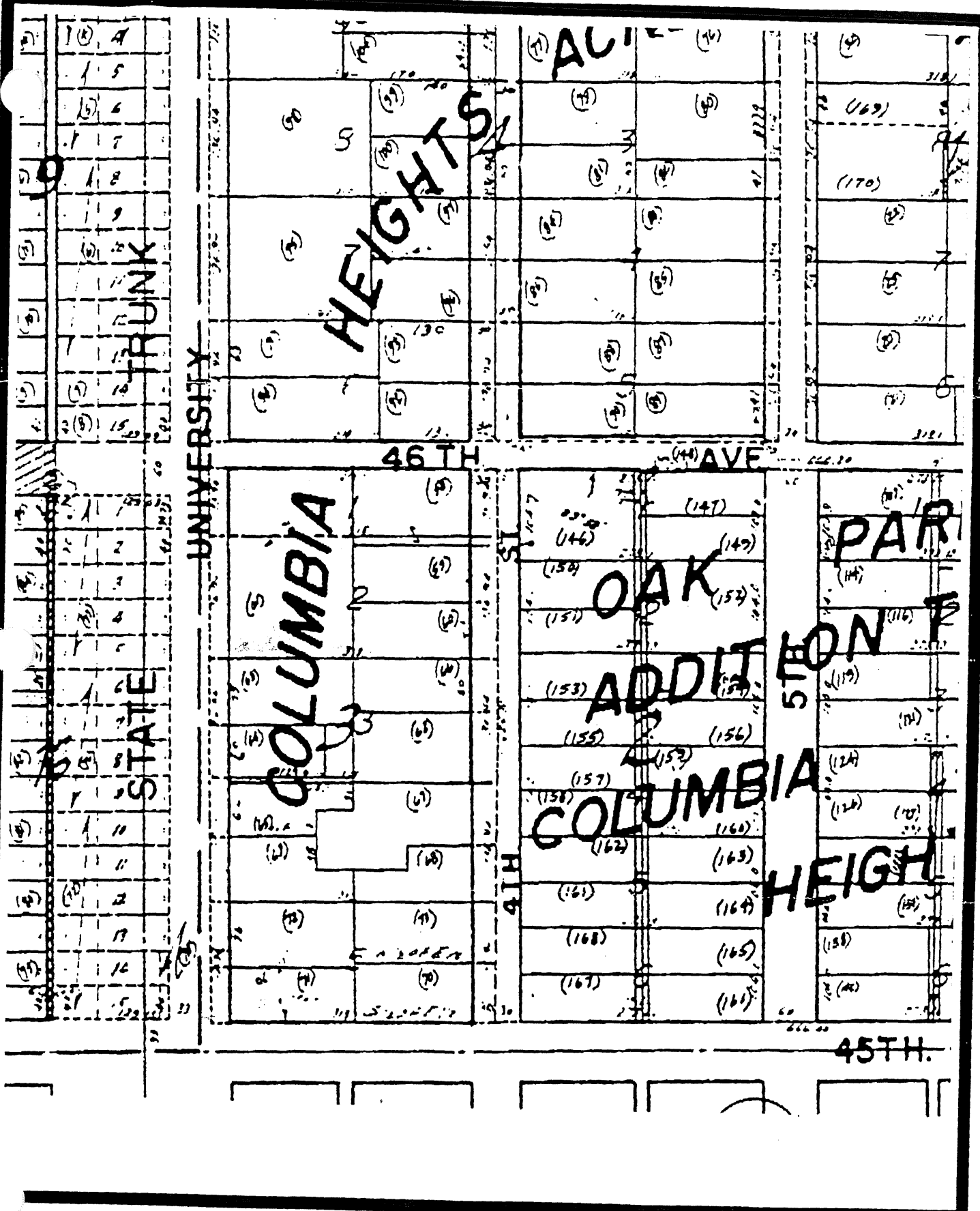
FROM: Susan Carlson Weinberg  
Real Estate Coordinator  
612/625-4539

*Susan Carlson Weinberg*

SUBJECT: 4555 University Avenue NE, Columbia Heights  
(W. 1/2 of Lots 1-2, Block 3, Columbia Heights Acres,  
Anoka County, Minnesota, except the W. 20' thereof;  
excluding minerals and minerals rights and subject to  
easements and restrictions of record)

The subject property, operated previously as the Columbia Heights Medical Clinic, has been declared by the University of Minnesota. The property consists of a 6,408 square foot medical clinic/office building constructed in 1965 situated on 29,601 square feet of land. A plat map showing the location of this property is enclosed.

Please contact the University of Minnesota, Real Estate Office, 612/625-5345, by July 31, 1998 if you have any interest in purchasing this property.



**Plat Map**



*Admin*  
**MINNESOTA**

Department of Administration

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DATE: 19 March 1998

TO: Agency Heads

INFORMATIONAL BULLETIN  
ADMIN 98.9

FROM: Elaine S. Hansen  
Commissioner

SUBJECT: **Former Redwood Falls Federal Building**  
**200 East Fourth Street, Redwood Falls**

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Attached is information prepared by the General Services Administration regarding a surplus office building previously utilized by federal agencies.

If any public agency desires to acquire the property, notice must be filed with the General Services Administration before 4:00 p.m. on March 26, 1998.

In the event your agency is interested in the property, contact Bev Kroiss in our Real Estate Management Division at 296.1896 for assistance.

Attachment



NOTICE OF SURPLUS DETERMINATION - GOVERNMENT PROPERTY

MARCH 6, 1998

Property Name: Redwood Falls Federal Building  
Property Location: 200 East Fourth Street  
Redwood Falls, Minnesota 56283  
GSA Control No.: 1-G-MN-563

Notice is hereby given that the Federal Building at 200 East Fourth Street, Redwood Falls, Minnesota, has been determined to be surplus Government property. The property consists of 21,900 square feet of land improved with a two story and basement office building containing 16,583 gross square feet. The building has been used for Federal agency offices. The U.S. Postal Service occupies 5,108 square feet of the first floor. The Federal Building is in the Redwood Falls Central Business District in an area zoned generally for retail and office uses. (Zoning Classification: B-4).

The U.S. Department of Housing and Urban Development has determined this property unsuitable as a facility to assist the homeless under the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 14211), as amended. The property was published in the Federal Register on Friday, December 12, 1997, Volume 62, Number 239, Page 65436.

This property is surplus property available for disposal pursuant to the provisions of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 471 et. seq.), and applicable regulations. The applicable regulations provide public agencies (non-Federal) shall be allowed a reasonable period of time to submit a formal application for surplus real property in which they may be interested. Disposal of this property, or portions thereof, may be made available to public agencies for public uses stated below whenever the Government determines that the property is available for such uses and that disposal thereof is authorized by the statutes cited and applicable regulations:

STATUTE	TYPE OF DISPOSAL
40 U.S.C. 484(e)(3)(h)	Negotiated sale to public agencies;
40 U.S.C. 484(k)(1)(B)	Health purposes related to drug rehabilitation use only;
40 U.S.C. 484(p)(1)	Correctional facility use.

If any public agency desires to acquire the property under 40 U.S.C. 484(e)(3)(h), notice thereof in writing must be filed, before 4:00 p.m., March 26, 1998, with:

Dennis R. Spearman  
 General Services Administration  
 Property Disposal Division  
 230 South Dearborn Street, Room 3756  
 Mail Stop Number 37-13  
 Chicago, IL 60604

Any public agency wishing to acquire the property for health purposes related to drug rehabilitation only, in accordance with 40 U.S.C. 484(k)(1)(B), should, before 4:00 p.m., March 26, 1998, notify in writing:

Ms. Heather Ransom  
 Director, Division of Property Management  
 Program Support Center AOS  
 Public Health Service  
 Department of Health and Human Services  
 Parklawn Building, Room 5B-41  
 5600 Fishers Lane  
 Rockville, MD 20857

Any public agency wishing to acquire the property for correctional facility use only, in accordance with 40 U.S.C. 484(p)(1), should, before 4:00 p.m., March 26, 1998, notify in writing:

Mr. Richard Sutton  
 Program Manager  
 Corrections Division  
 U.S. Department of Justice  
 Bureau of Justice Assistance  
 810 Seventh Street, NW  
 Washington, D.C. 20531

Such notice shall:

1. Disclose the contemplated use of the property;
2. Contain a citation of the applicable statute under which the public agency desires to acquire the property;
3. Disclose the nature of the interest if an interest less than fee title to the property is contemplated;
4. State the length of time required to develop and submit a formal application for the property (where a payment to the Government is required under the statute, include a statement as to whether funds are available and, if not, the period required to obtain funds); and
5. Give the reason for the time required to develop and submit a formal application.

Upon receipt of such written notice, the public agency shall be promptly informed concerning the period of time that will be allowed for submission of a formal application.

In the absence of such written notice, or in the event a public use proposal is not approved, the regulations issued pursuant to authority contained in the Federal Property and Administrative Services Act of 1949, as amended, provide for offering the property for sale for its highest and best use.

If any public agency considers the proposed disposal of the property is incompatible with its development plans and programs, notice of such incompatibility must be forwarded to the General Services Administration, Property Disposal Division, 230 South Dearborn Street, Room 3756, DPN 37-13, Chicago, Illinois 60604-1696, within the same timeframe prescribed above.



**MEMORANDUM**

DATE: February 27, 1998

TO: All State Agency Heads

FROM: Elaine S. Hansen  
Commissioner

SUBJECT: **1997 Recycling Recovery Rates**

INFORMATIONAL BULLETIN  
ADMIN 98. 8

Enclosed is the *1997 Recycling Recovery Rates of Metropolitan Offices and Operations*, used by the Department of Administration (Admin) and other state agencies to report recycling goal progress in accordance with Minnesota statutes. Please review your reported state agency location(s) recycling rate(s) to determine if the 60 percent recycling recovery rate goal was achieved.

An *Overview*, detailing the purpose for state agency recycling recovery rate reporting, metropolitan state agency recycling recovery rate trends from 1992 through 1997, *Waste Reduction and Recycling Questionnaire* summary and improvement opportunities is enclosed for your assistance.

Minnesota Statutes 115A.15, subd. 9, requires each state agency in the metropolitan area to work toward individually achieving a 60 percent recycling goal by December 31, 1996. It also requires Admin to forward the recycling rates of metropolitan state agencies to the Office of Environmental Assistance for reporting to the Legislature. The total recycling recovery rate for metropolitan state agency locations is 64 percent and for the Capitol complex is 67 percent. These percentages do not include the following metropolitan regional government locations that are included in the *1997 Recycling Recovery Rates of Metropolitan Offices and Operations* report: Metropolitan Airports Commission, Metropolitan Council, Metropolitan Mosquito Control and Metropolitan Sports Facilities Commission.

If your agency has not achieved the statutory 60 percent recycling goal, the following resources may be used to work on increasing your recycling rate:

- The Resource Recovery Office (296.2397) provides state agencies and public entities with a number of resource recovery services.
- The Minnesota Office of Environmental Assistance (296.3417) provides resource recovery publications and information, including metro area recycling service providers.
- County staff provides recycling information and assistance: Anoka County, Carolyn Smith, 323.5735; Carver County, Marcus Zbinden, 361.1806; Dakota County, Gayle Prest, 891.7025; Hennepin County, Bob Thomas, 348.4046; Ramsey County, Dan Donkers, 773.4451; Scott County, Al Frechette, 496.8177; Washington County, Tom Haugen, 430.6680

Please call Lynne Markus, Resource Recovery Office Supervisor, at 296.9084 (TTY: 296.6208) with any questions regarding this information.

Enclosures

## OVERVIEW: 1997 Recycling Recovery Rates of Metropolitan Offices and Operations

### Purpose for State Agency Recycling Recovery Rate Reporting

The Department of Administration, Plant Management Division's Resource Recovery Office (RRO), coordinates and promotes interagency waste reduction and recycling opportunities through technical assistance, training,

**Table 1. 1997 Reported Recycling Recovery Rates**

County	Recycling Rate	State Agency Locations
Anoka	98%	3
Carver	59%	1
Dakota	47%	11
Hennepin	64%	17
Ramsey	65%	148
Scott	80%	3
Washington	57%	8

employee education, collection and marketing in accordance with M.S. 115A.15. RRO also provides state agency metropolitan locations with assistance in calculating their recycling recovery rates and assimilating the data into a report format. The 1997 Recycling Recovery Rates of Metropolitan Offices and Operations is provided to the Minnesota Office of Environmental Assistance, state agencies and metropolitan regional government locations to facilitate effective recycling and to promote accountability. In Table 1, the total recycling recovery rates for state agency locations

is compiled according to metropolitan county and does not include the metropolitan regional government locations. The total recycling recovery rate for metropolitan state agency locations is 64 percent and for the Capitol complex is 67 percent.

### Metropolitan State Agency Recycling Recovery Rate Trends from 1992 - 1997

The recycling recovery rate reflects materials collected for the purpose of recycling. Recovered materials are listed to indicate a more complete picture of an office's resource recovery initiatives. The rates are calculated using the following formula:

$$\text{Recycling Recovery Rate} = \frac{\text{recyclables recovered}}{\text{recyclables recovered} + \text{solid waste discarded}}$$

**Table 2. Metro State Agencies' Recycling Rate Trends**

Recycling Rate Range	1992	1997	Difference
100 - 80%	6	19	+13
79 - 60%	25	125	+100
59 - 40%	101	29	-72
39 - 0%	92	28	-64
Data Unavailable <sup>1</sup>	6	29	+23
No Response	32	57	+25

Table 2 provides a historical perspective on state agencies' recycling recovery rates from 1992 through 1997. The recycling rate range with the greatest increase over the past five years is between 60 and 79 percent.

### Waste Reduction and Recycling Questionnaire Summary

In the spring of 1997, the RRO conducted a *Waste Reduction and Recycling Questionnaire* with 185 metropolitan locations that did not achieve the 60 percent recycling rate goal by December 31, 1996 (M.S. 115A.15, subd. 9). The information gathered from the questionnaire allowed the RRO to provide a number of agencies with additional equipment, recycling system upgrades, training and better customer service. In addition, it provided a number of possible reasons for an agency location to have a low recycling recovery rate including a building with physical barriers, type of business operated, low population and agency relocation. When the agency locations were asked about the difficulties in recycling, their responses were as follows: none (61), motivating employees (34) and lack of space for recycling containers (28).<sup>2</sup>

The top three recyclable materials that these state agencies generated, but did not collect for recycling, were: 1) typewriter ribbons, 2) food waste and 3) laser toner cartridges. Of all the recyclable materials not collected at these agency locations, the two items that resulted in the heaviest weight of recyclable materials disposed of in their trash were food waste and paper.

### Improvement Opportunities

A high recycling recovery rate may be the result of a combination of factors such as employee dedication, full support from management for collection and measurement, type and volume of materials collected, building population, physical parameters of the location and interagency coordination. Review of the recycling recovery rate data is most useful for determining obvious needs, general trends and types of materials that are or are not being recovered for recycling. For further assistance, please contact the Resource Recovery Office, Minnesota Office of Environmental Assistance or your agency location's county recycling or solid waste staff.

<sup>1</sup> Some solid waste hauling services collect commingled waste and recyclables prior to processing; therefore, recycling statistics may not be available to the agency, i.e., data unavailable.

<sup>2</sup> The numbers within the brackets represent the total number of agencies selecting the item listed. The response rates are as follows: 81 percent, 18 percent and 43 percent.

**Minnesota Department of Administration State Government Resource Recovery Program  
1997 Recycling Recovery Rates of Metropolitan Offices and Operations**

<b>Agency and Location</b>	<b>Recycling Rate Percentage</b>	<b>Recovered Materials</b>
<b>Academic Excellence Foundation</b>		
Capitol Square Building, Saint Paul	73	P, BC, G, PL
<b>Accountancy Board</b>		
85 East 7th Place, Saint Paul	+	
<b>Administration Department</b>		
200 University Avenue, Saint Paul	60	P, BC
296 Chester Street, Saint Paul	71	P, BC, G, PL, M, B, O, TI
321 Grove Street, Saint Paul	15	P, BC, G, PL
635 Robert Street, Saint Paul	35	P, BC, G, PL, C
691 North Robert Street, Saint Paul	55	P, BC, G, PL, M
1600 Gervais Avenue, Maplewood	98	P, BC
5420 Highway 8, Arden Hills	68	P, BC
Administration Building, Saint Paul	66	P, BC, G, PL, LT
Centennial Building, Saint Paul	66	P, BC, G, PL
Ford Building, Saint Paul	84	P, BC, G, PL
Metro Square Building, Saint Paul	70	P, BC, G, PL
Transportation Building, Saint Paul	84	P, BC, G, PL, LT
<b>Administrative Hearings Office</b>		
100 Washington Square, Suite 1700, Minneapolis	65	P, BC, LT
<b>Agriculture Department</b>		
8 East 4th Street, Saint Paul	+	
90 West Plato Boulevard, Saint Paul	62	P, BC, G, PL, LT, FW
155 South Wabasha, Saint Paul	60	P, BC, G, PL
316 Grain Exchange Building, Minneapolis	+	
12100 Yosemite Avenue, Savage	+	
<b>Amateur Sports Commission</b>		
1700 105th Avenue, Blaine	+	
<b>American Legion Auxiliary</b>		
Veterans Service Building, Saint Paul	49	P, BC, G, PL
<b>American Legion State Headquarters</b>		
Veterans Service Building, Saint Paul	49	P, BC, G, PL
<b>Animal Health Board</b>		
90 West Plato Boulevard, Saint Paul	61	P, BC, G, PL
<b>Architecture Eng. Land Surv. and Landscape Arch. Bd.</b>		
85 East 7th Place, Saint Paul	+	

**Legend**

AF-Antifreeze	C-Compost	GBT-Grease, Bones, Tallow	PA-Paint	TY-Typewriter Ribbons
AL-Aluminum	CM-Construction Material	LT-Laser Toner Cartridges	PC-Parts Cleaner	TX-Textiles
B-Batteries, Auto	FL-Fluorescents	M-Metal	PL-Plastic	WO-Wood Waste
BA-Batteries, Appliance	FW-Food Waste	O-Oil, Automotive	S-Solvent	WW-Wastewater
BC-Beverage Cans	G-Glass	P-Paper	TI-Tires	

+ No response

\* Data unavailable due to collection arrangements

++ Metropolitan regional government

**Minnesota Department of Administration State Government Resource Recovery Program  
1997 Recycling Recovery Rates of Metropolitan Offices and Operations**

<b>Agency and Location</b>	<b>Recycling Rate Percentage</b>	<b>Recovered Materials</b>
<b>Arts Board</b>		
400 Sibley Street, Saint Paul	60	P, BC, G, PL
<b>Asian Pacific Council</b>		
200 University Avenue, Saint Paul	60	P, BC, G, PL
<b>Attorney General</b>		
10 River Park Plaza, Saint Paul	75	P, BC, G, PL
445 Minnesota Street, Saint Paul	+	
525 Park Street, Saint Paul	67	P, BC, G, PL
Capitol Building, Saint Paul	68	P, BC, G, PL
<b>Auditor State</b>		
525 Park Street, Saint Paul	61	P, BC, G, PL
<b>Auto Theft Prevention Board</b>		
1110 Centre Point Curve, Mendota Heights	+	
<b>Barbers Examiners Board</b>		
1885 University Avenue, Saint Paul	74	P, BC, G, LT, M, TY
<b>Black Minnesotans Council</b>		
2233 University Avenue, Saint Paul	60	P, BC, G, PL
<b>Boxing Board</b>		
85 East 7th Place, Saint Paul	*	
<b>Campaign Finance and Public Disclosure Board</b>		
Centennial Building, Saint Paul	66	P, BC, G, PL
<b>Capitol Area Architectural and Planning Board</b>		
Administration Building, Saint Paul	66	P, BC, G, PL
<b>Capitol Child Care</b>		
671 North Robert Street, Saint Paul	2	P, BC, G, PL
<b>Chicano Latino Affairs Council</b>		
555 Park Street, Saint Paul	61	P, BC, G, PL, LT
<b>Children, Families and Learning Department</b>		
480 Cedar Street, Saint Paul	+	
Capitol Square Building, Saint Paul	74	P, BC, G, PL
<b>Chiropractors Board</b>		
2829 University Avenue Southeast, Minneapolis	*	
<b>Client Security Board</b>		
Judicial Building, Saint Paul	68	P, BC, G, PL

**Legend**

AF-Antifreeze	C-Compost	GBT-Grease, Bones, Tallow	PA-Paint	TY-Typewriter Ribbons
AL-Aluminum	CM-Construction Material	LT-Laser Toner Cartridges	PC-Parts Cleaner	TX-Textiles
B-Batteries, Auto	FL-Fluorescents	M-Metal	PL-Plastic	WO-Wood Waste
BA-Batteries, Appliance	FW-Food Waste	O-Oil, Automotive	S-Solvent	WW-Wastewater
BC-Beverage Cans	G-Glass	P-Paper	TI-Tires	

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**Minnesota Department of Administration State Government Resource Recovery Program  
1997 Recycling Recovery Rates of Metropolitan Offices and Operations**

<b>Agency and Location</b>	<b>Recycling Rate Percentage</b>	<b>Recovered Materials</b>
<b>Commerce Department</b>		
133 East 7th Street, Saint Paul	67	P, BC
<b>Continuing Legal Education Board</b>		
Judicial Building, Saint Paul	68	P, BC, G, PL
<b>Corrections Department</b>		
1100 East 4th Avenue, Shakopee	*	
1450 Energy Park Drive, Saint Paul	*	
2855 Anthony Lane, Saint Anthony	+	
5329 Osgood Avenue, Oak Park Heights	39	P, BC, LT, PL, BA, GBT
7525 4th Avenue, Lino Lakes	+	
822 South 3rd Street, Minneapolis	+	
Box 55, Stillwater	47	P, BC, PL
<b>Court of Appeals</b>		
Judicial Building, Saint Paul	68	P, BC, G, PL
<b>Dentistry Board</b>		
2829 University Avenue Southeast, Minneapolis	*	
<b>Dietetics and Nutrition Practice Board</b>		
2829 University Avenue Southeast, Minneapolis	*	
<b>Disability Council</b>		
Metro Square Building, Saint Paul	70	P, BC, G, PL
<b>Disabled American Veterans</b>		
Veterans Service Building, Saint Paul	49	P, BC, G, PL
<b>Economic Security Department</b>		
1111 3rd Avenue South, Minneapolis	+	
1136-A Shakopee Town Square, Shakopee	+	
1200 Plymouth Avenue, Minneapolis	+	
1201 89th Avenue Northeast, Blaine	+	
1346 Helmo Avenue, Oakdale	+	
14051 Burnhaven Drive, Burnsville	+	
14900 61st Street North, Stillwater	+	
15025 Glazier Avenue, Apple Valley	+	
1711 West County Road B, Roseville	60	P, BC, G, PL
2098 East 11th Avenue North, Saint Paul	+	
2200 University Avenue, Saint Paul	60	P, BC, G, PL
245 East 6th Street, Saint Paul	+	

**Legend**

AF-Antifreeze	C-Compost	GBT-Grease, Bones, Tallow	PA-Paint	TY-Typewriter Ribbons
AL-Aluminum	CM-Construction Material	LT-Laser Toner Cartridges	PC-Parts Cleaner	TX-Textiles
B-Batteries, Auto	FL-Fluorescents	M-Metal	PL-Plastic	WO-Wood Waste
BA-Batteries, Appliance	FW-Food Waste	O-Oil, Automotive	S-Solvent	WW-Wastewater
BC-Beverage Cans	G-Glass	P-Paper	TI-Tires	

+ No response

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**Minnesota Department of Administration State Government Resource Recovery Program  
1997 Recycling Recovery Rates of Metropolitan Offices and Operations**

<b>Agency and Location</b>	<b>Recycling Rate Percentage</b>	<b>Recovered Materials</b>
<b>Economic Security Department continued</b>		
2455 University Avenue, Saint Paul	60	P, BC, G, PL
2785 White Bear Avenue, Maplewood	+	
312 Central Avenue Southeast, Minneapolis	+	
3201 West 69th Street, Edina	+	
3300 County Road 10, Brooklyn Center	+	
390 North Robert Street, Saint Paul	65	P, BC, LT
444 Cedar Street, Saint Paul	+	
60 East Marie Avenue, West Saint Paul	+	
6121 Baker Road, Minnetonka	+	
6th and Robert Street, Saint Paul	+	
777 East Lake Street, Minneapolis	+	
Metro Square Building, Saint Paul	70	P, BC, G, PL
<b>Electricity Board</b>		
1821 University Avenue, Saint Paul	*	
<b>Employee Relations Department</b>		
Centennial Building, Saint Paul	70	P, BC, G, PL
<b>Finance Department</b>		
Centennial Building, Saint Paul	66	P, BC, G, PL
<b>Gambling Control Board</b>		
1711 West County Road B, Roseville	62	P, BC, LT
<b>Government Innovation and Cooperation Board</b>		
Centennial Building, Saint Paul	66	P, BC, G, PL
<b>Governor's Office</b>		
Capitol Building, Saint Paul	68	P, BC, G, PL, LT
Administration Building, Saint Paul	66	P, BC, G, PL, LT
<b>Harmful Substance Compensation Board</b>		
2829 University Avenue Southeast, Minneapolis	*	
<b>Health Department</b>		
1645 Energy Park Drive, Saint Paul	+	
2829 University Avenue Southeast, Minneapolis	*	
393 North Dunlap Street, Saint Paul	62	P, BC, G, PL, LT
717 Delaware Street Southeast, Minneapolis	64	P, BC, G, LT, M, BA; WO
Metro Square Building, Saint Paul	70	P, BC, BA, G, PL

**Legend**

AF-Antifreeze	C-Compost	GBT-Grease, Bones, Tallow	PA-Paint	TY-Typewriter Ribbons
AL-Aluminum	CM-Construction Material	LT-Laser Toner Cartridges	PC-Parts Cleaner	TX-Textiles
B-Batteries, Auto	FL-Fluorescents	M-Metal	PL-Plastic	WO-Wood Waste
BA-Batteries, Appliance	FW-Food Waste	O-Oil, Automotive	S-Solvent	WW-Wastewater
BC-Beverage Cans	G-Glass	P-Paper	TI-Tires	

+ No response

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++ Metropolitan regional government

**Minnesota Department of Administration State Government Resource Recovery Program  
1997 Recycling Recovery Rates of Metropolitan Offices and Operations**

<b>Agency and Location</b>	<b>Recycling Rate Percentage</b>	<b>Recovered Materials</b>
<b>Higher Education Facilities Authority</b>		
175 5th Street East, Saint Paul	46	P, LT
<b>Higher Education Services Office</b>		
Capitol Square Building, Saint Paul	73	P, BC, G, PL
<b>Historical Society</b>		
1500 Mississippi Street	87	P
240 Summit Avenue, Saint Paul	+	
345 Kellogg Boulevard West, Saint Paul	42	P, BC, G, PL
Fort Snelling History Center, Saint Paul	+	
<b>House of Representatives</b>		
Capitol Building, Saint Paul	68	P, BC, G, PL
State Office Building, Saint Paul	75	P, BC, G, PL
<b>Housing Finance Agency</b>		
400 Sibley Street, Saint Paul	61	P, BC, G, FL, LT
<b>Human Rights Department</b>		
190 East 5th Street, Saint Paul	61	P, BC, G, PL, LT, M
<b>Human Services Department</b>		
3300 North 4th Avenue, Anoka	+	
355 East 8th Street, Saint Paul	84	P, BC, PL, WO
444 Lafayette Road, Saint Paul	70	P, BC, G, PL, LT, M, BA, FL, WO
444 Pine Street, Saint Paul	62	P, BC, BA, G, PL, LT
800 Minnehaha Avenue, Saint Paul	60	P, BC, BA, G, PL, LT
8001 University Avenue, Fridley	+	
85 East 7th Place, Saint Paul	+	
Metro Square Building, Saint Paul	70	P, BC, G, PL, LT
<b>Indian Affairs Council</b>		
1450 Energy Park Drive, Saint Paul	60	P
<b>Intergovernmental Infor. Systems Advisory Council</b>		
Centennial Building, Saint Paul	66	P, BC, G, PL, LT
<b>Investment Board</b>		
55 Sherburne Avenue, Saint Paul	43	P, BC, G, LT
<b>Judicial Standards Board</b>		
2025 Centre Pointe Boulevard, Mendota Heights	*	
<b>Labor and Industry Department</b>		
155 South Wabasha Street, Saint Paul	60	P, BC, G, PL

**Legend**

AF-Antifreeze	C-Compost	GBT-Grease, Bones, Tallow	PA-Paint	TY-Typewriter Ribbons
AL-Aluminum	CM-Construction Material	LT-Laser Toner Cartridges	PC-Parts Cleaner	TX-Textiles
B-Batteries, Auto	FL-Fluorescents	M-Metal	PL-Plastic	WO-Wood Waste
BA-Batteries, Appliance	FW-Food Waste	O-Oil, Automotive	S-Solvent	WW-Wastewater
BC-Beverage Cans	G-Glass	P-Paper	TI-Tires	

+ No response

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++ Metropolitan regional government

**Minnesota Department of Administration State Government Resource Recovery Program  
1997 Recycling Recovery Rates of Metropolitan Offices and Operations**

<b>Agency and Location</b>	<b>Recycling Rate Percentage</b>	<b>Recovered Materials</b>
<b>Labor and Industry Department continued</b>		
1711 West County Road B, Roseville	60	P, BC, G, PL
380 East Lafayette Frontage Road, Saint Paul	60	P, BC, G, PL
443 Lafayette Road, Saint Paul	67	P, BC, G, PL
<b>Law Examiners Board</b>		
Judicial Building, Saint Paul	68	P, BC, G, PL, LT
<b>Lawyers Professional Responsibility Board</b>		
Judicial Building, Saint Paul	69	P, BC, G, PL, LT
<b>Legal Certification</b>		
Judicial Building, Saint Paul	68	P, BC, G, PL
<b>Legislative Advisory Commission</b>		
Centennial Building, Saint Paul	66	P, BC, G, PL
<b>Legislative Auditor</b>		
Centennial Building, Saint Paul	66	P, BC, G, PL
<b>Legislative Commission on Long Term Health Care</b>		
Capitol Building, Saint Paul	68	P, BC, G, PL
<b>Legislative Commission on Minnesota Resources</b>		
State Office Building, Saint Paul	75	P, BC, G, PL, LT
<b>Legislative Coordinating Commission</b>		
State Office Building, Saint Paul	75	P, BC, G, PL, LT
<b>Legislative Reference Library</b>		
State Office Building, Saint Paul	75	P, BC, G, PL
<b>Lieutenant Governor</b>		
Capitol Building, Saint Paul	68	P, BC, G, PL
<b>Lottery, Minnesota State</b>		
1060 Lone Oak Road, Eagan	61	P, BC, LT, FL
2645 Long Lake Road, Roseville	91	P, BC, PL, LT, FL
<b>Marriage and Family Therapy Board</b>		
2829 University Avenue Southeast, Minneapolis	*	
<b>Mediation Services</b>		
1380 Energy Lane, Saint Paul	63	P, BC, G, LT
<b>Medical Practices Board</b>		
1885 University Avenue, Saint Paul	+	
2829 University Avenue Southeast, Minneapolis	*	

**Legend**

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AL-Aluminum	CM-Construction Material	LT-Laser Toner Cartridges	PC-Parts Cleaner	TX-Textiles
B-Batteries, Auto	FL-Fluorescents	M-Metal	PL-Plastic	WO-Wood Waste
BA-Batteries, Appliance	FW-Food Waste	O-Oil, Automotive	S-Solvent	WW-Wastewater
BC-Beverage Cans	G-Glass	P-Paper	TI-Tires	

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++ Metropolitan regional government

**Minnesota Department of Administration State Government Resource Recovery Program  
1997 Recycling Recovery Rates of Metropolitan Offices and Operations**

<b>Agency and Location</b>	<b>Recycling Rate Percentage</b>	<b>Recovered Materials</b>
<b>Metropolitan Airports Commission ++</b>		
6040 28th Avenue, Minneapolis	23	P, BC, G, PL, LT, M, B, BA, FL, O, TI, S, GBT, WO, AF
<b>Metropolitan Council ++</b>		
230 East 5th Street, Saint Paul	53	P, BC, G, LT
2400 Childs Road, Saint Paul	51	P, BC, LT, M, AL, B, FL, O, TI, C, AF, TX
515 North Cleveland Avenue, Saint Paul	+	
560 6th Avenue North, Minneapolis	+	
<b>Metropolitan Mosquito Control ++</b>		
1260 Bunker Lake Boulevard, Andover	71	P, BC, G, PL, B, O, M, TI
14105 Highway 55 North, Plymouth	66	P, BC, G, PL, M, B, TI, O
17575 Valley View Drive, Jordan	54	P, BC, PL, LT, O
2099 University Avenue, Saint Paul	*	
2955 160th Street, Rosemount	42	P, BC, G, PL, BA
6989 55th Street North, Oakdale	33	P, BC, G, B, O
8774 Monticello Lane, Maple Grove	60	P, BC, G, B, O
<b>Metropolitan Sports Facilities Commission ++</b>		
900 South 5th Street, Minneapolis	15	P, BC, G, PL
<b>Military Affairs</b>		
Veterans Service Building, Saint Paul	56	P, BC, G, PL
<b>Military Order of The Purple Heart</b>		
Veterans Service Building, Saint Paul	49	P, BC, G, PL
<b>Minnesota Center for Arts Education</b>		
6125 Olson Memorial Highway, Golden Valley	35	P, BC, G, PL, LT, BA, FL, O, S
<b>Minnesota Early Childhood Care and Education Council</b>		
Ford Building, Saint Paul	84	P, BC, G, PL
<b>Minnesota National Guard</b>		
1025 Broadway Street Northeast, Minneapolis	25	P, BC, PL, BA, FL
107 East Chestnut Street, Stillwater	27	P, BC, PL, BA, FL
1346 South Robert Street, West Saint Paul	31	P, BC, PL, BA, FL
13865 South Robert Trail, Rosemount	28	P, BC, PL, BA, FL
14221 Biscayne Avenue, Rosemount	25	BC, BA, FL, B, M, AL, S, PC, AF, TI, O
1530 East Maryland Avenue, Saint Paul	28	P, BC, PL, BA, FL
206 Airport Road., Saint Paul	24	BC, BA, FL, B, M, AL, S, PC, AF, TI, O
211 North McCarrons Boulevard, Roseville	31	P, BC, PL, BA, FL
3050 Highway 316, Hastings	31	P, BC, PL, BA, FL

**Legend**

AF-Antifreeze	C-Compost	GBT-Grease, Bones, Tallow	PA-Paint	TY-Typewriter Ribbons
AL-Aluminum	CM-Construction Material	LT-Laser Toner Cartridges	PC-Parts Cleaner	TX-Textiles
B-Batteries, Auto	FL-Fluorescents	M-Metal	PL-Plastic	WO-Wood Waste
BA-Batteries, Appliance	FW-Food Waste	O-Oil, Automotive	S-Solvent	WW-Wastewater
BC-Beverage Cans	G-Glass	P-Paper	TI-Tires	

+ No response

\* Data unavailable due to collection arrangements

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**Minnesota Department of Administration State Government Resource Recovery Program  
1997 Recycling Recovery Rates of Metropolitan Offices and Operations**

<b>Agency and Location</b>	<b>Recycling Rate Percentage</b>	<b>Recovered Materials</b>
<b>Minnesota National Guard continued</b>		
3300 West 98th Street, Bloomington	29	P, BC, PL, BA, FL
408 East Main Street, Anoka	24	P, BC, PL, BA, FL
5500 85th Avenue North, Brooklyn Park	32	P, BC, PL, BA, FL
600 Cedar Street, Saint Paul	75	P, BC, PL, BA, FL
8180 Belden Avenue, Cottage Grove	31	P, BC, PL, BA, FL
1341 West Highway 96, New Brighton	24	BC, BA, FL, B, M, AL, S, PC, AF, TI, O
<b>Minnesota Planning</b>		
Centennial Building, Saint Paul	66	P, BC, G, PL, LT
<b>Minnesota State Colleges and Universities</b>		
10100 Flying Cloud Drive, Eden Prairie	+	
11200 Mississippi Boulevard, Coon Rapids	+	
1300 East 145th Street, Rosemount	24	P, BC, G, M, AL, FL, WO
1355 West Highway 10, Anoka	+	
1415 Hennepin Avenue, Minneapolis	+	
1450 Energy Park Drive, Saint Paul	60	P, BC, G
14551 County Road 11, Burnsville	*	
1501 Hennepin Avenue, Minneapolis	+	
1820 Xenium Lane, Plymouth	+	
200 University Avenue, Saint Paul	60	P, BC, GT
235 Marshall Avenue, Saint Paul	63	P, BC, PL, LT, M, FW
3300 Century Avenue, White Bear Lake	+	
700 East 7th Street, Saint Paul	*	
730 Hennepin Avenue, Minneapolis	*	
7411 85th Avenue North, Brooklyn Park	*	
9700 France Avenue South, Bloomington	55	P, BC, G, BA, PL, O, TI, S, C, WO
Capitol Square Building, Saint Paul	73	P, BC, G, PL
<b>Minnesota Technology Incorporated</b>		
111 3rd Avenue South, Minneapolis	+	
<b>Municipal Board</b>		
1021 Bandana Boulevard East, Saint Paul	60	P, BC, G, PL
<b>Natural Resources Department</b>		
118 South Fuller Street, Shakopee	66	P, BC, G
500 Lafayette Road, Saint Paul	68	P, BC, G, PL, LT, BA
1200 Warner Road, Saint Paul	62	P, BC, G, PL, M, AL, B, FL, PC, TI

**Legend**

AF-Antifreeze	C-Compost	GBT-Grease, Bones, Tallow	PA-Paint	TY-Typewriter Ribbons
AL-Aluminum	CM-Construction Material	LT-Laser Toner Cartridges	PC-Parts Cleaner	TX-Textiles
B-Batteries, Auto	FL-Fluorescents	M-Metal	PL-Plastic	WO-Wood Waste
BA-Batteries, Appliance	FW-Food Waste	O-Oil, Automotive	S-Solvent	WW-Wastewater
BC-Beverage Cans	G-Glass	P-Paper	TI-Tires	

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<b>Agency and Location</b>	<b>Recycling Rate Percentage</b>	<b>Recovered Materials</b>
<b>Natural Resources Department continued</b>		
18310 Zodiac Drive, Forest Lake	99	P, BC, G, PL, M, AL, B, O, TI
16821 O'Brien Trail North, Marine	31	P, BC, G, PL, LT, M, BA, B, FL, O, C
19825 Park Boulevard, Jordan	89	BC, BA, O, TI
9925-9927 Valley View Buisness Center, Eden Prarie	46	P, BC, G, FL, TI
Afton State Park	79	P, BC, G, PL, M
Fort Snelling State Park	*	
<b>Nursing Board</b>		
2829 University Avenue Southeast, Minneapolis	*	
<b>Nursing Home Administrators Board</b>		
2829 University Avenue Southeast, Minneapolis	*	
<b>Office of Environmental Assistance</b>		
520 Lafayette Road, Saint Paul	76	P, BC, BA, G, PL, LT, C
<b>Ombudsman for Corrections</b>		
1885 University Avenue, Saint Paul	64	P, BC, G, LT
<b>Ombudsman for Mental Health and Mental Retardation</b>		
Metro Square Building, Saint Paul	70	P, BC, G, PL, LT
<b>Ombudsperson for Families</b>		
1450 Energy Park Drive, Saint Paul	0	-
<b>Optometry Board</b>		
2829 University Avenue Southeast, Minneapolis	*	
<b>Pharmacy Board</b>		
2829 University Avenue Southeast, Minneapolis	*	
<b>Podiatric Medicine Board</b>		
2829 University Avenue Southeast, Minneapolis	*	
<b>Pollution Control Agency</b>		
520 Lafayette Road, Saint Paul	72	P, BC, G, PL, LT, TY, M, C
<b>Psychology Board</b>		
2829 University Avenue Southeast, Minneapolis	*	
<b>Public Defense Board</b>		
331 2nd Avenue South, Minneapolis	23	P, LT
<b>Public Employee Retirement Association</b>		
514 Saint Peter Street, Saint Paul	86	P, BC, G, LT
<b>Public Safety Department</b>		
102 Fillmore Avenue West, Saint Paul	99	P, BC

**Legend**

AF-Antifreeze	C-Compost	GBT-Grease, Bones, Tallow	PA-Paint	TY-Typewriter Ribbons
AL-Aluminum	CM-Construction Material	LT-Laser Toner Cartridges	PC-Parts Cleaner	TX-Textiles
B-Batteries, Auto	FL-Fluorescents	M-Metal	PL-Plastic	WO-Wood Waste
BA-Batteries, Appliance	FW-Food Waste	O-Oil, Automotive	S-Solvent	WW-Wastewater
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<b>Agency and Location</b>	<b>Recycling Rate Percentage</b>	<b>Recovered Materials</b>
<b>Public Safety Department continued</b>		
1110 Highway 10, Mendota Heights	77	P, BC, LT, BA
1246 University Avenue, Saint Paul	25	P, BC, G, PL
1600 University Avenue, Saint Paul	64	P, BC, PL, LT
1900 County Road I, Arden Hills	70	P, BC
2005 North Lilac Drive, Golden Valley	65	P, BC
2455 Fernbrook Lane, Plymouth	63	P
3485 Hadley Avenue North, Oakdale	75	P, BC
427 Vermillion Street, Hastings	58	P, BC
444 Cedar Street, Saint Paul	61	P, BC
530 West Main Street, Anoka	50	P
5400 Highway 8, Arden Hills	61	P, BC
5th and Pine Street, Chaska	59	P, BC
Capitol Building, Saint Paul	68	P, BC, G, PL
Saint Paul Downtown Airport	80	P, BC
<b>Public Service Department</b>		
2277 Highway 36, Roseville	70	P, BC, BA, TX
Metro Square Building, Saint Paul	70	P, BC, G, PL
<b>Public Utilities Commission</b>		
Metro Square Building, Saint Paul	70	P, BC, G, PL
<b>Racing Commission</b>		
1100 Canterbury Road, Box 630, Shakopee	67	P, BC, G, LT, TY
<b>Revenue Department</b>		
5270 West 84th Street, Bloomington	+	
5555 West 78th Street, Edina	+	
10 River Park Plaza, Saint Paul	71	P, BC, G, PL, LT, BA
1727 Beam Avenue, Maplewood	+	
3300 County Road 10, Brooklyn Center	+	
<b>Revisor of Statutes</b>		
State Office Building, Saint Paul	75	P, BC, G, PL
<b>Revisors Office</b>		
525 Park Street, Saint Paul	60	P, BC, G, PL
<b>Secretary of State</b>		
555 Park Street, Saint Paul	60	P, BC, G, PL, LT
State Office Building, Saint Paul	75	P, BC, G, PL

**Legend**

AF-Antifreeze	C-Compost	GBT-Grease, Bones, Tallow	PA-Paint	TY-Typewriter Ribbons
AL-Aluminum	CM-Construction Material	LT-Laser Toner Cartridges	PC-Parts Cleaner	TX-Textiles
B-Batteries, Auto	FL-Fluorescents	M-Metal	PL-Plastic	WO-Wood Waste
BA-Batteries, Appliance	FW-Food Waste	O-Oil, Automotive	S-Solvent	WW-Wastewater
BC-Beverage Cans	G-Glass	P-Paper	TI-Tires	

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<b>Agency and Location</b>	<b>Recycling Rate Percentage</b>	<b>Recovered Materials</b>
<b>Senate</b>		
Capitol Building, Saint Paul	68	P, BC, G, PL
State Office Building, Saint Paul	75	P, BC, G, PL
<b>Sentencing Guidelines Commission</b>		
200 University Avenue, Saint Paul	61	P, BC, G, PL, LT
<b>Social Work Board</b>		
2829 University Avenue Southeast, Minneapolis	*	
<b>State Fair</b>		
1265 North Snelling Avenue, Saint Paul	63	P, BC, PL, LT, M, B, FL, O, TI, PC, GBT, C, WW, CM
<b>State Law Library</b>		
Judicial Building, Saint Paul	68	P, BC, G, PL
<b>State Retirement System</b>		
175 West Lafayette Frontage Road South, Saint Paul	60	P, BC, G, PL, LT
<b>State Treasurer</b>		
Administration Building, Saint Paul	66	P, BC, G, PL, LT
<b>Supreme Court</b>		
Judicial Building, Saint Paul	68	P, BC, G, PL, LT
<b>Tax Court</b>		
Judicial Building, Saint Paul	68	P, BC, G, PL, LT
<b>Teachers Retirement Association</b>		
17 West Exchange Street, Saint Paul	80	P, BC, G, PL
<b>Technology Office</b>		
332 Minnesota Street, Saint Paul	+	
<b>Trade and Economic Development Department</b>		
30 East 7th Street, Saint Paul	*	
Metro Square Building, Saint Paul	70	P, BC, G, PL
Saint Croix Travel Information Center	*	
<b>Transportation Department</b>		
10900 77th Avenue North, Maple Grove	61	P
1101 4th Avenue South, Minneapolis	62	P, BC, LT, BA, FL
1110 Highway 10, Mendota Heights	*	
1400 Gervais Avenue, Maplewood	85	P, BC, CM
1500 West County Road B2, Roseville	53	P, BC, G, PL
161 Saint Anthony Avenue, Saint Paul	61	P, BC
1900 County Road I, Arden Hills	71	P, BC

**Legend**

AF-Antifreeze	C-Compost	GBT-Grease, Bones, Tallow	PA-Paint	TY-Typewriter Ribbons
AL-Aluminum	CM-Construction Material	LT-Laser Toner Cartridges	PC-Parts Cleaner	TX-Textiles
B-Batteries, Auto	FL-Fluorescents	M-Metal	PL-Plastic	WO-Wood Waste
BA-Batteries, Appliance	FW-Food Waste	O-Oil, Automotive	S-Solvent	WW-Wastewater
BC-Beverage Cans	G-Glass	P-Paper	TI-Tires	

+ No response

\* Data unavailable due to collection arrangements

++ Metropolitan regional government



**Minnesota Department of Administration State Government Resource Recovery Program  
1997 Recycling Recovery Rates of Metropolitan Offices and Operations**

<b>Agency and Location</b>	<b>Recycling Rate Percentage</b>	
<b>Transportation Department continued</b>		
1959 Sloan Place, Maplewood	*	
2055 North Lilac Drive, Golden Valley	86	P, M, AL, B, O, TI
222 Plato Boulevard, Saint Paul	60	P, BC, G, LT
2229 Pilot Knob Road, Mendota Heights	61	P, BC, LT
3485 Hadley Avenue North, Oakdale	94	P, M, AL, B, O, TI
461 Rice Street, Saint Paul	61	P, BC, LT
5000 Glenwood Avenue, Golden Valley	61	P
555 Park Street, Saint Paul	60	P, BC, G, PL
6000 Minnehaha Avenue, Fort Snelling	88	P, BC, M, B, O, TI
616 Pierce Butler Route, Saint Paul	89	P, BC
7333 Bryant Lake Drive, Eden Prairie	61	P, BC
Ford Building, Saint Paul	84	P, BC, G, PL
Transportation Building, Saint Paul	63	P, BC, G, PL
<b>Veterans Affairs</b>		
Veterans Service Building, Saint Paul	49	P, BC, G, PL
<b>Veterans Home</b>		
5101 Minnehaha Avenue South, Minneapolis	+	
<b>Veterans Home, Hastings</b>		
1200 East 18th Street, Hastings	31	P, BC, G, PL, M, O, WO
<b>Veterans Homes Board</b>		
Veterans Service Building, Saint Paul	49	P, BC, G, PL
<b>Veterans of Foreign Wars</b>		
Veterans Service Building, Saint Paul	49	P, BC, G, PL
<b>Veterans of Foreign Wars, Ladies Auxiliary</b>		
Veterans Service Building, Saint Paul	49	P, BC, G, PL
<b>Veterinary Medicine Board</b>		
2829 University Avenue Southeast, Minneapolis	*	
<b>Vocational Technical Education Council</b>		
366 Jackson Street, Saint Paul	64	P, BC
<b>Water and Soil Resources Board</b>		
One West Water Street, Saint Paul	59	P, BC, LT, BA
<b>Workers' Compensation, Court of Appeals</b>		
Judicial Building, Saint Paul	68	P, BC, G, PL, LT, BA

**Legend**

AF-Antifreeze	C-Compost	GBT-Grease, Bones, Tallow	PA-Paint	TY-Typewriter Ribbons
AL-Aluminum	CM-Construction Material	LT-Laser Toner Cartridges	PC-Parts Cleaner	TX-Textiles
B-Batteries, Auto	FL-Fluorescents	M-Metal	PL-Plastic	WO-Wood Waste
BA-Batteries, Appliance	FW-Food Waste	O-Oil, Automotive	S-Solvent	WW-Wastewater
BC-Beverage Cans	G-Glass	P-Paper	TI-Tires	

+ No response

\* Data unavailable due to collection arrangements

++ Metropolitan regional government

**Minnesota Department of Administration State Government Resource Recovery Program  
1997 Recycling Recovery Rates of Metropolitan Offices and Operations**

<b>Agency and Location</b>	<b>Recycling Rate Percentage</b>	<b>Recovered Materials</b>
<b>World Trade Center Board</b> 30 East 7th Street, Saint Paul	+	
<b>Zoological Garden</b> 13000 Zoo Boulevard, Apple Valley	60	P, BC, G, PL, M, BA, FL, O, TI, C, PA

**Legend**

AF-Antifreeze	C-Compost	GBT-Grease, Bones, Tallow	PA-Paint	TY-Typewriter Ribbons
AL-Aluminum	CM-Construction Material	LT-Laser Toner Cartridges	PC-Parts Cleaner	TX-Textiles
B-Batteries, Auto	FL-Fluorescents	M-Metal	PL-Plastic	WO-Wood Waste
BA-Batteries, Appliance	FW-Food Waste	O-Oil, Automotive	S-Solvent	WW-Wastewater
BC-Beverage Cans	G-Glass	P-Paper	TI-Tires	

+ No response

\* Data unavailable due to collection arrangements

++ Metropolitan regional government



# Admin MINNESOTA

Department of Administration

VOICE: 296.1424

FAX: 297.7909

TTY: 297.4357

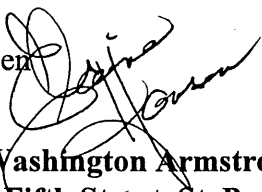
E-MAIL: ELAINE.HANSEN@STATE.MN.US

## MEMORANDUM

INFORMATIONAL BULLETIN  
ADMIN 98.7

DATE: February 13, 1998

TO: Agency Heads

FROM: Elaine S. Hansen  
Commissioner 

SUBJECT: **The George Washington Armstrong House (Quinlan Home)**  
**233-235 West Fifth Street, St. Paul**

With the recent development activity in St. Paul and potential for additional development, interest is increasing in both the Quinlan home (listed on the National Register of Historic Places) and surrounding state-owned land.

In anticipation of future requests by both public and private interests to use or acquire the state-owned property in this area and with alternatives to the state's previous plans for the property either selected or identified, sale of this property under M.S. 94.09, Subd. 3, is being considered.

Minn. Stat. § 94.09, Subd. 3 provides that "The commissioner shall send written notice to all state departments, agencies and the University of Minnesota describing any lands or tracts which may be declared surplus. If a department or agency or the University of Minnesota desires custody of the lands or tracts, it shall submit a written request to the commissioner, no later than four calendar weeks after mailing of the notice, setting forth in detail its reasons for desiring to acquire, and its intended use of, the land or tract."

If you are interested in this property, requests can be submitted to our office through March 16, 1998. Thank you for your consideration in this matter. Contact our office at 296.1424 if you have any questions.



*Admin*  
**MINNESOTA**

Department of Administration

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DATE: February 3, 1998

TO: State Agency Heads  
State Bargaining Units

INFORMATIONAL BULLETIN  
ADMIN 98.6

FROM: Elaine S. Hansen  
Commissioner

VOICE: 296.1424  
FAX: 297.7909

SUBJECT: **State Employee Assistance Program Director**

---

Effective March 3, 1998, Keith Tvedten, director of the State Employee Assistance Program, is leaving state government for a position as an EAP manager in a private corporation.

Kimberley Peck, currently a supervisor with 13 years of experience at the State EAP, will assume the position of acting director. Please direct any future concerns or questions to Kim at 612.296.9722 or 800.657.3719.

esh/mh



*Admin*  
**MINNESOTA**

Department of Administration

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DATE: January 30, 1998

TO: Agency Heads  
ATTN: Travel Coordinators  
Business Managers  
Accounts Payable Personnel

**INFORMATIONAL BULLETIN  
ADMIN 98.5**

FROM: Elaine S. Hansen  
Commissioner

SUBJECT: **Travel Management Division—New FY98 Rates Effective Feb. 1, 1998**

---

The Travel Management Division has had an interim adjustment on some of their rates. The current rate schedule—effective February 1 through the end of the fiscal year—is attached.

Even with the increase in rates, Travel Management remains considerably less expensive than the closest private competitor.

Please contact Travel Management at 612.296.2163 (TTY 800.657.3599) or visit their web site at [www.state.mn.us/branch/admin/tmd/travel/html](http://www.state.mn.us/branch/admin/tmd/travel/html) if you would like additional information about vehicle rentals or maintenance services.

Attachment



*Admin*  
**MINNESOTA**

Department of Administration

---

DATE: January 20, 1998

TO: Agency Heads

INFORMATIONAL BULLETIN  
ADMIN 98.3

FROM: Elaine S. Hansen  
Commissioner

VOICE: 296.1424

FAX: 297.7909

TTY: 297.4357

SUBJECT: **Duluth Government Services Center**

---

St. Louis County has expressed an interest in acquiring the Duluth Government Services Center located at 320 West Second Street in Duluth. This state-owned office building consists of 118,451 usable square feet, 67,304 feet of which is occupied by St. Louis County. Sale of this property under M.S. 94.09, subd. 3, is being considered to ensure continued efficient use of this public property.

Minn. Stat. 94.09, subd. 3, provides that "The commissioner shall send written notice to all state departments, agencies and the University of Minnesota describing any lands or tracts which may be declared surplus. If a department or agency or the University of Minnesota desires custody of the lands or tracts, it shall submit a written request to the commissioner, no later than four calendar weeks after mailing of the notice, setting forth in detail its reasons for desiring to acquire, and its intended use of, the land or tract."

If you are interested in this property, requests can be submitted to our office through February 20, 1998. Thank you for your consideration in this matter. Contact our office at 296.1424 if you have any questions.

esh/mh



# Admin MINNESOTA

Department of Administration

---

DATE: January 16, 1998

TO: Agency Heads

FROM: Elaine S. Hansen  
Commissioner

VOICE: 296.1424

FAX: 297.7909

INFORMATIONAL BULLETIN  
ADMIN 98.2

SUBJECT: **Urgent Year 2000 Project Information**

---

The Year 2000 problem is a serious and important issue for State Government, as the continuation of services to citizens is at risk. **Addressing the Year 2000 must be your agency's information technology priority** since failures are beginning to occur in the private sector and systems will continue to fail as deadlines approach.

The Year 2000 problem is statewide and is not just a mainframe problem. There is no "quick fix" solution. All State organizations are affected and enterprise-wide solutions are required. The problem affects mission-critical government services, information sharing, employee desktop computers, infrastructure and business partners that agencies rely upon.

The ultimate responsibility for Year 2000 compliance rests with each agency's executive leadership. Risks exist in the areas of firmware, interfaces, and testing. To allow sufficient time for testing, **agencies will be required to be Year 2000 compliant by the end of 1998.** To meet this deadline you need to:

- Communicate your commitment to addressing the Year 2000 problem throughout your organization.
- Request regular status reports from your managers.
- Conduct internal audits of progress toward compliance.
- Support the Project Office Best Practices and the \$5 million Year 2000 funding initiative included in the Governor's Supplemental Budget.

The Project Office is preparing to distribute the next round of funds to agencies according to the Interagency agreements. Funding criteria will be sent to Agency Year 2000 Project Liaisons.

Contact the Minnesota Year 2000 Project Office at 612.297.4621 with specific questions.

esh/mh

c: Minnesota Year 2000 Project Steering Committee



*Admin*  
**MINNESOTA**

Department of Administration

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DATE: January 15, 1998

INFORMATIONAL BULLETIN  
ADMIN 98.1

TO: All Agency Heads

FROM: Elaine S. Hansen  
Commissioner

SUBJECT: **New Area Code for St. Paul and Suburbs**

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The Public Utilities Commission has determined that an additional area code will be required in the metropolitan area to accommodate the increased demand for telephone numbers. Subscribers in St. Paul and adjacent suburbs to the north, east and south will be assigned a new area code (651) effective July 1, 1998. Callers will be able to continue using the existing 612 area code until January 1, 1999.

State offices affected by this are code change are encouraged to keep this in mind as they order additional supplies of forms, letterhead, business cards, etc., to minimize costs and ensure that accurate dialing information is provided to their clients. This change may or may not affect cell phones, pagers, car phones, etc., depending on where individual vendors are located.

esh/mh





*Admin*  
**MINNESOTA**

Department of Administration

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DATE: November 17, 1997

TO: Agency Heads

FROM: Elaine S. Hansen  
Commissioner

SUBJECT: **Disparity Study**

INFORMATIONAL BULLETIN  
ADMIN 97.13

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The Department of Administration is conducting a legislatively mandated disparity study that pertains to the state's targeted group procurement policies and practices. The disparity study selection team chose Mason Tillman Associates, an Oakland, California-based firm, to conduct the study.

The study is extremely important as the results will affect the future of the state's procurement policies. In addition, the results of the study will have direct bearing on procurement reform issues.

The initial part of the study will involve the collection of data needed to identify able and willing targeted group vendors. This information will be analyzed against utilization data to determine whether or not a statistically significant disparity exists.

We are requesting that each agency provide its full cooperation in providing requisite data and other information in connection with this study requested by either the Materials Management Division or the retained consultants. The data collection process is currently underway and is scheduled to be completed by December 22, 1997.

If you have any questions, please contact Project Manager Betsy Hayes at 612.296.5942.

Thank you in advance for your cooperation.

c: Bernie Omann, Chief of Staff  
John Dyke, Deputy Chief of Staff



DATE: October 11, 1996

TO: Agency Heads

INFORMATIONAL BULLETIN

FROM: Elaine S. Hansen  
Commissioner

ADMIN 96.19

VOICE: 296.1424

FAX: 297.7909

TTY: 297.4357

SUBJECT: **ALP Certification Training**

In our continuing effort to meet your needs in the area of local purchasing authority, Admin's Materials Management Division (MMD) is making the following changes to its certification program:

**Combined \$1,500 and \$5,000 Programs**

The Materials Management Division has had a moratorium on conducting Authority for Local Purchase (ALP) training programs at both the \$1,500 and \$5,000 levels due to the implementation of the Minnesota Accounting and Procurement System (MAPS). They will now be conducting ALP training in a more efficient manner by combining the two training programs into one six-hour session. Individuals successfully completing the training and certification process will be authorized to purchase up to \$5,000; however, agency heads and agency policies will continue to determine the level of authority they can execute. (Individuals currently on the waiting list to take the \$5,000 training program will be invited to participate in the new combined class.)

**REMINDER:** This level of authority is granted to certified individuals, not to agencies. Should a certified employee leave the agency, another employee would have to go through the training and certification process to continue exercising local purchasing authority. We therefore recommend that each agency have a minimum of two people certified for local purchasing.

**Length of Certification Change**

The length of certification for individuals who successfully complete the training and certification process is being change to three years, effective immediately. This will allow individuals additional time to take advantage of regional training opportunities or workshops to earn the three developmental credits needed to continue their certification for another three-year period. Attendance at such events is intended to keep you current on procurement laws, policies and issues. Individuals who are currently certified will receive information on the criteria for continuing their certification prior to year's end.

Please disseminate this information to all appropriate individuals in your agency who desire certification training. If you have questions on these changes, please contact Linda Marzinske, MMD Training Specialist, at 612.215.1757.



# Admin MINNESOTA

Department of Administration

DATE: October 1, 1996

TO: All Agency Heads

FROM: Elaine S. Hansen  
Commissioner

VOICE: 296.1424

FAX: 297.7909

TTY: 297.4357

**INFORMATIONAL BULLETIN  
ADMIN 96.18**

SUBJECT: **Year 2000 Steering Committee Funding Requirements**

As you are aware, the executive branch Year 2000 Budget Requests for FY 98-99 will be combined into one Initiative for the Governor's budget. The Year 2000 Steering Committee has defined Year 2000 funding requirements. Attached are copies of the instructions and the required submittal form.

The Year 2000 Project Manager, Jim Close, has scheduled two informational meetings for the agency Year 2000 liaisons. Jim will explain the Year 2000 Steering Committee Budget Requirements. Meeting dates and locations are as follows:

**Wednesday, October 9, 1996**

10:30 a.m. - 12:30 p.m.

Conference Room 230

Judicial Building

**OR**

**Friday, October 11, 1996**

10:00 a.m. - noon

Blazing Star Conference Room

Ground Floor, Centennial Building

The Year 2000 budget forms are due by **Monday, October 28, 1996** to:

Jim Close, Year 2000 Project Manager

320 Centennial Building

658 Cedar Street

St. Paul, MN 55155

[jim.close@state.mn.us](mailto:jim.close@state.mn.us)

If your agency has NOT submitted a budget request, other than this Year 2000 request, the Information Policy Office (IPO) critical success factor budget review requirements will need to be addressed as appropriate. Please contact Greg Peterson at 296-6397 for additional requirements and instructions.

The participation of every agency is key, requiring active involvement from your liaison. Since addressing and resolving the Year 2000 issue will require staff and financial resources, your support is critical.

Please RSVP to Julie Beedle, IPO at 297-5560, indicating name of attendee(s) and choice of meeting day. If you have questions on these items, please contact Jim Close at 296-5944.

eh/mh

Attachment

c: Year 2000 Liaisons & Steering Committee  
IPO Budget Review Contacts

# Year 2000 Steering Committee Budget Request Instructions

**INFORMATION SYSTEMS REQUIREMENTS FOR THE FUNDING REQUEST:**

Information System is defined to include all the hardware and software required for a Year 2000 compliant environment. (e.g., custom applications, computer languages, firmware, system software).

Please use the attached form to submit your responses for each mission critical information system included in your agency's Year 2000 funding request. The Information Policy Office (IPO) critical success factor budget review requirements will need to be addressed as appropriate. (Please contact Greg Peterson at 296-6397 for additional requirements and instructions.) The following requirements need to be addressed:

REQUIREMENTS	
1.	Complete description and prioritize the mission critical information systems to be included in the Year 2000 request. Describe the methodology (process) used to define and select the mission critical information systems for your agency.
2.	Describe the business impact for each information system that is not made Year 2000 compliant. (e.g. Federal Mandates).
3.	Define the agency replacement or enhancement strategy and the costs for each information system included in Year 2000 request.
4.	If funding is not received, what are the contingencies and associated costs for each information system.
5.	List the hardware and package software (off the shelf) and other dependencies associated with the application.
6.	List the interfaces to other systems that need to be included in the Year 2000 fix for each system.

**If the Steering Committee Requirements duplicate Information Policy Office FY 1998-1999 Information Resource Budget Request Requirements, please indicate that this information has been submitted to IPO.**

**DO NOT SUBMIT REQUESTS THAT INCLUDE THE FOLLOWING:**

- Standard business upgrades to packaged software such as wordprocessors.
- Standard business upgrades to applications such as databases, operating systems, etc.  
If these are required for the requested information systems, justification will need to be documented below in item 5.
- Applications currently under maintenance contracts which will fix Year 2000 problems and require no additional funding.
- Applications currently certified as Year 2000 compliant.
- Information systems which will be replaced before the Year 2000 time event horizon to failure.
- Information systems which will be retired before the Year 2000 time event horizon to failure.
- Information systems requests which have a funding source already identified.
- Standard business upgrades to personal computers.
- Cellular telephones, pagers, telephone systems, environmental controls.



*Admin*  
**MINNESOTA**

Department of Administration

DATE: August 12, 1996

INFORMATIONAL BULLETIN

TO: All State Departments and Agencies

ADMIN 96.13

FROM: Elaine S. Hansen  
Commissioner

VOICE: 296.1424

FAX: 297.7909

TTY: 297.4357

SUBJECT: Plant Management Division Rates - Fiscal Year 1997

Effective July 1, 1996, the following Fiscal Year 1997 rates have been approved for the Plant Management Division:

**LEASES**

Cost per square foot by building:

Administration	\$12.34
Capitol	20.61
Capitol Square	10.05
Centennial	11.66
Ford	14.26
Health	10.31
State Office	10.52
Transportation	9.43
Veterans Service	11.85
610 N. Robert	6.79
625 N. Robert	13.24
1246 University Avenue	10.34
Duluth Government Center	10.29
Judicial	23.54
History Center	19.06
Storage-All Buildings	3.25

These rental rates reflect an overall increase of 2.3 per cent. These rates were submitted to the Department of Finance in September of 1994 as part of the biennial budget process. Agencies had the opportunity to adjust their base budgets to reflect the rental rate for the space their agency occupies.

## ALPHA

This activity is based on points that are not part of a lease agreement. A point is a monitoring device that enables Plant Management Division to monitor temperatures, start/stop equipment, readout water and air temperatures, reset temperatures, monitor security devices, monitor fire/smoke alarm systems and other similar devices. The per point charge in the Alpha activity includes peripheral equipment, maintenance, repair, replacement sensors, and replacement contactors for each revolving point on the system.

Alpha (billed annually): \$34.00 point/year

This rate reflects same level as Fiscal Year 1996 rates.

## REPAIR/OTHER JOBS

This activity provides minor trade shop, engineering and repair/remodeling services to building tenants which are not included as part of the lease agreement.

Regular rate: \$30.20/hour  
Overtime rate: 36.25/hour

The regular rate reflects a 5.63 per cent decrease per hour over Fiscal Year 1996 rate. The overtime rate reflects a 9.38 per cent decrease per hour over Fiscal Year 1996 rate.

## MATERIALS TRANSFER

The Plant Management Division currently operates four distinct services in the Materials Transfer operation. The rates presented below reflect an average increase of 7.96 per cent over Fiscal Year 1996 rates. The rate increases in the Move Crew, Central Mail, and Central Stores/Duplicating/Resource Recovery cost centers are primarily due to increases in staffing costs due to bargaining agreements, the instability of petroleum costs, new costs related to participation of the State of Minnesota in the federal random Drug and Alcohol Testing Program for commercially licensed drivers, other inflationary increases, and the increase in statewide indirect costs related to implementation of the Minnesota Accounting and Procurement System.

**Move Crew** - This activity provides the moving of equipment, modular furniture and supplies for state agencies.

Move Crew regular rate: \$32.80/hour  
overtime rate: 39.40/hour

The regular rate reflects a 11.95 per cent increase over Fiscal Year 1996 rates. The overtime rate reflects a 12.09 per cent increase over Fiscal Year 1996 rates.

**Central Mail** - This activity provides central mail delivery services for Print Communication on regular, scheduled routes.

Central Mail Delivery	regular rate:	\$26.30/hour
	overtime rate:	39.40/hour

The regular rate reflects a 8.23 per cent increase over Fiscal Year 1996 rates. There was no overtime rate for Fiscal Year 1996.

**Central Stores/Duplicating/Resource Recovery** - This activity provides delivery services for Central Stores and Print Communication and materials handling services for the Resource Recovery program.

Central Stores/Duplicating/Resource Recovery - regular rate:	\$29.85/hour
--	--------------

The regular rate reflects a 11.59 per cent increase over Fiscal Year 1996 rates.

**Set Up/Take Down** - This activity provides set up and take down services for equipment related to public rallies, parades, speeches, demonstrations, Rotunda ceremonies and other special events that are approved and coordinated by the Plant Management Division. These special events use the buildings, grounds and state-owned streets in the Capitol Complex area.

Set Up/Take Down (in the Capitol Building) - regular:	\$17.85/hour
Set Up/Take Down (outside the Capitol Building) - regular:	32.80/hour
Set Up/Take Down (in/outside Capitol Building) - overtime:	39.40/hour

The regular rate for set up/takedown services within the Capitol Building reflects same level as Fiscal Year 1996 rates. The regular rate for set up/take down services outside the Capitol Building reflects a 11.95 per cent increase over Fiscal Year 1996. There was no overtime rate for Fiscal Year 1996.

**Equipment Rental:**

Chair Rental	\$ .50/each
Table Rental	4.50/each
Podium with Public Address System	35.00
Expanded Public Address System (includes operator)	210.00
Backdrop for Expanded Public Address	100.00
Risers	25.00/each
Skirting for Risers - (included with riser above at no additional cost)	
Coat Racks	5.00/each
Easels	5.00/each
Indoor Power Cord	25.00/each
Outdoor Power Cord	50.00/each
VCR/TV - First Day	35.00
VCR/TV - Additional Days	15.00/each

These equipment rental rates reflect an overall 3.89 per cent increase over Fiscal Year 1996 rates. The rate increases are primarily due to increased equipment replacement costs.

### **SPECIALIZED ELECTRICAL USAGE**

This activity provides specialized electrical usage service for extended operations for specialized computer equipment, air conditioning, other equipment, or special events which increase electrical usage. The charge for this service is based on demand and the kilowatt rate. The billable rate which is directly charged back to the agency is based on the rate Plant Management is charged by NSP.

If you have any questions on these rates, please contact Julie Talbott, Business Manager II, Plant Management Division, at 297-5566.





Our mission:  
To improve the quality  
and productivity  
of Minnesota  
government.

DATE: April 25, 1996

INFORMATIONAL BULLETIN

TO: All State Agency Heads

ADMIN 96.5

FROM: Elaine S. Hansen  
Commissioner

A handwritten signature in black ink, appearing to read "Elaine S. Hansen".

SUBJECT: **Professional/Technical Contract Forms and Diskette**

In our efforts to update and make our forms more user friendly, we have revised the following professional/technical contract forms:

- Grant Contract
- Joint Powers Agreement
- Interagency Agreement
- 1051a Prof/Tech Contract
- Income Contract
- Certification Form

We have provided you with a printed copy of the forms and a diskette that was developed in WordPerfect 6.0 and printed on an HP Series II printer. Please review the enclosed forms and then forward them, along with the enclosed diskette, to the individual in your agency who is responsible for processing professional/technical contracts. These forms are the result of many months of work from representatives of a number of agencies and the Attorney General's Office; we hope they meet with your approval and are helpful to your agency. All agencies should be utilizing these forms by **May 1, 1996**.

**Please provide us with the name, agency, address, phone number and Internet address of your professional/technical contact person, so that we may direct any future updates to them. Send this information to Brenda Thielen Willard by May 15, 1996. Internet: (brenda.willard@state.mn.us) or mail to Brenda Thielen Willard, Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155.**

We prefer that these forms not be changed, but if you need to alter them for some reason, the changes must be approved by your Attorney General and forwarded to Gerald (Jerry) Joyce at 612-296-9080 or Brenda Thielen Willard at 612-296-9075, Materials Management Division, Professional/Technical Contracts Section. If you have any other questions, please feel free to give either Jerry or Brenda a call.

Attachments

**STATE OF MINNESOTA**

**CONTRACTUAL (nonstate employee) SERVICES**

**Accounting Information:**

Agency:	Fiscal Year:	Vendor Number:
Total Amount of Contract:		Amount of Contract First FY:
Commodity Code:	Commodity Code:	Commodity Code:
Object Code:	Object Code:	Object Code:
Amount:	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund:	Fund:	Fund:
Appr:	Appr:	Appr:
Org/Sub:	Org/Sub:	Org/Sub:
Rept Catg:	Rept Catg:	Rept Catg:
Amount:	Amount:	Amount:

**Processing Information:** (Some entries may not apply)

Requisition: _____ Number/Date/Entry Initials	Solicitation: _____ Number/Date/Entry Initials
Contract: _____ Number/Date/Entry Initials	Order: _____ Number/Date/Signatures <i>[Individual signing certifies that funds have been encumbered as required by Minn. Stat. § 16A15.]</i>

**NOTICE TO CONTRACTOR:** You are required by Minn. Stat. § 270.66 to provide your social security number or Federal employer tax identification number and Minnesota tax identification number if you do business with the State of Minnesota. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require you to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment of state obligations.

Contractor Name and Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Soc. Sec. or Federal Employer I.D. No. \_\_\_\_\_ Minnesota Tax I.D. No. (if applicable) \_\_\_\_\_

**THIS PAGE OF THE CONTRACT CONTAINS PRIVATE INFORMATION.  
 EXCEPT AS DEFINED ABOVE, THIS PAGE SHOULD NOT BE REPRODUCED  
 OR DISTRIBUTED EXTERNALLY WITHOUT EXPRESS WRITTEN PERMISSION  
 OF THE CONTRACTOR**

*If you circulate this contract internally, only offices that require access to the tax identification number  
 AND all individuals/offices signing this contract should have access to this page.*

THIS CONTRACT, and amendments and supplements thereto, is between State of Minnesota, acting through its \_\_\_\_\_  
\_\_\_\_\_, (hereinafter "STATE") and  
\_\_\_\_\_, an independent contractor, not an employee of the State of Minnesota, address  
\_\_\_\_\_  
\_\_\_\_\_, (hereinafter "CONTRACTOR")

WHEREAS, the STATE, pursuant to Minnesota Statutes \_\_\_\_\_ is empowered to \_\_\_\_\_, and

WHEREAS, the STATE is in need of \_\_\_\_\_, and

WHEREAS, CONTRACTOR represents that it is duly qualified and willing to perform the services set forth herein.

NOW, THEREFORE, it is agreed:

I. CONTRACTOR'S DUTIES (Attach additional page if necessary which is incorporated by reference and made a part of this agreement.) CONTRACTOR shall:

II. CONSIDERATION AND TERMS OF PAYMENT

A. Consideration for all services performed by CONTRACTOR pursuant to this contract shall be paid by the STATE as follows:

1. Compensation \_\_\_\_\_  
\_\_\_\_\_
2. Reimbursement for travel and subsistence expenses actually and necessarily incurred by CONTRACTOR in performance of this contract in an amount not to exceed \_\_\_\_\_ dollars (\$ \_\_\_\_\_); provided, that CONTRACTOR shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioners Plan" promulgated by the Commissioner of Employee Relations. CONTRACTOR shall not be reimbursed for travel and subsistence expense incurred outside the State of Minnesota unless it has received prior written approval for such out of state travel from the STATE.

The total obligation of the STATE for all compensation and reimbursements to CONTRACTOR shall not exceed

\_\_\_\_\_ dollars (\$ \_\_\_\_\_).

B. Terms of Payment

1. Payments shall be made by the STATE promptly after CONTRACTOR'S presentation of invoices for services performed and acceptance of such services by the STATE'S authorized representative pursuant to Clause VI. Invoices shall be submitted in a form prescribed by the STATE and according to the following schedule:
2. In accordance with Minn. Stat. § 16B.17, Subd. 5(b), no more than ninety percent (90%) of the compensation due under this contract may be paid until the final product(s) of the contract have been reviewed by the STATE and it has been determined that the CONTRACTOR has satisfactorily fulfilled all the terms of the contract.

3. (When applicable) Payments are to be made from federal funds obtained by the STATE through Title \_\_\_\_\_ of the \_\_\_\_\_ Act of \_\_\_\_\_ (Public law \_\_\_\_\_ and amendments thereto). If at any time such funds become unavailable, this contract shall be terminated immediately upon written notice of such fact by the STATE to the CONTRACTOR. In the event of such termination, CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

ii. **CONDITIONS OF PAYMENT** All services provided by CONTRACTOR pursuant to this contract shall be performed to the satisfaction of the STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. CONTRACTOR shall not receive payment for work found by the STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

IV. **TERMS OF CONTRACT** This contract shall be effective on \_\_\_\_\_, 19\_\_\_\_\_, or upon the date that the final required signature is obtained by the STATE, pursuant to Minn. Stat. § 16B.06, Subd 2, whichever occurs later, and shall remain in effect until \_\_\_\_\_, 19\_\_\_\_\_, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. **CONTRACTOR UNDERSTANDS THAT NO WORK SHOULD BEGIN UNDER THIS CONTRACT UNTIL ALL REQUIRED SIGNATURES HAVE BEEN OBTAINED, AND CONTRACTOR IS NOTIFIED TO BEGIN WORK BY THE STATE'S AUTHORIZED REPRESENTATIVE.**

V. **CANCELLATION** This contract may be cancelled by the STATE or CONTRACTOR at any time, with or without cause, upon thirty (30) days' written notice to the other party. In the event of such a cancellation, CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

VI. **STATE'S AUTHORIZED REPRESENTATIVE** The STATE'S Authorized Representative for the purposes of administration of this contract is \_\_\_\_\_ Such representative shall have final authority for acceptance of CONTRACTOR'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause II, paragraph B.

VII. **ASSIGNMENT** CONTRACTOR shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the STATE.

VIII. **AMENDMENTS** Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.

IX. **LIABILITY** CONTRACTOR shall indemnify, save, and hold the STATE, its representatives and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by the STATE, arising from the performance of this contract by CONTRACTOR or CONTRACTOR'S agents or employees. This clause shall not be construed to bar any legal remedies CONTRACTOR may have for the STATE'S failure to fulfill its obligations pursuant to this contract.

X. **STATE AUDITS** The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.

XI. **DATA PRACTICES ACT** The CONTRACTOR shall comply with the Minnesota Data Practices Act as it applies to all data provided by the STATE in accordance with this contract and as it applies to all data created, gathered, generated or acquired in accordance with this contract.

XII. **OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS**

A. The STATE shall own all rights, title and interest in all of the materials conceived or created by the CONTRACTOR, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form ( hereafter " MATERIALS").

The CONTRACTOR hereby assigns to the STATE all rights, title and interest to the MATERIALS. CONTRACTOR shall, upon request of the STATE, execute all papers and perform all other acts necessary to assist the STATE to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this contract by the CONTRACTOR, its employees or subcontractors, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to the STATE by the CONTRACTOR, its employees and any subcontractors, shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the CONTRACTOR'S obligations under this contract without the prior written consent of the STATE'S authorized representative.

B. CONTRACTOR represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. CONTRACTOR shall indemnify and defend the STATE at CONTRACTOR'S expense from any action or claim brought against the STATE to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. CONTRACTOR shall be responsible for payment of any and all such claims, demands,

obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in CONTRACTOR'S or the STATE'S opinion is likely to arise, CONTRACTOR shall, at the STATE'S discretion, either procure for the STATE the right or license to continue using the MATERIALS at issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

- XIII. **PUBLICITY** Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the CONTRACTOR or its employees individually or jointly with others, or any subcontractors shall identify the STATE as the sponsoring agency and shall not be released, unless such release is a specific part of an approved work plan included in this contract prior to its approval by the STATE'S Authorized Representative.
- XIV. **AFFIRMATIVE ACTION** (When applicable) CONTRACTOR certifies that it has received a certificate of compliance from the commissioner of Human Rights pursuant to Minnesota Statutes Section 363.073. It is hereby agreed between the parties that Minnesota Statutes Section 363.073 is incorporated into this contract by reference.
- XV. **WORKERS' COMPENSATION** In accordance with the provisions of Minnesota Statutes, Section 176.182, as enacted, Contractor shall provide acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes Section 176.181, subdivision 2, as enacted, prior to commencement of any duties to be performed under this contract.
- XVI. **ANTITRUST** CONTRACTOR hereby assigns to the State of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.
- XVII. **JURISDICTION AND VENUE** This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- XVIII. **OTHER PROVISIONS** (Attach additional pages as necessary):

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

**1. CONTRACTOR:**

CONTRACTOR certifies that the appropriate person(s) have executed the contract on behalf of the CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

By
Title
Date

By
Title
Date

Distribution:

- Agency - Original (fully executed) contract
- Department of Administration
- Contractor
- State Authorized Representative

**2. STATE AGENCY:**

Agency signatory certifies that funds have been encumbered as required by Minn. Stat. § 16A15.

By (authorized signature)
Title
Date

As to form and execution

**3. ATTORNEY GENERAL:**

By (authorized signature)
Date

**4. COMMISSIONER OF ADMINISTRATION:**

By (authorized signature)
Date



B. REQUESTING AGENCY'S DUTIES (Attach additional page if necessary which is incorporated by reference and made a part of this agreement.), REQUESTING AGENCY shall:

II. CONSIDERATION AND TERMS OF PAYMENT

A. Consideration for all services performed by PROVIDING AGENCY pursuant to this Agreement shall be paid by the REQUESTING AGENCY as follows:

B. Terms of Payment Payment shall be made by the REQUESTING AGENCY within \_\_\_\_\_ days after the PROVIDING AGENCY has presented invoices for services performed to REQUESTING AGENCY.

III. CONDITIONS OF PAYMENT All services provided by PROVIDING AGENCY pursuant to this Agreement shall be performed to the satisfaction of the REQUESTING AGENCY, as determined at the sole discretion of its Authorized Representative.

IV. TERMS OF AGREEMENT This agreement shall be effective on \_\_\_\_\_, 19\_\_\_\_, or upon the date that the final required signature is obtained by the PROVIDING AGENCY, pursuant to Minn. Stat. § 16B.06, Subd. 2, whichever occurs later, and shall remain in effect until \_\_\_\_\_, 19\_\_\_\_, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

V. CANCELLATION This Agreement may be cancelled by the REQUESTING AGENCY or PROVIDING AGENCY at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, the PROVIDING AGENCY shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

VI. AUTHORIZED REPRESENTATIVES The REQUESTING AGENCY'S Authorized Representative for the purposes of administration of this Agreement is \_\_\_\_\_. The PROVIDING AGENCY'S Authorized Representative for the purposes of administration of this Agreement is \_\_\_\_\_. Each Authorized Representative shall have final authority for acceptance of services of the other party and shall have responsibility to insure that all payments due to the other party are made pursuant to the terms of this Agreement.

VII. ASSIGNMENT Neither the PROVIDING AGENCY nor the REQUESTING AGENCY shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of the other party.

VIII. AMENDMENTS Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, or their successors in office.

IX. LIABILITY Each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The PROVIDING AGENCY and the REQUESTING AGENCY liabilities shall be governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. § 3.376, and other applicable law.

X. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS

A. The REQUESTING AGENCY shall own all rights, title and interest in all of the materials conceived or created by the PROVIDING AGENCY, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this Agreement, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form ("MATERIALS").

The PROVIDING AGENCY hereby assigns to the REQUESTING AGENCY all rights, title and interest to the MATERIALS. PROVIDING AGENCY shall, upon request of the REQUESTING AGENCY, execute all papers and perform all other acts necessary to assist the REQUESTING AGENCY to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this Agreement by the PROVIDING AGENCY, its employees or subcontractors, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to the REQUESTING AGENCY by the PROVIDING AGENCY, its employees and any subcontractors, shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the PROVIDING AGENCY'S obligations under this Agreement without the prior written consent of the REQUESTING AGENCY'S Authorized Representative.

B. PROVIDING AGENCY represents and warrants that MATERIALS produced or used under this Agreement do not and will not infringe upon any intellectual property rights of another, including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names.

XI. **PUBLICITY** Any publicity given to the program, publications, or services provided resulting from this Agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the PROVIDING AGENCY or its employees individually or jointly with others, or any subcontractors shall identify the REQUESTING AGENCY as the sponsoring agency and shall not be released, unless such release is a specific part of an approved work plan included in this agreement prior to its approval by the REQUESTING AGENCY'S authorized representative.

XII. **OTHER PROVISIONS** (Attach additional pages as necessary):

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby.

APPROVED:

1. PROVIDING AGENCY:

By (authorized signature)
Title
Date

2. REQUESTING AGENCY:

Agency signatory certifies that funds have been encumbered as required by Minn. Stat. § 16A15.

By (authorized signature)
Date

As to form and execution

3. ATTORNEY GENERAL:

By (authorized signature)
Date

Distribution:

Requesting Agency - Original (fully executed) agreement

Providing Agency



**STATE OF MINNESOTA**  
**JOINT POWERS AGREEMENT**

**Accounting Information:**

Agency:	Fiscal Year:	Vendor Number:
Total Amount of Contract:	Amount of Contract First FY:	
Commodity Code:	Commodity Code:	Commodity Code:
Object Code:	Object Code:	Object Code:
Amount:	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund:	Fund:	Fund:
Appr:	Appr:	Appr:
Org/Sub:	Org/Sub:	Org/Sub:
Rept Catg:	Rept Catg:	Rept Catg:
Amount:	Amount:	Amount:

**Processing Information:** (Some entries may not apply)

Requisition: \_\_\_\_\_  
Number/Date/Entry Initials

Solicitation: \_\_\_\_\_  
Number/Date/Entry Initials

Contract: \_\_\_\_\_  
Number/Date/Entry Initials

Order: \_\_\_\_\_  
Number/Date/Signatures  
*[Individual signing certifies that funds have been encumbered as required by Minn. Stat. § 16A15.]*

THIS JOINT POWERS AGREEMENT, and amendments and supplements thereto, (hereinafter "contract") is between the State of Minnesota, acting through its \_\_\_\_\_ (hereinafter "STATE"), which is empowered to enter into joint powers agreements pursuant to Minn. Stat. § 471.59, Subd. 10, and

\_\_\_\_\_, address \_\_\_\_\_ (hereinafter "CONTRACTOR"), which is empowered to enter into joint powers agreements pursuant to Minn. Stat. § 471.59, Subd. 10;

WHEREAS, \_\_\_\_\_, and

WHEREAS, CONTRACTOR represents that it is duly qualified and willing to perform the services set forth herein.  
NOW, THEREFORE, it is agreed:

- I. A. CONTRACTOR'S DUTIES (Attach additional page if necessary which is incorporated by reference and made a part of this agreement.) CONTRACTOR shall:

B. STATE'S DUTIES (Attach additional page if necessary which is incorporated by reference and made a part of this agreement.) STATE shall:

II. CONSIDERATION AND TERMS OF PAYMENT

A. Consideration for all services performed by CONTRACTOR pursuant to this contract shall be paid by the STATE as follows:

B. Terms of Payment Payments shall be made by the STATE promptly after CONTRACTOR'S presentation of invoices for services performed and acceptance of such services by the STATE'S authorized representative pursuant to Clause VI. Invoices shall be submitted in a form prescribed by the STATE and according to the following schedule:

III. CONDITIONS OF PAYMENT All services provided by CONTRACTOR pursuant to this contract shall be performed to the satisfaction of the STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. CONTRACTOR shall not receive payment for work found by the STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

IV. TERMS OF CONTRACT This contract shall be effective on \_\_\_\_\_, 19\_\_\_\_, or upon the date that the final required signature is obtained by the STATE, pursuant to Minn. Stat. § 16B.06, Subd. 2, whichever occurs later, and shall remain in effect until \_\_\_\_\_, 19\_\_\_\_, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. CONTRACTOR understands that NO work should begin under this contract until ALL required signatures have been obtained, and CONTRACTOR is notified to begin work by the STATE's Authorized Representative.

V. CANCELLATION This contract may be cancelled by the STATE or CONTRACTOR at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

VI. STATE'S AUTHORIZED REPRESENTATIVE The STATE'S Authorized Representative for the purposes of administration of this contract is \_\_\_\_\_  
\_\_\_\_\_. The CONTRACTOR'S Authorized Representative for the purposes of administration of this contract is \_\_\_\_\_. Each Authorized Representative shall have final authority for acceptance of CONTRACTOR'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause II, paragraph B.

VII. ASSIGNMENT CONTRACTOR shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the STATE.

VIII. AMENDMENTS Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract, or their successors in office.

IX. LIABILITY CONTRACTOR shall indemnify, save, and hold the STATE, its representatives and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by the STATE, arising from the performance of this contract by CONTRACTOR or CONTRACTOR'S agents or employees. This clause shall not be construed to bar any legal remedies CONTRACTOR may have for the STATE'S failure to fulfill its obligations pursuant to this contract.

X. STATE AUDITS The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.

XI. DATA PRACTICES ACT The CONTRACTOR shall comply with the Minnesota Data Practices Act as it applies to all data provided by the STATE in accordance with this contract and as it applies to all data created, gathered, generated or acquired in accordance with this contract.

XII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS

A. The STATE shall own all rights, title and interest in all of the materials conceived or created by the CONTRACTOR, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (" MATERIALS").

The CONTRACTOR hereby assigns to the STATE all rights, title and interest to the MATERIALS. CONTRACTOR shall, upon request of the STATE, execute all papers and perform all other acts necessary to assist the STATE to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this contract by the CONTRACTOR, its employees or subcontractors, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted

to the STATE by the CONTRACTOR, its employees and any subcontractors, shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the CONTRACTOR'S obligations under this contract without the prior written consent of the STATE'S authorized representative.

B. CONTRACTOR represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. CONTRACTOR will indemnify and defend the STATE at CONTRACTOR'S expense from any action or claim brought against the STATE to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. CONTRACTOR shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in CONTRACTOR'S or the STATE'S opinion is likely to arise, CONTRACTOR shall at the STATE'S discretion either procure for the STATE the right or license to continue using the MATERIALS at issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

- XIII. PUBLICITY Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the CONTRACTOR or its employees individually or jointly with others, or any subcontractors shall identify the STATE as the sponsoring agency and shall not be released, unless such release is a specific part of an approved work plan included in this contract prior to its approval by the STATE'S Authorized Representative.
- XIV. WORKERS' COMPENSATION (When applicable) In accordance with Minn. Stat. Section 176.182, as enacted, Contractor shall provide acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. Section 176.181, subd. 2, as enacted, prior to commencement of any duties to be performed under this contract.
- XV. OTHER PROVISIONS (Attach additional pages as necessary):

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

CONTRACTOR (Governmental Entity):

Contractor certifies that the appropriate person(s) have executed the contract on behalf of the contractor as required by applicable articles, by-laws, resolutions, or ordinances.

By
Title
Date

By
Title
Date

Distribution:  
State Agency - Original (fully executed) contract  
Governmental Entity  
Department of Administration  
State Authorized Representative

2. STATE AGENCY:

Agency signatory certifies that funds have been encumbered as required by Minn. Stat. § 16A15.

By (authorized signature)
Title
Date

As to form and execution  
3. ATTORNEY GENERAL:

By (authorized signature)
Date

4. COMMISSIONER OF ADMINISTRATION:

By (authorized signature)
Date

**STATE OF MINNESOTA**

**GRANT CONTRACT**

**Accounting Information:**

Agency:	Fiscal Year:	Vendor Number:
Total Amount of Contract:	Amount of Contract First FY:	
Commodity Code:	Commodity Code:	Commodity Code:
Object Code:	Object Code:	Object Code:
Amount:	Amount:	Amount:

Accounting Distribution 1:	Accounting Distribution 2:	Accounting Distribution 3:
Fund:	Fund:	Fund:
Appr:	Appr:	Appr:
Org/Sub:	Org/Sub:	Org/Sub:
Rept Catg:	Rept Catg:	Rept Catg:
Amount:	Amount:	Amount:

**Processing Information:** (Some entries may not apply)

Requisition: \_\_\_\_\_ Solicitation: \_\_\_\_\_  
 Number/Date/Entry Initials Number/Date/Entry Initials

Contract: \_\_\_\_\_ Order: \_\_\_\_\_  
 Number/Date/Entry Initials Number/Date/Signatures  
*[Individual signing certifies that funds have been encumbered as required by Minn. Stat. § 16A15.]*

**NOTICE TO GRANTEE:** You are required by Minn. Stat. § 270.66 to provide your social security number or Federal employer tax identification number and Minnesota tax identification number if you do business with the State of Minnesota. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require you to file state tax returns and pay delinquent state tax liabilities. This grant contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the grant contract and the payment of state obligations.

Grantee Name and Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Soc. Sec. or Federal Employer I.D. No. \_\_\_\_\_ Minnesota Tax I.D. No. (if applicable) \_\_\_\_\_

**THIS PAGE OF THE GRANT CONTRACT CONTAINS PRIVATE INFORMATION.  
 EXCEPT AS DEFINED ABOVE, THIS PAGE SHOULD NOT BE REPRODUCED  
 OR DISTRIBUTED EXTERNALLY WITHOUT EXPRESS WRITTEN PERMISSION  
 OF THE GRANTEE**

*If you circulate this grant contract internally, only offices that require access to the tax identification number  
 AND all individuals/offices signing this grant contract should have access to this page.*

THIS grant contract, and amendments and supplements thereto, is between the State of Minnesota, acting through its \_\_\_\_\_ (hereinafter "STATE") and \_\_\_\_\_, an independent contractor, not an employee of the State of Minnesota, address \_\_\_\_\_ (hereinafter "GRANTEE"), witnesseth that:

WHEREAS, the STATE, pursuant to Minn. Stat. § \_\_\_\_\_ is empowered to \_\_\_\_\_, and

WHEREAS, \_\_\_\_\_, and

WHEREAS, GRANTEE represents that it is duly qualified and willing to perform the services set forth herein.

NOW, THEREFORE, it is agreed:

I. GRANTEE'S DUTIES (Attach additional page if necessary which is incorporated by reference and made a part of this agreement.) GRANTEE, shall:

II. CONSIDERATION AND TERMS OF PAYMENT

A. Consideration for all services performed by GRANTEE pursuant to this grant contract shall be paid by the STATE as follows:

- 1. Compensation \_\_\_\_\_
- 2. Matching Requirements. (If Applicable) GRANTEE certifies that the following matching requirement, for the grant, will be met by GRANTEE:
- 3. Reimbursement for travel and subsistence expenses actually and necessarily incurred by GRANTEE in performance of this grant contract in an amount not to exceed \_\_\_\_\_ dollars (\$ \_\_\_\_\_); provided, that GRANTEE shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Employee Relations. GRANTEE shall not be reimbursed for travel and subsistence expense incurred outside the State of Minnesota unless it has received prior written approval for such out of state travel from the STATE.

The total obligation of the STATE for all compensation and reimbursements to GRANTEE shall not exceed \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

B. Terms of Payment

- 1. Payments shall be made by the STATE promptly after GRANTEE'S presentation of invoices for services performed and acceptance of such services by the STATE'S Authorized Representative pursuant to Clause VI. Invoices shall be submitted in a form prescribed by the STATE and according to the following schedule:
- 2. (When applicable) Payments are to be made from federal funds obtained by the STATE through Title \_\_\_\_\_ of the \_\_\_\_\_ Act of \_\_\_\_\_ (Public law \_\_\_\_\_ and amendments thereto). If at any time such funds become unavailable, this grant contract shall be terminated immediately upon written notice of such fact by the STATE to the GRANTEE. In the event of such termination, GRANTEE shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed

- III. CONDITIONS OF PAYMENT All services provided by GRANTEE pursuant to this grant contract shall be performed to the satisfaction of the STATE, as determined at the sole discretion of its Authorized Representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. GRANTEE shall not receive payment for work found by the STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.
- IV. TERMS OF CONTRACT This grant contract shall be effective on \_\_\_\_\_, 19\_\_\_\_, or upon the date that the final required signature is obtained by the STATE, pursuant to Minn. Stat. § 16B.06, Subd. 2, whichever occurs later, and shall remain in effect until \_\_\_\_\_, 19\_\_\_\_, or until all obligations set forth in this grant contract have been satisfactorily fulfilled, whichever occurs first. GRANTEE understands that NO work should begin under this grant contract until ALL required signatures have been obtained, and GRANTEE is notified to begin work by the STATE's Authorized Representative.
- V. CANCELLATION This grant contract may be cancelled by the STATE or GRANTEE at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, GRANTEE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

STATE may cancel this grant contract immediately if the STATE finds that there has been a failure to comply with the provisions of this grant contract that reasonable progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled, the STATE may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

- VI. STATE'S AUTHORIZED REPRESENTATIVE The STATE'S Authorized Representative for the purposes of administration of this grant contract is \_\_\_\_\_ Such representative shall have final authority for acceptance of GRANTEE'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause II, paragraph B. The GRANTEE'S Authorized Representative for purposes of administration of this grant contract is \_\_\_\_\_. The GRANTEE'S Authorized Representative shall have full authority to represent GRANTEE in its fulfillment of the terms, conditions and requirements of this grant contract.
- VII. ASSIGNMENT GRANTEE shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the STATE.
- VIII. AMENDMENTS Any amendments to this grant contract shall be in writing, and shall be executed by the same parties who executed the original grant contract, or their successors in office.
- IX. LIABILITY GRANTEE shall indemnify, save, and hold the STATE, its representatives and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by the STATE, arising from the performance of this grant contract by GRANTEE or GRANTEE'S agents or employees. This clause shall not be construed to bar any legal remedies GRANTEE may have for the STATE'S failure to fulfill its obligations pursuant to this grant contract.
- X. STATE AUDITS The books, records, documents, and accounting procedures and practices of the GRANTEE relevant to this grant contract shall be subject to examination by the contracting department and the Legislative Auditor.
- XI. DATA PRACTICES ACT The GRANTEE shall comply with the Minnesota Data Practices Act as it applies to all data provided by the STATE in accordance with this grant contract and as it applies to all data created, gathered, generated or acquired in accordance with this grant contract.
- XII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS

A. The STATE shall own all rights, title and interest in all of the materials conceived or created by the GRANTEE, or its employees or subgrantees, either individually or jointly with others and which arise out of the performance of this grant contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (" MATERIALS").

The GRANTEE hereby assigns to the STATE all rights, title and interest to the MATERIALS. GRANTEE shall, upon request of the STATE, execute all papers and perform all other acts necessary to assist the STATE to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this grant contract by the GRANTEE, its employees or subgrantees, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to the STATE by the GRANTEE, its employees and any subgrantees, shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for nay purpose other than performance of the GRANTEE'S obligations under this grant contract without the prior written consent of the STATE'S Authorized Representative.

B. GRANTEE represents and warrants that MATERIALS produced or used under this grant contract do not and will not infringe upon any intellectual property rights of another, including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. GRANTEE shall indemnify and defend the STATE, at GRANTEE'S expense, from any action or claim brought against the STATE to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. GRANTEE shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out o this grant contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in GRANTEE'S or the STATE'S opinion is likely to arise, GRANTEE shall at the STATE'S discretion either procure for the STATE the right or license to continue using the MATERIALS at issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

- XIII. PUBLICITY Any publicity given to the program, publications, or services provided resulting from this grant contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the GRANTEE or its employees individually or jointly with others, or any subgrantees shall identify the STATE as the sponsoring agency and shall not be released, unless such release is a specific part of an approved work plan included in this grant contract prior to its approval by the STATE'S Authorized Representative.
- XIV. AFFIRMATIVE ACTION (When applicable) GRANTEE certifies that it has received a certificate of compliance from the commissioner of Human Rights pursuant to Minn. Stat. § 363.073. It is hereby agreed between the parties that Minn. Stat. Section 363.073 is incorporated into this contract by reference.
- XV. WORKERS' COMPENSATION GRANTEE shall provide acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. § 176.181, Subd. 2.

- XVI. ANTITRUST GRANTEE hereby assigns to the State of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.
- XVII. JURISDICTION AND VENUE This grant contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this grant contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota
- XVIII. OTHER PROVISIONS (Attach additional pages as necessary):

IN WITNESS WHEREOF, the parties have caused this grant contract to be duly executed intending to be bound thereby.

APPROVED:

**1. GRANTEE:**

GRANTEE certifies that the appropriate person(s) have executed the contract on behalf of the GRANTEE as required by applicable articles, by-laws, resolutions, or ordinances.

By
Title
Date

By
Title
Date

**2. STATE AGENCY:**

By (authorized signature)
Title
Date

As to form and execution

**3. ATTORNEY GENERAL:**

By (authorized signature)
Date

Distribution:  
 Agency - Original (fully executed) contract  
 Grantee  
 State Authorized Representative

STATE OF MINNESOTA

INCOME CONTRACT

I # \_\_\_\_\_  
(Department of Administration will provide)

This contract is by and between \_\_\_\_\_ (hereinafter "PURCHASER") and  
\_\_\_\_\_ (hereinafter "STATE").

WHEREAS, the PURCHASER has a need for a specific service; and

WHEREAS, the STATE, is empowered to enter into income contracts pursuant to Minn. Stat. § \_\_\_\_\_.

NOW, THEREFORE, it is agreed:

I. DUTIES OF STATE. The STATE agrees to provide the following:

II. DUTIES OF PURCHASER. The PURCHASER agrees to provide the following:

III. CONSIDERATION AND TERMS OF PAYMENT.

A. Consideration for all services performed and goods or materials supplied by the STATE pursuant to this contract shall be paid by PURCHASER as follows:

B. Terms of Payment. Payment shall be made by the PURCHASER for the previous month no later than the 23rd day following the last day of the month being billed for.

IV. TERM OF CONTRACT. This contract shall be effective on \_\_\_\_\_, 19\_\_\_\_\_, or upon the date that the final required signature is obtained by the STATE, pursuant to Minn. Stat. § 16B.06, Subd. 2, whichever occurs later, and shall remain in effect until \_\_\_\_\_, 19\_\_\_\_\_, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. No work should begin under this contract until ALL required signatures have been obtained, and PURCHASER is notified by the STATES'S Authorized Representative.

V. CANCELLATION. This contract may be cancelled by the PURCHASER or STATE at any time, with or without cause, upon thirty (30) days' written notice to the other party. In the event of such a cancellation, the STATE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

VI. AUTHORIZED AGENTS. The PURCHASER's Authorized Agent for the purposes of administration of this contract is \_\_\_\_\_  
\_\_\_\_\_. The STATE's Authorized Agent for the purposes of administration of this contract is \_\_\_\_\_.  
Each authorized agent shall have final authority for acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are paid pursuant to the terms of this contract.

VII. ASSIGNMENT. Neither the PURCHASER nor the STATE shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.

VIII. LIABILITY. PURCHASER shall to indemnify, save, and hold the STATE, its agents and employees harmless from any and all claims or causes of action arising from this contract by PURCHASER or PURCHASER's agents or employees. This clause shall not be construed to bar any legal remedies PURCHASER may have for the STATE's failure to fulfill its obligations pursuant to this contract.



- IX. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). PURCHASER is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. § 12101, et. seq. and regulations promulgated pursuant to it. The STATE IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
- X. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
- XI. DATA PRACTICES. The PURCHASER agrees to comply with the Minnesota Data Practices Act as it applies to all data provided by the STATE in accordance with this contract and as it applies to all data created, gathered, generated or acquired in accordance with this contract.
- XII. JURISDICTION AND VENUE. Jurisdiction for litigation of any dispute, controversy or claim arising out of this contract, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.  
  
This contract and any amendments to it, shall be interpreted pursuant to the laws of the State of Minnesota.  
  
PURCHASER, by entering into this contract, hereby consents to jurisdiction in the courts of the State of Minnesota or federal courts sitting in Minnesota and waives objections to such venue.
- XII. STATE AUDITS The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
- XIII. OTHER PROVISIONS. (Attach additional page if necessary):

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. PURCHASER:

By
Title
Date

By
Title
Date

Copy 1 - State Agency (fully executed original)  
 Copy 2 - Purchaser  
 Copy 3 - Attorney General  
 Copy 4 - State Agency Accounting

2. STATE AGENCY:

By
Date

As to form and execution by the

3. ATTORNEY GENERAL:

By (authorized signature)
Date

4. COMMISSIONER OF ADMINISTRATION:

By (authorized signature)
Date



## CERTIFICATION/INTERNAL CONTRACT NEGOTIATION

**Submit in duplicate to Department of Administration, Materials Management Division, Professional and Technical Service Contracts, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155.**

<b>Department</b>	Division
<b>Estimated Cost \$</b>	Source of Funds
Period: From: _____ To: _____	

**Nature of Contract:** (Include a brief description of the service, and the legal authority for the service.)

**Product or Result:**

**Other Methods Considered:**

**Certifications:** (Required by Minnesota Stat. § 16B.17, for all consultant or professional/technical services contract in excess of \$5,000.)

**NOTE:** If Item Number 4 is not satisfactorily completed, this form will be returned without approval.

1. There is no state employee (a) capable and (b) available to perform the described service.
2. Competitive bidding will not provide for adequate performance of the service
3. The service is not available as the product of a prior contract, and the contractor will certify his product will be original in character.
4. Reasonable efforts will be made to publicize the availability of the contract.  
*Public notice (as required for all contracts in excess of \$5,000) will be made as follows:*

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**On Certs over \$25,000 (Check one)**

- In conjunction with the public notice of this contract, notice of this contract will be provided to the Human Resources offices of all Minn. Stat. § 15.091 agencies and the Higher Education Board. Due consideration will be given to any responding employee when the responses to the Request for Proposal are evaluated.**
- Notice of this contract will be provided to the Human Resources offices of all Minn. Stat. § 15.091 agencies and the Higher Education Board. After 5 working days, due consideration will be given to any responding employee when the final contracting decision is made. (For sole source requests)**

- 5. A written work plan will be submitted by the contractor and accepted by the agency.
- 6. The following person has been assigned to monitor and act as liaison for the contract:  
  
\_\_\_\_\_
- 7. There will be periodic review of the progress of the contractor, and the final product will be utilized.
- 8. The contract will not establish an employer/employee relationship between the state or the agency and any person performing under the contract.
- 9. No current state employee will engage in the performance of the contract.

Internal Preapprovals	Date
Activity Manager	
Division Director	
Assistant Commissioner (Program)	
Authorized Certification (Officer authorized to sign contracts)	

Information Policy Office review and approval signature required prior to sending form to the Materials Management Division for their approval for requests for information resource technology and/or services.

Information Policy Office Approval	Date
------------------------------------	------

Materials Management Division Approval	Date
--	------

	Date
1. Information Resource Technology Certification to the Information Policy Office	
2. Certification to Contract Management	
3. Contract to Contract Management	
4. Contract Executed	
5. Evaluation Completed ( Within 30 days of contract expire date)	

**This statement should be included in your RFP, if over \$25,000.00.**

**In compliance with Minn. Stat. § 16B.167, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Request for Proposal.**

DEPARTMENT : Administration  
Commissioner's Office

STATE OF MINNESOTA

## Office Memorandum

DATE: April 9, 1996

TO: All Agency and Department Heads

INFORMATIONAL BULLETIN

FROM: Elaine S. Hansen  
Commissioner

ADMIN 96.4

PHONE: 296-1424

SUBJECT: Government information via *North Star*

The Department of Administration recently received the *John R. Finnegan Freedom of Information Award* from the Minnesota Coalition of Government Information for its development of *North Star*, the State of Minnesota's access point on the World-Wide-Web. The award recognizes the value of new technology to enhance citizen access to government information and services.

*North Star*, developed by the Government Information Access Council, is Minnesota government at your fingertips. Citizens can check out daily legislative schedules, search for places to vacation in northeast Minnesota, or check the latest road conditions through the Department of Transportation.

Many state agencies have developed home pages over the Internet via *North Star*. For those agencies that have made themselves available electronically, I urge you to continue to provide useful, up-to-date information for Minnesota's citizens. For those agencies that have not established home pages, you can contact GIAC at 296-2994 to find out how to get started on a *North Star* web site.

We are very excited about the opportunities made possible through *North Star*. We would like to continue to expand and improve *North Star* to maintain Minnesota as a national leader in providing access to government information for its citizens.

DEPARTMENT: ADMINISTRATION

STATE OF MINNESOTA  
OFFICE MEMORANDUM

DATE: October 23, 1992

TO: Agency Heads

FROM: *Dana B. Badgerow*  
Dana B. Badgerow  
Commissioner

INFORMATIONAL BULLETIN  
ADMIN #048

PHONE: 296-3862

FAX #: 297-7909

SUBJECT: **Data Risk Management**

Executive Order 90-2 states that individual agencies are responsible for protecting their public records and for carrying on normal services in the event of a disaster. As you may recall, earlier this year the Information Policy Office established a statewide policy on information asset security (Admin Policy & Procedure #39) which also addresses the issue of disaster recovery. The policy states that, ". . . if a disastrous loss of information assets occurs, a timely recovery of critical resources must be possible. . ." The policy goes on to outline agencies' responsibilities for insuring that sufficient disaster recovery capability exists.

The InterTechnologies Group is implementing a process to assist customers in meeting these requirements. InterTech will use a new software package to identify the datasets used in critical state applications, the method(s) by which the data is updated and the frequency of updates. Based on this information, InterTech will evaluate whether current backup procedures are adequate to restore the most recent version of critical data if it is destroyed or lost.

When the risk analysis is complete, your systems office personnel will be notified of any recommended changes to the backup procedures for your agency's data. If more frequent backups need to be implemented, InterTech will work with your staff to determine the cost of doing so. Although this may mean an additional expense to your agency, backup costs are expected to be nominal and will certainly save substantial dollars if critical data is accidentally destroyed or lost.

DBB/mh

DEPARTMENT : OF ADMINISTRATION

STATE OF MINNESOTA

## Office Memorandum

DATE : June 18, 1992

TO : All State Department &amp; Agency Heads

Informational Bulletin  
#043FROM :   
Dana B. Badgerow  
Commissioner

PHONE : 296-6781

SUBJECT : Travel Management Rates - F.Y. 1993

Effective July 1, 1992, the following F.Y. 1993 rates have been approved for vehicles and services from our Travel Management Division.

While the cost of vehicles, tires, parts and labor have increased, this rate structure is a decrease of 1% from last year. The change reflects our continued commitment to provide valuable cost-effective service to our customers, particularly in such a tight budget year.

	<u>MILEAGE</u>	<u>MONTH</u>	<u>DAY</u>	<u>1/2 DAY</u>
Subcompact	8.5	\$165.00	\$ 8.00	\$4.00
Compact	8.5	\$195.00	\$ 9.50	\$4.75
Intermediate	11.0	\$215.00	\$10.50	\$5.25
Station Wagon	11.0	\$215.00	\$10.50	\$5.25
Van	14.0	\$255.00	\$12.25	\$6.25
Passenger Van	16.0	\$305.00	\$14.50	\$7.25
Pick Up	9.5	\$235.00	\$11.25	\$5.75
Carryall	14.0	\$270.00	\$13.00	\$6.50
Mini Van	10.0	\$305.00	\$14.50	\$7.25
Commuter Van	25.0		\$10.00	

These rates include gasoline, oil, tires, all normal operating maintenance, bodily injury and property damage liability insurance.

SERVICES

Wash	\$32.00/hr.
Car Wash	\$ 2.00
Parts Mark-up	22%

Please contact our Travel Management Division at 296-6781 if you have any questions.

DBB/RAS:cg

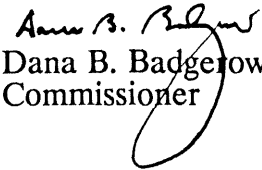
DEPARTMENT : OF ADMINISTRATION

STATE OF MINNESOTA

## Office Memorandum

DATE : June 12, 1992

TO : All State Department &amp; Agency Heads

FROM :   
Dana B. Badgerow  
CommissionerINFORMATIONAL BULLETIN  
ADMIN #042

PHONE : 297-4261

SUBJECT : Administration Department Materials Management Division

As some of you may know, the Department of Administration has embarked upon a comprehensive strategic planning process which will help to identify those services our customers demand and how to deliver them with the highest quality. As part of that process, we have contracted with the Management Analysis Division to conduct a thorough examination of our Materials Management Division (MMD). This effort is being led by Bob Schroeder, Assistant Commissioner for the Operations Management Bureau.

MMD has a considerable impact on state government through its purchasing, contracts/technical services, surplus property, resource recovery, and central stores operations. For this reason, we think it is vital to consult at length with our customer agencies about the operation of these particular services. Only by learning our customers' needs can we best serve you.

We need your help in accomplishing this. Over the next few months we will be soliciting candid customer input through focus groups and surveys. Because our customer base is potentially very large, we will randomly select clients who work directly with MMD to participate in focus group meetings. However, if you have special concerns that you would like us to hear, I encourage you to forward to Management Analysis Division consultant Barb Deming (296-9174) the names of your employees who have contact with Materials Management and can represent your concerns. We will add their names to the list of those we invite to focus groups.

Let me thank you in advance for your cooperation. I believe that this effort will lead to further improvement of the materials management services you require. If you have any questions, please contact Bob at (612) 297-4261.

DBB/RAS:cg

c: Patsy Randell, Acting Chief of Staff

DEPARTMENT : ADMINISTRATION

STATE OF MINNESOTA

## Office Memorandum

DATE : June 10, 1992

TO : ALL STATE AGENCIES AND DEPARTMENTS

FROM : *Aana B. Badgerow*  
Dana Badgerow  
CommissionerINFORMATIONAL BULLETIN  
ADMIN #041

PHONE : 296-3277

SUBJECT : FY 1993 Approved Rates for Print Communications Division

Listed in this memo are the rates for the business activities of the Print Communications Division. All rates are approved by the Department of Finance and are effective July 1, 1992.

## PRINTING SERVICES

<u>Description</u>	<u>Hourly Rate</u>
Creative Services	\$50.00
Film Processing	55.00
Platemaking	55.00
A. B. Dick Press	43.85
Ryobi 2/Color Press	52.80
Davidson Press	55.00
Apollo Press	60.00
Harris Press	59.60
Heidelberg Press	90.00
Cutters	38.90
Folders	50.00
Collators	38.90
Small Bindery	32.60
Sickinger Punch	107.00
Handwork	32.60
Shrinkwrap	.40 per package
Copy Centers	Average rate of .033 per impression
Materials Markup	35.5%
Overload Printing	12.0%
Premium rate for short turnaround processing of printing jobs	150% of labor costs
Minimum charge per order	\$25.00

The Printing Services rates increased overall by 1.2%

For further information about these services or prices, contact Jane Rosso at 296-9885.

RATE/TXTRATES



ADDRESSING AND INSERTING SERVICES

ADDRESSING

Regular Labels		
First 1,000	\$27.50	
Additional 100	2.35	
Computer Labels		
First 1,000	28.00	
Additional 100	1.15	
Cheshire Cards		.04 per card
Bulking		.02 per piece
Sacking/Labeling		
First 1,000	10.00	
Each additional piece	0.005	
Pre-sort/three digit		0.005 per piece
Pre-sort/five digit		0.01 per piece

INSERTING

One Insert	First 1,000	\$19.00	Additional 1,000	\$14.40
Two Inserts	First 1,000	23.00	Additional 1,000	15.40
Three Inserts	First 1,000	27.00	Additional 1,000	16.40
Four Inserts	First 1,000	31.00	Additional 1,000	17.40
Five Inserts	First 1,000	35.00	Additional 1,000	18.40
Six Inserts	First 1,000	39.00	Additional 1,000	19.40

The Addressing/Inserting rates increased overall by 2.2%.

For additional information regarding these services, please contact Mike Perry at 296-6802.

STATE REGISTER

Subscriptions:	\$150.00 per year-increase of \$10
Billable Pages:	78.00 per page-no increase

For additional information, contact Mary Mikes at 297-3979.

EQUIPMENT RENTAL AND SALES

Typewriters(per month rate)

Memory up to 946 characters or  
1/2 page \$30.00

Memory up to 3K or 1 1/2 pages 45.00

Memory up to 8K or 4 pages 50.00

Memory up to 32K or 16 pages 55.00

Basic memory of 16K or 8 pages. Additional  
memory can be added up to 64K 60.00

Internal memory plus one 5 1/4" floppy disk  
drive and display 105.00

Internal memory plus one 3 1/2" floppy disk  
drive and display 125.00

Internal memory plus two floppy disk drives and  
a CRT. 150.00

Facsimile machine rental 7% markup

Resale Average 20% markup

The typewriter rental rates have remained the same for the seventh consecutive year and the facsimile machine rental markup remains the same as FY 1992.

For information regarding equipment rentals and sales, contact Gene Kilmer at 296-6410.

Your continuing business is greatly appreciated.

DEPARTMENT : OF ADMINISTRATION

STATE OF MINNESOTA

## Office Memorandum

DATE : June 3, 1992

TO : All State Department &amp; Agency Heads

FROM :   
Dana B. Badgerow  
CommissionerInformational  
Bulletin #040

PHONE : 296-0498

SUBJECT : Training For New Freight Management Program

As you know, the Department of Administration has responsibility for implementing a CORE recommendation to improve the state's freight management. This program is designed to provide agencies with significant savings in the shipping of materials.

The first contract to be awarded under this program will be available for agency use on July 1, 1992. It will be an interstate package freight contract that will address the largest quantity of your interstate shipments - packages that weigh anywhere from eight ounces to 100 pounds.

In order to ensure that your agencies can take advantage of this contract, training has been scheduled for several locations in Minnesota. Please see the attached list of locations, dates and times for the area located nearest you. I hope you will encourage the appropriate staff to attend.

Critical information about freight management as a tool for saving agencies money, and how to correctly use this contract, will be provided at these meetings. I strongly encourage your agency to participate in these important meetings.

For additional information your staff should contact Paul Stembler, Freight Management Project Coordinator, at (612) 296-0498.

DBB/RAS:cg  
Attachmentc: Paul Stembler  
John Haggerty

Department of Administration  
Materials Management Division  
June 3, 1992

**TRAINING FOR NEW FREIGHT MANAGEMENT PROGRAM**

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
June 17, 1992	9:00 a.m.	Room G-5, State Office Building 100 Constitution Avenue, St. Paul
June 18, 1992	9:00 a.m.	Penny Room, 1st Floor, Atwood Center, St. Cloud State University, St. Cloud
June 23, 1992	9:00 a.m.	Room G-10, State Office Building 100 Constitution Avenue, St. Paul
June 23, 1992	9:00 a.m.	Room 204, Centennial Student Union Mankato State University, Mankato
June 24, 1992	9:00 a.m.	Room G-5, State Office Building 100 Constitution Avenue, St. Paul
June 26, 1992	9:00 a.m.	Room 115, Education/Arts Building (Between 16th & 17th on Birchmont) Bemidji State University, Bemidji

For information contact Paul Stembler at (612) 296-0498

May 22, 1992



**POLICY & PROCEDURE  
ADMIN #039**

Dear Stakeholder:

Third Floor  
Centennial Office Building  
658 Cedar Avenue  
St. Paul, MN 55155  
(612) 296-5643

The Information Policy Office has established a statewide policy on information asset security. This policy is the final product of intensive research and discussions with state agencies. Presentations have been given on this topic to conferences, interest groups, the MIS Directors, and the IPC. Feedback from these groups has been incorporated into the policy.

You are encouraged to carefully review this policy, as well as the description it contains of the IPO's direction on this matter, its strategy for implementing the policy, its goals, and each agency's responsibility with regard to the policy.

If you have any questions regarding this policy or its implementation, please call me or you may call Jane Knaak at (612) 297-5568.

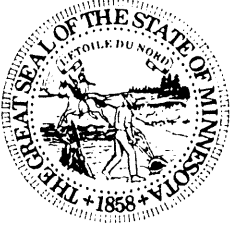
Thank you for your cooperation and assistance in implementing this policy.

Sincerely,

A handwritten signature in cursive script that reads "Steve Gammon".

Steve Gammon  
Assistant Commissioner  
Information Policy Office

Attachment



May 22, 1992

**POLICY & PROCEDURE  
ADMIN #039**

**SECURITY:**

Minnesota Statutes, Chapter 16B.40 Subd. 8 states "In consultation with the attorney general and appropriate agency heads, the Commissioner (of Administration) shall develop data security policies, guidelines and standards and shall install, and administer state data security systems on the state's centralized computer facility consistent with state law to assure the integrity of computer based and all other data and to assure confidentiality of the data, consistent with the public's right to know. Each department or agency head is responsible for the security of their data."

**DIRECTION:**

The Department of Administration will articulate statewide policy on information asset security, standards for information asset security, and guidelines which may be used to implement security. State agencies will be required to implement the policy and the standards, and, where appropriate, adhere to the guidelines. The guidelines are intended to provide further (discretionary) assistance to the agencies.

Information asset is an inclusive term, defined as all information resources utilized in the course of agency business including all data, applications (software whether developed or purchased from outside vendors), and technology (hardware, operating software, networks). Data may reside in many forms including hard copy, magnetic media, or on a computer terminal display device.

**POLICY:**

All information assets within the State of Minnesota's departments, agencies, boards, commissions and other entities, are part of the State's assets. As such, they have value, and their integrity, availability and confidentiality must be protected. Cost-effective controls must be in place to protect the resources from accidental or deliberate unauthorized disclosure, modification, or destruction. The protection of information assets is considered a management function.

The Commissioner or head of each Department or Agency is ultimately responsible for the information assets held by that agency, and is responsible for assuring an adequate level of security. The Commissioner of each agency must designate one person who is accountable for security in that agency. If a disastrous loss of information assets occurs, a timely recovery of critical resources must be possible. Each agency is responsible for insuring that a sufficient disaster recovery capability exists to meet this requirement.

Security awareness and training of employees is one of the most effective means of reducing vulnerability to errors and fraud and must be continually emphasized and reinforced at all levels of management.

Agencies contracting with outside vendors for services which will bring them into contact with the State's information assets should require a written agreement from the vendor. This agreement should state that the vendor will adhere to the State's policy and standards on information asset security, and to lawful access to, and use of, government data.

All employees, whether employed by the State of Minnesota or as independent contractors for services to the State, are responsible for maintaining the security of the information assets entrusted to them. The willful and knowing unauthorized use, alteration, or destruction of these assets is a computer related crime, punishable under Minnesota Statutes 609.87 - 609.891. Willful violations of the Minnesota Government Data Practices Act are punishable as a misdemeanor or may subject a public employee to suspension without pay or dismissal.

The establishment and maintenance of a system of internal control is an important management function. Internal audits of information asset management functions, including security, should be a part of every agency's operation. Procedures should be established by each agency for handling security violations.

#### STRATEGY:

Initially, the Intertechnologies Group's "Information Assets' Security Best Practices Guide" will serve as an articulation of guidelines for security. IPO's direction, after the publication of this policy, will be to begin to issue specific statewide standards. Many of the first standards issued will already have been discussed in the "Best Practices Guide." Confusion will be avoided, however, because IPO will specifically and separately enumerate those practices which are considered standards. The goal will be to have a succinct statement of policy, followed by a clear statement of standards.

DOER and the Department of Administration will assist, when asked and where appropriate, agencies to create and supply educational materials for each new employee outlining security policy and standards, as well as the responsibility of each employee to adhere to the policy. The Department of

Administration will assist each agency to create and supply educational materials which will, on an ongoing basis, update existing employees on security policy and standards. The individual designated to be responsible for security in each agency is required to provide such ongoing training for existing employees, as appropriate. Agencies which do not receive regular EDP (electronic data processing) audits from the Legislative Auditor or some other source should consider engaging an outside vendor to provide such a service.

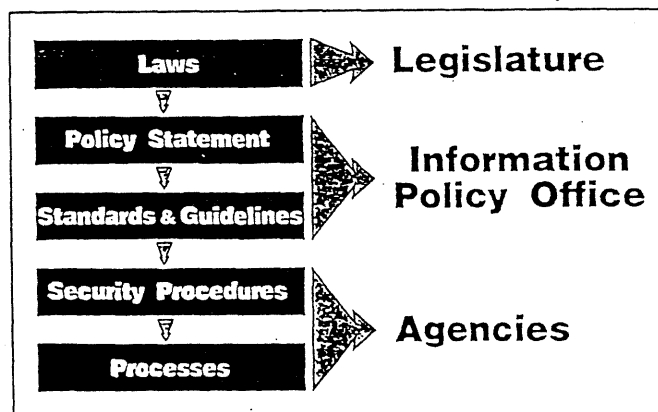
#### GOALS:

- To reduce risk to an acceptable level.
- To assure operational continuity.
- To comply with applicable laws and regulations.
- To assure integrity and confidentiality.
- To meet statutory requirements for privacy of personal information.

#### AGENCY RESPONSIBILITY:

Agencies face a wide variety of threats, vulnerabilities, and exposures because of different missions, operating environments, and degree of dependence on information processing. State agencies will need to incorporate the state standards into their security procedures. However, the state standards, generally, are not sufficiently specific to be incorporated directly in an agency's security procedures without interpretation and translation. (Usually they specify **what** is to be done, **not how** to do it.) Agencies should incorporate the state policy and standards in the manner determined to be most effective in their particular situation. In the event that even more secure measures are needed than the state policy and standards prescribe, they should be implemented. The following diagram represents the levels of responsibility.

Minnesota Statewide Information Asset Security Process

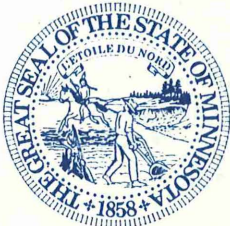


If you have questions about this policy, please call Jane Knaak, Information Policy Office, at 297-5568.



May 22, 1992

**POLICY & PROCEDURE  
ADMIN #038**



Dear Stakeholder:

Outsourcing, contracting with a provider for all or part of information system development, processing and maintenance support, is an alternative to be evaluated along with the other alternatives using criteria that emphasize good business decisions for agencies and for the state.

Third Floor  
Centennial Office Building  
658 Cedar Avenue  
St. Paul, MN 55155  
(612) 296-5643

The Information Policy Office (IPO), working closely with state agencies, has established a statewide approach for evaluating outsourcing along with the other alternatives. The Information Policy Council (IPC) has approved this policy and have passed a resolution accepting it. IPO has developed a model which provides a structured cooperative process. The goal of IPO is to have all reasonable alternatives evaluated. Each alternative needs to be examined for the short term and the long term cost, benefit, risk and impact to all stakeholders.

State agencies, as part of their strategic information planning are encouraged to use this model. Agencies are to contact IPO when the agency's strategic planning and preliminary Life Cycle Analysis result in outsourcing being the alternative of choice and the outsourcing alternative impacts other organizations.

IPO will initiate the formulation of a Joint Study Team to assist the state agency with RFP preparation, provider evaluation and selection, and Life Cycle Impact Analysis. The Joint Study Team will represent all those who may be affected by the outsourcing decision.

If you have any questions regarding this policy or its implementation, please call me or you may call Sarah Kline-Stensvold at (612) 296-5693.

Thank you for your cooperation and assistance in implementing this policy.

Sincerely,

A handwritten signature in cursive script that reads "Steve Gammon".

Steve Gammon  
Assistant Commissioner  
Information Policy Office

Attachment

## **STRATEGY:**

The Information Policy Office, working closely with state agencies, has developed a model for state agencies to use in evaluating alternatives for providing information system development, processing and maintenance support. The model provides a methodology for evaluating system support alternatives, including outsourcing, using criteria that emphasize good business decisions for the agency and for the state. IPO will be using this model in working with agencies on outsourcing decisions. Joint Study Teams will also use this model in doing their evaluations.

## **GOAL:**

The goal of IPO is to have all reasonable alternatives evaluated. Each alternative needs to be examined for the short term and the long term cost, benefit, risk and impact to all stakeholders. Evaluation needs to follow the Information Policy Office Information System Life Cycle Methodology and all applicable Minnesota Statutes have to be reviewed. Special consideration shall be given to the effects outsourcing may have on public access to government data and on the exercise of rights conferred on individuals by the Data Practices Act.

IPO needs to be assured that the state agency employs good information management practices; includes other organizations when they are affected by the decision to outsource; and, considers the best interests of the state.

## **AGENCY RESPONSIBILITY:**

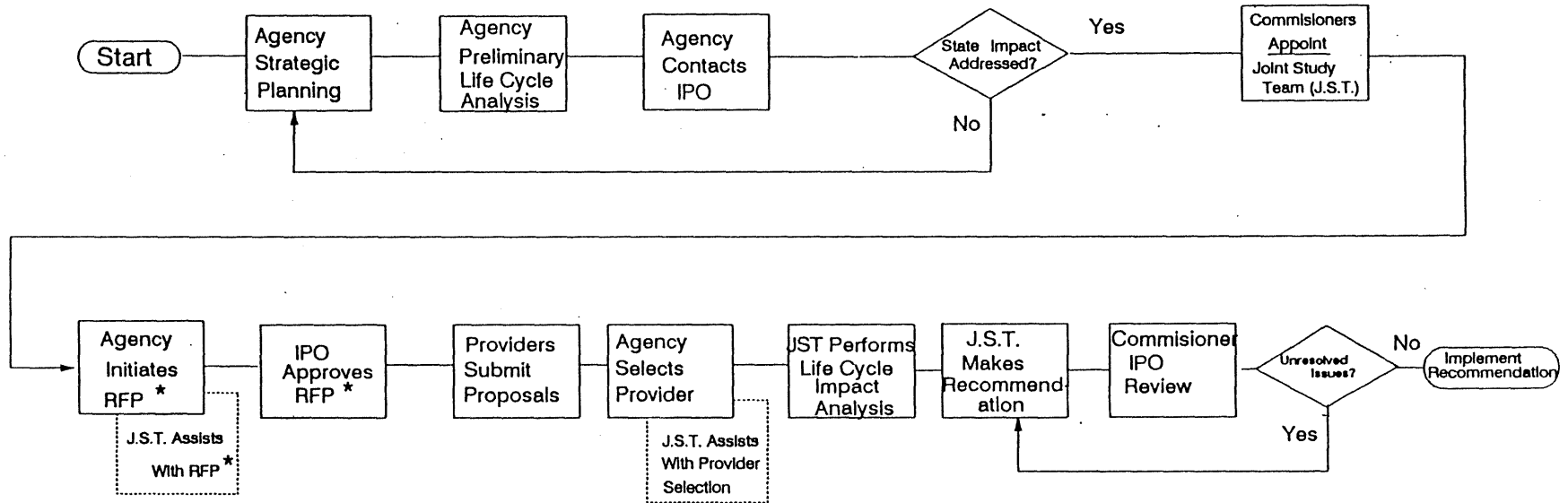
All state agencies have the responsibility for providing information systems that are effective and efficient in delivering needed services. (Information systems, as used here, include hardware, software, networks, data and the people who make the systems work.)

In making decisions about how to provide information system services, agencies need to review alternative delivery strategies to find the strategy that will be most effective for the agency, its customers and its stakeholders.

## **QUESTIONS:**

If you have any questions about this policy, please call Sarah Kline-Stensvold at (612) 296-5693.

# MODEL



\* In situations where a RFP is not required (e.g., M-Contracts), the proposed contract replaces the RFP in this model.

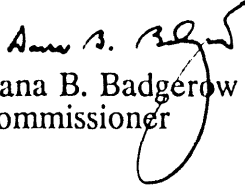
DEPARTMENT : OF ADMINISTRATION

STATE OF MINNESOTA

## Office Memorandum

DATE : March 17, 1992

TO : All State Agency Heads

INFORMATIONAL BULLETIN  
ADMIN #036FROM : Dana B. Badgerow  
Commissioner  


PHONE : 296-3862

SUBJECT : RECYCLED CONTENT COPIER PAPER

As leaders in state government, we have a tremendous opportunity and responsibility to serve as models for other governmental organizations. One area which I believe we can provide leadership is in the use of recycled content copier paper.

Minnesota law requires state agencies to "purchase recycled materials when specifications allow the practical use of the recycled materials and the price does not exceed the price on non-recycled materials by more than ten percent" (M.S. 16B.121).

In the past, the Department of Administration has been experimenting with a variety of recycled copier papers. Through high speed and small copier testing, we have found Hammermill Savings DP Paper to be high quality recycled content paper matching that of virgin paper. This paper is 50% recycled in content, with 10% post-consumer content, and is now available at our Central Stores operation and Copy Centers. Because of our statutory responsibility and the demonstrated performance of our recycled paper, I would like to increase the usage of recycled paper as much as possible.

Currently, this paper sells for \$2.79 per ream compared to \$2.60 per ream for non-recycled paper, a difference of only 7%. Presently, 71% of the 8-1/2" x 11" copier paper sold at Central Stores is virgin paper. By committing to the use of recycled paper, state agencies not only would make a significant environmental statement, but would also improve our opportunity to obtain more competitive pricing of recycled paper.

I am sure you share with me similar interest in this area and I sincerely appreciate every effort your agency can make to increase the use of recycled copier paper. If you have any questions, I encourage you to call our Central Stores at 296-2111. Our goal is to stock and supply only recycled paper. I hope you will join me in pursuit of this goal.

DBB/RAS:cg

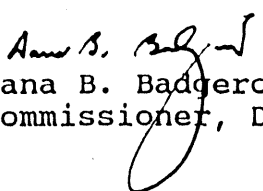
DEPARTMENT : Administration

STATE OF MINNESOTA

## Office Memorandum

DATE : March 2, 1992

TO : All Agency Heads

INFORMATIONAL BULLETIN  
ADMIN #035FROM :   
Dana B. Badgerow  
Commissioner, Department of Administration

PHONE : 296-3862

SUBJECT : State Agency Used Dry Cell Battery Pilot Collection Program

The Department of Administration's Resource Recovery Office plans to collect used dry cell batteries that have been stockpiled by state agencies. (Lead acid or any other type of wet cell battery will not be collected.) This pilot collection program will be provided to state agency locations in the metropolitan area that receive their office paper recycling collection service from the Resource Recovery Office. The batteries will be transported from approximately 147 state agency locations to a centralized collection site. Chemical Waste Management, Inc., one of the state's hazardous waste contractors, will remove these batteries for disposal from the central site.

To simplify the aggregation and handling of batteries, the Minnesota Pollution Control Agency (MPCA) is developing an Enforcement Policy on "Special Collection Systems" for batteries. Once this policy is completed, the MPCA will assist the Resource Recovery Office by integrating it into the pilot collection program to dispose of state government's stockpile of used dry cell batteries.

To facilitate planning and implementing this program, we need your assistance on the following:

1. A designated site coordinator at each of your participating agency locations. See Table 1 for a list of participating locations.
2. The consolidation of your used batteries in one area at each agency location prior to collection day.
3. The availability of your site coordinator on collection day.
4. The return of the enclosed survey form(s). One form is provided for each of your participating agency locations. The form identifies each site

coordinator's name and phone number, the address where the batteries are consolidated, and an estimate of the weight of each type of battery that will be collected. (Do not sort your batteries by type to estimate their weights. A rough estimate is sufficient.) Please return this form to the Resource Recovery Office no later than April 7, 1992.

After we compile the survey information and coordinate with the MPCA, we will inform you and your site coordinator(s) of the day and time the battery collection program will occur. If you have any questions or require additional information about the battery collection program, please call the Resource Recovery Office at 296-2397.

Because the Resource Recovery Office has worked with many state agency recycling coordinators regarding the collection of dry cell batteries, we are sending a copy of this letter to them. Table 2 lists the agency recycling coordinators that will receive a copy of this letter. In fact, your agency recycling coordinator may be the appropriate person to act as a site coordinator for this battery collection effort.

Our future goal is to minimize the need to stockpile and collect used batteries from state agencies. Minnesota law requires manufacturers of certain batteries sold to state agencies to accept used batteries at their manufacturing facility. Two state battery contract vendors, General Electric Supply Co. and Alexander Manufacturing Co., have provided information on how agencies can return their used batteries to them. Please indicate on the survey form if your agency has taken advantage of this opportunity.

Your agency should also be aware of the current statutory requirements regulating the purchase and disposal of batteries. For your convenience, we have enclosed a summary of the Minnesota statutes that address various battery regulations and suggestions from the MPCA on the procurement of batteries and products that contain batteries.

I want to express my thanks to the many conscientious state employees who have demonstrated their concern for the environment by segregating used dry cell batteries from the trash. By keeping the heavy metals in batteries out of our solid waste, we minimize the accumulation of toxic metals in our environment.

c: Agency Recycling Coordinators

Enclosures



**Department of  
Administration**

January 23, 1992

INFORMATIONAL BULLETIN  
ADMIN #034

OFFICE OF  
THE COMMISSIONER

Architectural Design

Building Code

Building Construction

Contracting

Data Practices

Data Processing

Employee Assistance

Energy Conservation

Fleet Management

Information Management

Inventory Management

Local Government Systems

Management Analysis

Plant Management

Printing & Mailing

Public Documents

Purchasing

Real Estate Management

Records Management

Resource Recycling

State Bookstore

Telecommunications

Volunteer Services

Terry Bock  
Assistant Commissioner  
Department of Administration  
50 Sherburne Avenue  
St. Paul, MN 55155

Dear Terry:

Over 760 ideas were collected as part of the CORE Short-term Cost Savings project. Although only ideas which produced short-term savings were analyzed during the first phase of the project, the CORE staff reviewed and sorted all of the ideas collected. Many of the ideas were referred for further consideration during the next phase of the project. However, there were a number of ideas CORE was unable to use that you and your staff may find worth pursuing.

A list of the ideas for agency consideration has been attached for your review. Additional information on some of the ideas is available from the CORE staff. Questions on specific ideas may be directed to Clarence Shallbetter at (612) 297-1647.

As part of the Governor's overall CORE effort, we will contact your agency again in a few months to determine if you were able to pursue any of the ideas further. Your cooperation in this effort to identify and implement worthy ideas is greatly appreciated.

Sincerely,

Dana B. Badgerow  
Commissioner

DBB/lcc (A)

Enclosure

DEPARTMENT: Administration

STATE OF MINNESOTA  
OFFICE MEMORANDUM

DATE: January 8, 1992

TO: Agency Heads\*  
Governor's Office\*\*INFORMATIONAL BULLETIN  
ADMIN #033FROM: Dana B. Badgerow  
Commissioner

PHONE: 296-3862

SUBJECT: InterTechnologies Group Computer Fund Rate Reduction

I am pleased to inform you of a rate reduction for two of the major services available from the InterTechnologies Group Computer Revolving Fund: CPU and CICS processing. This reduction demonstrates the Department of Administration's continuing commitment to providing cost-effective computer services to Minnesota government.

The decreased rates are based on revised projections of computer processing volumes coupled with an aggressive program to further reduce operating expenses. With this midyear change, we have reduced our average processing rate a total of forty-eight percent over FY91 rates.

The new rates took effect January 1 and will be in effect for the remainder of FY92. Please see the attached memo from Bernie Conlin for additional detail.

The Computer Revolving Fund will also be distributing a \$3 million rebate to customer accounts in January because the Fund's FY91 year-end cash balance exceed minimum FY92 operating requirements. Please see the attached memo from the Department of Finance for additional information concerning this rebate.

Copies of the attached memos will be distributed with the December invoices being mailed in January. If you have any questions about this, please feel free to contact me.

DBB/sh

## Attachments

Bernie Conlin memo  
Department of Finance memo  
Rebate Distribution List  
Cost Impact of Rate Reduction

* Linda Barton	Marietta Gould	Douglas Mewhorter
R. Jane Brown	John Gunyou	Jim Nobles
Wayne Dalke	Hubert H. Humphrey III	Orville Pung
James Denn	Linda Kohl	Rodney Sando
Elton Erdahl	John Lennes	Natalie H. Steffen
Thomas Frost	Marlene Marschall	Thomas Todd
E. Peter Gillette, Jr.	Dorothy McClung	Charles Williams

\*\* Patsy Randell  
John Riley



Department of  
Administration

November 26, 1991

INFORMATIONAL BULLETIN  
ADMIN #032-A200 Administration Building  
50 Sherburne Avenue  
Saint Paul, Minnesota 55155  
(612) 296-3862

TO: ALL STATE DEPARTMENTS AND AGENCIES  
*Dana B. Badgerow*  
 FROM: Dana B. Badgerow, Commissioner

Governor Arne Carlson, Lieutenant Governor Joanell Dyrstad, and members of their staff join in cordially inviting you and your employees to a Holiday Reception to be held in the Rotunda of the State Capitol on Friday, December 13, between the hours of 1:30 and 3:30 p.m. Refreshments will be served. Music will be provided by the Highway Chorus and the State Band.

All state employees are urged to join them in bringing cash donations or non-perishable items for Minnesota food shelves. Please make any checks payable to Minnesota Food Bank Network; unless you indicate a preference, the money will be donated to the statewide food banks.

Commissioner Barton has advised that employees be given one-half hour to attend this holiday event. Departments and agencies are requested to attend the Reception in accordance with the following schedule.

Architectural Design		
Building Code	Departments and agencies officed in:	
Building Construction	Administration Building	1:30-2:00
Contracting	Agriculture Building	
Data Practices	American Center Building	
Data Processing	500 Lafayette Road	
Employee Assistance	520 Lafayette Road	
Energy Conservation	555 Park Street	
Fleet Management	State Capitol	2:00-2:30
Information Management	Historical Building	
Inventory Management	Judicial Center	
Local Government Systems	443 Lafayette Road	
Management Analysis	444 Lafayette Road	
Plant Management	Transportation Building	
Printing & Mailing	Veterans Service Building	2:30-3:00
Public Documents	1245 University Avenue	
Purchasing	Ford Building	
Real Estate Management	Capitol Office Building	
Records Management	Historical Building	
Resource Recycling	Judicial Center	
State Bookstore	Centennial Building	
Telecommunications	Metro Square Building	3:00-3:30
Volunteer Services	Capitol Square Building	
	Jobs and Training Building	
	Revenue Building	
	Bigelow Building	
	Health Department Building	
	All Other Buildings	
	DBB/mh	

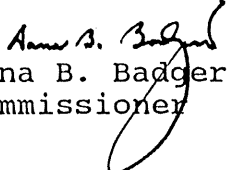
DEPARTMENT: Administration

STATE OF MINNESOTA

## Office Memorandum

DATE: November 14, 1991

TO: All State Departments and Agencies  
and the University of Minnesota

FROM:   
Dana B. Badgerow  
Commissioner

PHONE: 296-3862

SUBJECT: Surplus State Property Notice  
Brainerd

INFORMATIONAL BULLETIN  
ADMIN. # 032

The Department of Transportation has notified this Department of the availability of its former District Headquarters site at 301 Laurel Street in Brainerd, Minnesota.

The Mn/DOT's appraised value of this property is \$1,175,000.00 and is also the current Mn/DOT asking price for the property. Lease of the property from Mn/DOT may be a possibility for an interim period until financing for purchase is available.

Any state department, agency or the University of Minnesota interested in this surplus property shall submit a written request to the Commissioner of Administration no later than four weeks after mailing of the notice, setting forth in detail its reasons for desiring to acquire, and its intended use of the property. The due date for a request to this office for this surplus property shall be December 16, 1991

Requests for further information and/or to acquire the property should be forwarded to:

Real Estate Management Division  
Room 309 Administration Building  
50 Sherburne Avenue  
St. Paul, Minnesota 55155

attachments

243

INFORMATIONAL BULLETIN  
ADMIN #031

RECEIVED

OCT 31 1991

State of  
Minnesota  
DEPARTMENT  
OF EMPLOYEE  
RELATIONS

October 29, 1991

Dept. of Administration  
Office of Commissioner

TO: Agency Heads

FROM: Dana Badgerow, Commissioner, Department of  
Administration  
Linda M. Barton, Commissioner, Department of  
Employee Relations  
John Gunyou, Commissioner, Department of Finance  
Linda Kohl, Director, Minnesota Planning  
Dorothy McClung, Commissioner, Department of Revenue

*Ann B. Badgerow*  
*Linda Barton*  
*John Gunyou*  
*Linda Kohl*  
*Dorothy McClung*

RE: Council of Managers

- Administrative Services
- Compensation
- Equal Opportunity
- Health & Benefits
- Information Services
- Labor Relations
- Workers' Compensation
- Staffing Services
- Training & Development

We are pleased to announce the formation of the Minnesota Council of Managers. Attached to this memo is the proposal we have approved detailing its development and a letter we are sending to all state managers describing the Council's mission.

Two existing organizations are being united with a new purpose and role. We are taking the best elements from each and making the new organization more inclusive. We hope that we will effectively tap the rich resources of our management-level staff and use the expertise and perspective of managers throughout state government to work in partnership with us. By having one organization, whose focus is the overall management of state government and who is responsible for reflecting on some of the issues and problems we face in administering our agencies, we feel that we can effectively build upon the already numerous successes of Minnesota state government.

Inherent in this effort is strong support given to the Council by each agency head. We are asking your enthusiastic support of the Council of Managers. All cabinet-level agencies will have representation on the central council. We encourage your active interest in selecting the representative and providing opportunities for two-way communication between the representative and all the managers in your agency. The work of the Council will be carried out by managers from throughout state government, coordinated by the central body. We also ask your support in encouraging managers in your agency to participate in the Council's activities.

Together, with the new Council of Managers, we can continue a long tradition of management excellence in state government and an increased commitment and support to our future agenda.



Information line  
(612) 296-2616

TDD (612) 297-2003  
Equal opportunity employer

tlw/2179

DEPARTMENT : OF ADMINISTRATION

STATE OF MINNESOTA

# Office Memorandum

DATE : October 14, 1991

TO : Agency Heads

INFORMATIONAL BULLETIN  
ADMIN #030

FROM : *Dana B. Badgerow*  
Dana B. Badgerow  
Commissioner

PHONE : 296-3862

SUBJECT : NEGOTIATION SKILL-BUILDING/CONFLICT RESOLUTION

I am sending the enclosed brochure to acquaint you with a valuable service provided by the Department of Administration.

The Office of Dispute Resolution was established in 1985 to promote the use of means other than litigation for resolving disputes affecting the public interest. The office can be of help to you and your staff in a number of ways:

**Negotiation Skill-building:** The office sponsors training seminars to improve the ability of public officials and staff to deal effectively with conflict situations on the job. Over 600 employees from all branches of government have attended these seminars which have generally been offered in March, May, September and November. We will notify you of our 1992 schedule.

**Conflict Resolution:** Public agencies are often drawn into conflict situations with one another, with private sector interests or citizens. Experience shows that complex, multi-party disputes are often resolved through mediation in a timely and cost-efficient manner to the mutual satisfaction of all parties. The office staff helps to evaluate whether a dispute is suited to a negotiated settlement and provides trained mediators when third party assistance is desired.

The brochure further describes these and other services available through the Office of Dispute Resolution. Please contact Roger Williams, Director of the Office of Dispute Resolution, at (612) 296-2633, if we can be of assistance or provide additional information.

DBB/RW:cg

Enclosure

DEPARTMENT: Administration

STATE OF MINNESOTA

OFFICE MEMORANDUM

DATE: October 9, 1991  
TO: State Department and Agency Heads  
FROM: Dana B. Badgerow *Dana B. Badgerow*  
Commissioner  
PHONE: 296-3862  
SUBJECT: State Licensing Data Study Follow-up

INFORMATIONAL BULLETIN  
ADMIN #029

In my September 10, 1991, memo to all state departments and agencies, I requested information about the collection and dissemination of state licensing data. I asked that responses be sent to the Data Practices Division by Friday, October 4, 1991. To date, the division has not received a response from your agency.

Information about your agency's handling of licensing data is critical to completing the licensing data study assigned to the Department of Administration by the Legislature. Please provide the requested information quickly to:

Data Practices Division  
Minnesota Department of Administration  
320 Centennial Office Building  
658 Cedar Street  
Saint Paul, Minnesota 55155

If your agency does not collect licensing data as defined in the attachments to my earlier memo, you may simply note this on your response. Because our legislative mandate is to provide complete data, the report to the Legislature will note any agency which has not responded in any manner to this second request for information.

If you have any questions or need any further information about the licensing data study, please contact Brooke Manley in the Data Practices Division at (612) 297-5888.

DBB/mh

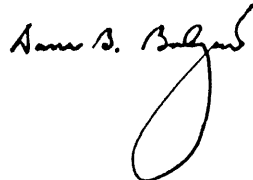
DEPARTMENT : OF ADMINISTRATION

STATE OF MINNESOTA

## Office Memorandum

DATE : October 1, 1991

TO : Agency Heads

INFORMATIONAL BULLETIN  
ADMIN #028FROM : Dana B. Badgerow  
Commissioner

PHONE : 296-3862

SUBJECT : PREFERRED TRAVEL AGENCY

The Department of Administration has recently signed a preferred travel agency contract with Carlson Travel Network.

Some of the features of this agreement are:

1. Guaranteed lowest applicable air fare.
2. Lowest room rates at hotels at Government Rate, Conference Rate and/or Corporate Rate.
3. Lowest car rental rates in accordance with state travel policy.
4. Assistance in negotiation of air fares, hotel rates and car rental rates.
5. Monthly computerized travel reports.
6. Alternative fare information e.g., 21 day advance, Saturday overnight, group fares, charter, etc.
7. Reissuance of tickets prior to travel when a lower fare is identified by Carlson's automated fare check system.
8. A 24 hour 800 number to handle problems that develop for employees in travel status.

The advantages of utilizing this contract to the fullest extent possible for airline, hotel, and car rental reservations are realized in your ability to travel at the lowest applicable cost, having timely and meaningful management reports and having a travel agency willing to be held accountable for providing the best service to you and your employees.

The management of this contract is the responsibility of Administration's Travel Management Division. Our staff is dedicated to assisting your agency in answering questions and resolving problems. The effectiveness of the contract will be determined by ongoing communication between your agency, Carlson Travel Network (291-8880), and the Travel Management Division (296-2163). The number for Carlson Travel Network outside the Twin City area is 1-800-284-8281.

I encourage you to disseminate this information throughout your agency and take full advantage of the opportunities the contract provides. We also encourage you to use the Travel Management Division to assist you in any of your travel needs.

DBB/DD:cg

### 1992 Capital Budget Criteria

Emergency or "must do" review categories will include:

- o Life Safety. Agencies eligible to apply for Capital Asset Preservation and Replacement Account (CAPRA) funding should make such requests to the Department of Administration, which will make a unified CAPRA request if existing funds are estimated to be insufficient during F.Y. 1993. Agencies with critical life safety needs not eligible for CAPRA can make their own capital budget requests.
  
- o Legal Obligations. An agency able to demonstrate that failure to undertake a capital expenditure during F.Y. 1993 will cause legal consequences adverse to the state's interest can make a capital budget request to avoid this situation.
  
- o Special Situations. There are certain situations, not covered above, where capital budget requests might also be considered in 1992. Examples are prior commitments, loss of significant non-state funding without state bonding match, net gain to the state budget by making a capital expenditure, severe damage to physical assets absent a capital expenditure, or demonstrable damage to an agency's ability to perform its fundamental mission without approval of a capital budget request.

### Review Process

Governor Carlson placed certain capital budget projects authorized by the 1990 Legislature on hold as part of an effort to restrain debt service expenditures and to enable reconsideration of policy decisions. These projects should now be considered in the same way as any request for a new capital budget project. They should be evaluated according to the above categories to be considered for removal from hold status.

The Departments of Administration and Finance will review capital budget requests jointly. Administration will concentrate its review on the technical aspects of the requests, while Finance will focus on the programmatic aspects of the requests. There will be a two-step review process.



## State of Minnesota Department of Finance

September 13, 1991

To: Agency Heads  
Capital Budget Officers

Fr: John Gunyou, Commissioner *JG*  
Department of Finance

Dana Badgerow, Commissioner *Dana Badgerow*  
Department of Administration

Re: Capital Budget Requests - 1992 Session *o*

### Capital Budget Capacity

Governor Carlson made it clear in his capital budget message to the 1990 Legislature that he supports the state's historical debt management policy, including the 3% debt service guideline that limits and defines the state's bonding capacity. The Legislature acted on the Governor's recommendation to eliminate the devices by which the state had historically issued general obligation bonds supported by revenues outside the capacity guidelines. The Governor and Legislature signaled their intent to add further discipline to capital budgeting by enacting various reform measures.

The general fund dollars for debt service payments for the 1992-93 biennium appropriated by the 1991 Legislature has brought the state to the 3% limit. As a result, using current projections of cash need for projects already authorized, and under current assumptions of general fund revenues and municipal bond interest rates, there is **no bonding capacity for new capital budget projects** to be funded in F.Y. 1993. Neither favorable changes in these assumptions nor the pending NWA financial package would change this conclusion in any significant way for the 1992 Session.

The lack of any bonding capacity leads to the general conclusion that no new capital projects should be considered during the 1992 Session. On the other hand, there are some urgent capital budget projects that must be dealt with. The central criterion for consideration will be the existence of demonstrable adverse consequences if a particular request is deferred.



101  
DEPARTMENT: Administration

STATE OF MINNESOTA

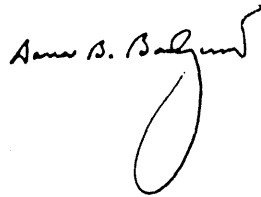
# Office Memorandum

DATE: September 10, 1991

TO: State Department and Agency Heads

INFORMATIONAL BULLETIN  
ADMIN #025

FROM: Dana B. Badgerow  
Commissioner



SUBJECT: State Licensing Data Study

The 1991 legislature directed the Administration Department to examine issues related to the sale of lists of state licensing data for the commercial purposes of mailing lists or telephone solicitation. By January 1992, the department will make recommendations to the legislature on the appropriate treatment and classification of those data. I am requesting that your agency or department provide information about any and all licensing data which you maintain.

The Data Practices Division of the Information Policy Office is conducting this study. By Friday, October 4, 1991, please provide all of the information requested on the attached documents. Send your response to:

Data Practices Division  
320 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155

Include the name and phone number of a contact person to whom the Data Practices staff should direct any follow-up calls.

Because the scope of this request is large and agency data handling practices vary, please don't hesitate to contact Brooke Manley in the Data Practices Division at (612) 297-5888 for clarification or direction. With your full cooperation and prompt response to this request, I expect the Department of Administration's legislative mandate to be fulfilled.

DB/tv  
Attachments


**Department of  
Administration**
**OFFICE OF  
THE COMMISSIONER**

Architectural Design

Building Code

Building Construction

Contracting

Data Practices

Data Processing

Employee Assistance

Energy Conservation

Fleet Management

Information Management

Inventory Management

Local Government Systems

Management Analysis

Plant Management

Printing &amp; Mailing

Public Documents

Purchasing

Real Estate Management

Records Management

Resource Recycling

State Bookstore

Telecommunications

Volunteer Services

## Memorandum

September 12, 1991

**TO:** All State Agency Heads

**FROM:** Dana Badgerow *Dana Badgerow*  
Commissioner of Administration

**SUBJECT:** Commission on Reform and Efficiency

The preliminary planning is done, the commission has been appointed and has held its initial meeting, and CORE is underway! Now it's time to get the state work force involved.

The package accompanying this memo contains copies of a letter from Governor Carlson to all state employees. An idea-submission form is included. Please distribute these letters to all your employees at both central and field offices. The letters are dated for delivery tomorrow, September 13. A brief delay in delivery is understandable for those employees who receive periodic packets from your central office.

Employees who wish to respond may do so directly to the CORE staff. No "screening" or other type of review by agency officials should be necessary. Suggestions that are pursued will be analyzed and discussed with the agencies they affect before they become recommendations to the commission.

Please encourage your employees to give their best thinking to this project, which could have a long-term affect on their jobs and workplace. At this stage, the sky's the limit -- we're looking for insights into every corner of state government. There's no one better for us to start with than the people closest to the job at hand.

Thanks for your cooperation.

DEPARTMENT : OF ADMINISTRATION

STATE OF MINNESOTA

# Office Memorandum

DATE : August 9, 1991

TO : Agency Heads

INFORMATIONAL BULLETIN  
ADMIN #024

FROM : Dana B. Badgerow *Dana B. Badgerow*  
Commissioner

PHONE : 296-3862

SUBJECT : Interim Directory for Major Departments

As you may be aware, the Department of Administration delayed its normal schedule for publication of the State Telephone Directory in 1991, primarily for budget reasons but also because agencies' management staffs were in a state of flux with the change in administration.

We are currently in the process of updating our listings for the next publication, which should be going to print in the fall with a new edition available throughout the state in December.

However, our telecommunications staff receives frequent requests for updated listings of the executive management of agencies. They have prepared an Interim Directory for Major Departments which has been extremely useful in responding to those requests. A copy is enclosed for your use as well. It is dated July 26 and already contains obsolete information.

We appreciate that the unavailability of an up-to-date directory represents an inconvenience to all our departments. Our operators are always available to respond with respect to current numbers and locations, and we hope that the enclosure helps as well.

DBB:li  
Enclosure

All Agency Heads  
Page -2-  
August 8, 1991

I appreciate your assistance and trust that if you have any questions regarding the completion of this form, you will contact Ms. Lynne Markus, Manager of the State Resource Recovery Program at 296-9084.

DBB:DD:da

c: Agency Recycling Coordinators

Enclosures

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DEPARTMENT : OF ADMINISTRATION

STATE OF MINNESOTA

## Office Memorandum

DATE : August 8, 1991

TO : All Agency Heads

POLICY AND PROCEDURE  
ADMIN #023FROM : Dana B. Badgerow *Dana B. Badgerow*  
Commissioner

PHONE : 296-3862

SUBJECT : STATE AGENCY RECYCLING COLLECTION REPORTS

Pursuant to Minnesota Statute 115A.15, Subdivision 9, state agencies shall recycle at least 40 percent, by weight, of the solid waste generated by their locations in the metropolitan area. In addition, the commissioner of administration is required to report the recycling collection rate, by county, for state agency locations in the seven county metropolitan area, to the Office of Waste Management and the Metropolitan Council by August 1, 1991, for the previous fiscal year.

To comply with the reporting requirement for recycling collection rates, I am requesting that your agency complete and return to me by August 30, 1991, the enclosed "Report of Materials Recovered & Solid Waste Discarded for Metro Area State Agency Locations". Attached to it is a "Volume-to-Weight Conversion Table for Materials Recovered" which might be used for some locations that arrange for their own recycling collection. In realization that July's recycling collection data are not available from some recycling vendors until the middle of August, the Office of Waste Management and the Metropolitan Council have accepted this extended August 30th deadline for your transmittal of FY91 recycling collection data.

The statute further states that "If the goal is not met by an agency, the commissioner shall notify that agency that the goal has not been met and the reasons the goal has not been met and shall provide information to the employees in the agency regarding recycling opportunities and expectations." Therefore, I will send all Agency Heads a copy of the final results of the FY91 collection and measurement report with follow-up correspondence.

The success of your recycling collection is influenced by strong management support of your agency's recycling coordinator. Many coordinators deserve commendation for their commitment to waste reduction and recycling as they execute their job duties. You may wish to use this opportunity to further recognize your recycling coordinator's efforts and needs.

Enclosed is a list of agency recycling coordinators on the Interagency Recycling Coordinators Task Force. This group of coordinators meets monthly with the Department of Administration's Resource Recovery Office to coordinate on issues relevant to the State Resource Recovery Program. This group has discussed how to respond to this reporting requirement, and these individuals may be of greatest assistance to you in completing this report.

MINNESOTA



INFORMATIONAL BULLETIN  
ADMIN #022

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ration

DATE: July 18, 1991  
TO: State Agency Heads

FROM: Dana Badgerow *Dana B. Badgerow*  
Commissioner

PHONE: 296-3862

SUBJECT: Agency Strike Plans

Your agency's 1991 strike contingency plan has not been received by the state strike committee.

Current plans should be hand-delivered to Kim Johnson at 203 Administration Building by July 29. If you have questions, please contact either Linda Hennum (296-9174), Jeff Wade (297-3482), or Gordon Yurich (296-9473).

DBB/LH/kj

c: Personnel Directors

Director of  
Commissioner  
Design  
Code  
Construction  
Engineering  
Finance  
General Services  
Health  
Insurance  
Information  
Management  
Procurement  
Regulation  
Systems  
Technology  
Training  
Transportation  
Utilities  
Waste Management  
Zoning

ADMINISTRATION

STATE OF MINNESOTA

# Office Memorandum

DATE July 9, 1991

TO ALL STATE AGENCIES AND DEPARTMENTS

INFORMATIONAL BULLETIN  
ADMIN #021

FROM Dana B. Badgerow *Dana B. Badgerow*  
Commissioner

PHONE 296-3277

SUBJECT FY 1992 Printing Rates

Set in this memo are the rates approved as of July 1, 1991 by the Department of Finance for the Printing Services activity of the Print Communications Division.

SERVICE	HOURLY RATE
Macintosh/Desktop Publishing	\$50.00
Composition	50.00
Training	40.00
Plate Processing	51.85
Platemaking	48.85
4 Dick Press	43.85
4 2/Color Press	52.80
4 Dickson Press	52.00
4 Galle Press	60.00
4 Galle Press	59.60
4 Halberg Press	90.00
4 Centers	0.033 average per impression
4 Centers	35.50
4 Centers	50.00
4 Editors	36.90
4 Full Bindery	32.60
4 Finger Punch	107.79
4 Work	32.60
4 Wrap	50.00
Materials Mark-up	35.5%
Overload Printing	10.0%
1090/Walk Up Service	\$0.042/impression

For further information about these services or prices, please call Mr. Rosso at 296-9885.

We look forward to providing our services to you and appreciated your business.

DEPARTMENT: Administration

STATE OF MINNESOTA

OFFICE MEMORANDUM

DATE: May 24, 1991

TO: All Agency Heads

FROM: Dana B. Badgerow  
Commissioner

PHONE: 296-3862

SUBJECT: Information Policy Council

The State's Information Policy Council exists to assist in developing the framework for information management policies in the executive branch. While its stated "client" is the Commissioner of Administration, as I strive to implement the legislative mandate for the coordination and leadership in systems architecture, standards, and policies throughout state government operations, in reality each of us benefits tremendously from the work of the Council--who make the sometimes arcane subject of information management not only a reality but a pivotal part of our business success. I am attaching the IPC's Statement of Principles, which gives you a better idea of its mission.

With the change in administration, turnover in agency management staffs, and competing priorities (including, of course, the legislative session), not all agencies are today actively participating in the IPC. While the Council continues to operate with a cadre of highly dedicated management representatives, it is by no means fully representative of all agencies' information management needs and concerns. Of course, with greater participation, we can leverage the great ideas of many.

I need an active and energetic Information Policy Council to do my job. I believe that, in fact, you do too. I therefore urge you to support the Council through a high-level management selection from your department or agency, encourage and support their active attendance at meetings, and direct them toward a committee assignment where their contribution will be felt the most strongly.

Information systems are at the very heart of what we do. The effectiveness of those systems ultimately determines the effectiveness of our services to the public. There are tremendous cost savings to be achieved through better management of our information resources, and one of the keys to "doing more with less" is to optimize that which we already have--our information and data bases.



Agency Heads/IPC  
Page 2  
May 24, 1991

As Commissioner of Administration, I am dedicated to continuous improvement of how the State of Minnesota manages its information. You can join me in that commitment with a demonstrable commitment by your agency to the IPC.

Please contact Bev Schuft, Acting Assistant Commissioner of Admin's Information Policy Office, with your nominee for the IPC--if different from your present nominal representative. Also give Bev a call if you have any questions about the Council's activities. Otherwise, we look forward to working with your agency, through your IPC designee.

DBB/mh  
Attachment

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STATE OF MINNESOTA



Department of  
Administration

OFFICE OF  
THE COMMISSIONER

- Architectural Design
- Building Code
- Building Construction
- Contracting
- Data Practices
- Data Processing
- Employee Assistance
- Energy Conservation
- Fleet Management
- Information Management
- Inventory Management
- Local Government Systems
- Management Analysis
- Park Management
- Printing & Mailing
- Public Documents
- Purchasing
- Real Estate Management
- Records Management
- Resource Recycling
- State Bookstore
- Telecommunications
- Traveler Services

DATE: May 15, 1991

TO: State Agency Heads

FROM: Dana B. Badgerow, Commissioner *Dana B. Badgerow*  
Department of Administration

SUBJECT: 1991 Strike Contingency Planning

Governor Carlson has directed the State Strike Committee to prepare contingency plans for operation of state government in case of an employee strike. While we do not want a strike and do not think that one is likely, we nonetheless must be prudent and prepared should a strike occur.

State Strike Committee members are:

Dana Badgerow, Chair  
 Linda Barton, Commissioner of Employee Relations  
 John Gunyou, Commissioner of Finance  
 Nancy McClure, State Labor Negotiator

Enclosed is the 1991 State Strike Plan which sets forth the policies, procedures, and guidelines to be used by agencies in developing their strike contingency plans. The 1991 state plan is substantially the same as earlier plans.

State Strike Committee staff are available to answer questions and provide assistance. Committee staff are:

	<u>Department of Administration</u>	<u>Department of Employee Relations</u>
	Terry Bock (296-8034)	Jeff Wade* (297-3482)
	Fred Grimm (296-4086)	
	Kent Allin (297-1861)	<u>Department of Finance</u>
	Linda Hennem* (296-9174)	
	Kim Johnson (296-7058)	Gordon Yurich* (296-9473)

\* First point of contact

The 1991 planning schedule is as follows:

May 15	State Strike Plan distributed to agencies
June 17	Agency strike plans due to the State Strike Committee for review and approval
June 30	State labor contracts expire
July 11	Earliest possible date for a legal employee strike

Let me emphasize the importance of protecting the confidentiality of the state and agency strike plans. Copies of the plans should be kept in secure areas. Agency strike plans should be hand-delivered to Kim Johnson at 203 Administration Building on or before June 17.

DBB/kj  
Enclosure  
cc: Personnel Directors

DEPARTMENT : OF ADMINISTRATION

STATE OF MINNESOTA

# Office Memorandum

DATE : May 7, 1991

TO : Agency Heads

ADMIN POLICY & PROCEDURE  
#917

FROM : Dana B. Badgerow *Dana B. Badgerow*  
Commissioner

PHONE : 296-3862

SUBJECT : LEGAL REQUIREMENTS AND OPERATING PROCEDURES GOVERNING  
EMPLOYEE USE OF STATE CARS

In response to questions that were raised at a recent commissioners' meeting, the following information is intended to clarify the state's policy regarding employee use of state-owned passenger vehicles.

1. Minnesota Statutes section 16B.55 prohibits the use of a state vehicle for other than authorized state business or specified, authorized commuting. This means that any other use of a state vehicle for personal benefit is strictly prohibited.
2. Statutorily, use of a state vehicle for commuting to or from an employee's residence is also prohibited except under very limited circumstances. A state vehicle may be used by a state employee to travel to or from the employee's residence:
  - a) on a day on which it may be necessary for the employee to respond to a work-related emergency during hours when the employee is not normally working;
  - b) if the employee has been assigned the use of a state vehicle for authorized state business on an extended basis, and the employee's primary place of work is not the state work station to which the employee is permanently assigned;
  - c) if the employee has been assigned the use of a state vehicle for authorized state business away from the work station to which the employee is permanently assigned, and the number of miles traveled or the time needed to conduct the business will be minimized if the employee uses a state vehicle to travel to the employee's residence before or after traveling to the place of state business; or

- d) if the employee is authorized to participate in a ridesharing program established pursuant to section 174.257 of the statutes; and,
  - e) under any of these circumstances, prior approval of the agency head or the designee of the agency head is required to allow the exception.
3. Neither of the first two rules applies to the Department of Administration's Commuter Van Pool Program, to the Department of Transportation's Rideshare Program, to a trooper employed by the State Patrol, or to the use of a state vehicle by the Governor or Lieutenant Governor. An operating procedure of the Commissioner of Administration extends this same exemption to the Bureau of Criminal Apprehension in the Department of Public Safety and to the Enforcement Division in DNR.
  4. If a state vehicle is used for commuting under one of the specifically permitted situations, such usage is still treated as personal usage by the IRS and commuting mileage is to be identified as wages on the employee's W-2 Form. The IRS commuting rule values usage at \$1.50 per one-way commute. Refer to procedure 07:04:32 in the Personnel/Payroll Operations Manual for more detailed information.
  5. Unauthorized personal use of a vehicle may be grounds for disciplinary action.
  6. Agencies providing an employee with a state vehicle should also provide the employee with a copy of "Instructions to Employees for Reporting Personal Use of Employer-Provided Vehicles."
  7. A policy established by the Commissioner of Administration states that "agency heads shall not have state cars assigned solely for their use."
  8. Another operating procedure established by Administration states that "vehicle assignments will not be made on the basis of status, tradition, or as a condition of employment." Instead, vehicles are to be assigned on the basis of need, as measured by the number of miles driven or other qualifying use or need.

DEPARTMENT: Administration

STATE OF MINNESOTA  
OFFICE MEMORANDUM

DATE: April 12, 1991

TO: Dick Diercks  
Assistant Commissioner

FROM: Dana B. Badgerow *Dana B.*  
Commissioner

PHONE: 296-3862

SUBJECT: Policy Governing Employee Use of State Cars

In a commissioners' meeting with the Governor's Chief of Staff this morning, questions were raised with respect to the policy and rules which govern a state employee's personal use of state-owned automobiles. Specifically, Commissioner Riley of DOT expressed some concern that there was a great deal of inconsistency among the agencies in permitting the use of such cars for commuting to and from work. Commissioner Solem also pointed out that there are some statutory exceptions, allowing commissioners the personal use of state cars, which could have the appearance of creating such inconsistency.

Are the rules applicable statewide? Whatever the case, I was instructed by Lyall Schwarzkopf to prepare a memorandum to all commissioners transmitting to them the rules which are maintained by the Department of Administration and noting the scope of their application. Would you please draft such a memo for my signature within the next week?

We can discuss this at any time if you have any questions.

DBB/mh

May 3, 1991

INFORMATIONAL BULLETIN  
ADMIN #018



**Department of  
Administration**

Dear Client:

AFSCME and the Department of Administration held their quarterly labor/management meeting in February. At this meeting, they formed a joint committee to study the transfer of building maintenance night shift employees to day shift. This has been an issue for many years.

The committee needs to know your preferences regarding either day or night shifts. Surveys to collect this information are being sent to general maintenance workers and customers. Responses will be anonymous.

The Management Analysis Division in Administration will oversee the tallying of the results. Data obtained from the survey may be shared with the Commissioner's Office, Personnel Services and the Property Management Bureau. Before making a final decision, we will also consider many other factors, such as costs, maintenance schedules, productivity, security, and energy usage.

Regardless of the outcome of this survey, all GMWs assigned to the Capitol and the State Office Building will continue to work nights during the legislative session.

Your opinion is extremely valuable to us. Please fold and staple this survey and return it to the address printed below by May 24, 1991. We will work together to decide this issue by July 1, 1991. Thank you very much for your cooperation.

Sincerely,

*Dana B. Badgerow*  
\_\_\_\_\_  
Dana B. Badgerow  
Commissioner

*Pete Benner*  
\_\_\_\_\_  
Pete Benner, Director  
Council 6

\*\*\*\*\*

PLEASE RETURN TO: GMW Hours Survey  
Minnesota Department of Administration  
Management Analysis Division  
203 Administration Building

\*\*\*\*\*

- Architectural Design
- Building Code
- Building Construction
- Contracting
- Data Practices
- Data Processing
- Employee Assistance
- Energy Conservation
- Fleet Management
- Information Management
- Inventory Management
- Local Government Systems
- Management Analysis
- Plant Management
- Printing & Mailing
- Public Documents
- Purchasing
- Real Estate Management
- Records Management
- Resource Recycling
- State Bookstore
- Telecommunications
- Volunteer Services

Q U E S T I O N N A I R E

Please fill out and return by: May 24, 1991

1. Please check your work location:

- |                         |     |                     |     |
|-------------------------|-----|---------------------|-----|
| Administration Building | [ ] | Historical Society  | [ ] |
| Capitol                 | [ ] | Judicial Building   | [ ] |
| Capitol Square          | [ ] | State Office Bldg   | [ ] |
| Centennial Building     | [ ] | Transportation Bldg | [ ] |
| Ford Building           | [ ] | Veterans Serv Bldg  | [ ] |
|                         |     | Other               | [ ] |

2. Please check the time of day you would like cleaning services provided:

Don't Care [ ]

Day [ ] 10:00 a.m. - 6:30 p.m

- . General Maintenance Workers are in uniform and identifiable.
- . Routine restroom cleaning scheduled for 15 minutes both a.m. and p.m. - e.g. 10 a.m. and 2 p.m.
- . Vacuuming and thorough restroom cleaning scheduled at end of shift.

Evening [ ] 3:00 p.m. - 11/11:30 p.m.

3. Please explain why you chose either day or evening shift: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Other concerns/suggestions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\* PLEASE FOLD AND STAPLE SO RETURN ADDRESS SHOWS \*\*\*

State of  
Minnesota  
DEPARTMENT  
OF EMPLOYEE  
RELATIONS

INFORMATIONAL BULLETIN  
ADMIN #016

April 30, 1991

Administrative Services  
Compensation  
Equal Opportunity  
Health & Benefits  
Information Services  
Labor Relations  
Workers' Compensation  
Staffing Services  
Training & Development

TO: All Agency Heads/  
Chancellor of State University System/  
Chancellor of Community Colleges

FROM: Linda M. Barton, Commissioner *LMB*  
Department of Employee Relations  
Dana B. Badgerow, Commissioner *D. B. Badgerow*  
Department of Administration

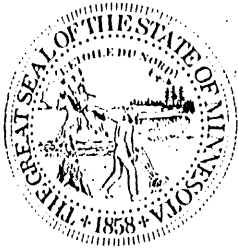
SUBJECT: Code of Ethics Task Force

The Governor's Executive Order 91-1 conveyed unequivocally that ethical business conduct is a priority in this administration. That Executive Order not only reinforces the existing statutory Code of Ethics applicable to all state government employees, but also sets even more stringent standards for those holding appointed positions.

The Governor has asked the Commissioner of Employee Relations to design and implement a program which clearly communicates the Code of Ethics to all employees and to design whatever related processes may be required to ensure that we all conduct the business of the State of Minnesota in a manner which is consistent with the highest possible ethical standards.

An effective ethics program requires much more than the publication of a written Code of Ethics. While certain basic principles can be set forth in a code, communication, training, reinforcement, and a means to resolve employees' ethical dilemmas are also vital components of an effective ethics program.

Therefore, we are forming a Code of Ethics Task Force to review, design, and recommend implementation of just such a system. The basic hallmark of the system would be the expression of clear and unequivocal ethical guidelines for each employee in the Executive Branch. While we recognize



job information line  
(612) 296-2616

TDD (612) 297-2003  
equal opportunity employer



Page Two  
April 30, 1991

that such guidelines must be sufficiently flexible to allow the day-to-day conduct of business, we also believe that they need to be sufficiently well-defined so that employees know precisely the bounds of acceptable behavior in most recurring ethical situations.

We therefore request that your agency designate, by May 7, an appropriate representative to this task force.

While we strongly urge your personal participation, a deputy or assistant commissioner or the equivalent who deals regularly with ethical issues in your department would also bring value to the task force.

We anticipate that the task force will meet about once a month for the next few months. Input and review of drafts will be solicited from Boards, Commissions and Unions. Staff from the Departments of Employee Relations and Administration will develop our recommendations into report form. We would hope to conclude our work and make recommendations to the Governor for implementation of a statewide ethics program in September, 1991.

Please join us in this important activity as we reinforce the Carlson/Dyrstad commitment to ethical conduct.

2034wpptmg

STATE OF MINNESOTA

# Office Memorandum

DEPARTMENT : OF ADMINISTRATION

DATE : April 11, 1991

TO : All Departments and Agencies  
in the Capitol Complex

INFORMATIONAL BULLETIN  
ADMIN #015

FROM : Dana B. Badgerow *Dana B. Badgerow*  
Commissioner

PHONE : 296-3862

SUBJECT : Food Service in the Capitol Complex Cafeterias

Beginning with the press conference on the day my appointment as Commissioner of Administration was announced, I have received many questions and, frankly, much criticism of the food service here in the Capitol complex.

In order to gather evaluation and input from a representative sample of users of the food service, I have asked that a Food Service Users Committee be reactivated. The mission of the committee will be to bring to our Plant Management Division and the food service vendor a critique of present food and service and to make specific recommendations as to the kind of food offerings that the users want.

I am going to be personally involved to be sure that we do what we can to be sure that healthy, tasty, and affordable food is available.

We owe the present food vendor this kind of feedback and suggestion process. We then expect that the vendor will respond as to their ability and willingness to make changes, if changes are called for. If they cannot do so, we will consider other options.

It is important that all affected departments and agencies have the opportunity to participate in this process. Please help by selecting a person from your department to attend a one hour meeting in Room 116B in the Administration Building on April 24 at 2:30 P.M. Thanks for completing the form below and returning it to my office by April 17.

To: Dana B. Badgerow

\_\_\_\_\_, \_\_\_\_\_, from the \_\_\_\_\_  
Name Telephone

Department will attend the meeting regarding food service.

\_\_\_\_\_  
Signed



MINNESOTA  
**Department of  
Public Service**

informational bulletin  
admin #014

198

Date: April 10, 1991

790 American Center  
150 East Kellogg Boulevard  
St. Paul, Minnesota 55101-1496  
(612) 296-7107  
FAX (612) 297-1959

TO: All Agency Heads

FROM: Dana Badgerow *Anne B. Badgerow*  
Commissioner of Administration

Krista L. Sanda *Krista Sanda*  
Commissioner of Public Service

SUBJECT: Energy/Environmental Planning

Energy/Environmental Planning is a major initiative by state government to achieve the long-lasting benefits of energy conservation for the state's economy and environment. Governor Carlson and his administration are dedicated to carrying this program forward; as co-chairs of the Energy/Environmental Planning work group, we ask your commitment in working to achieve the program's goals.

We ask that you appoint a staff member to serve as the contact person/agency implementer for Energy/Environmental Planning. This request was made in January, but because of the change in administration, we need to know if you will have the same contact person or if a new appointee will serve. Please notify Bob McNeil, Department of Administration Travel Management Division, 296-6781, by April 19, 1991.

Energy/Environmental Planning aims at instituting basic changes needed to achieve significant and ongoing reductions in the state's energy use. Initially, it is focusing on three key areas: transportation by employees on the job and between work and home; energy use in state-owned and leased buildings; and education of employees and the public on the need to make changes in the way energy is used. A fact sheet describing the overall goals and extent of Energy/Environmental Planning is attached.

Energy/Environmental Planning progress to date includes our pilot project with Northern States Power (NSP). Evaluations by NSP of state building energy use are nearing completion. These "energy audits" will begin to provide an initial blueprint for reducing the state's \$60 million annual energy bill. We also are ready to begin a survey identifying state employee travel patterns. The person you name as agency contact will be responsible for helping to conduct this survey, which will lay the groundwork for energy conservation in the important area of transportation.

Energy/Environmental Planning is a project where we can all make a difference, where the results of our efforts will be identifiable and meaningful. Thank you for your cooperation and support.



**Department of  
Administration**

Date: February 19, 1991

To: All Agency Heads

From: Dana B. Badgerow, Commissioner *Dana B. Badgerow*  
Department of Administration

Re: Temporary Construction Freeze

OFFICE OF  
THE COMMISSIONER

- Architectural Design
- Building Code
- Building Construction
- Contracting
- Data Practices
- Data Processing
- Employee Assistance
- Energy Conservation
- Fleet Management
- Information Management
- Inventory Management
- Local Government Systems
- Management Analysis
- Plant Management
- Printing & Mailing
- Public Documents
- Purchasing
- Real Estate Management
- Records Management
- Resource Recycling
- State Bookstore
- Telecommunications
- Volunteer Services

Governor Carlson has directed us to temporarily delay the approval of new construction contracts for capital projects. His letter is attached.

The governor initially ordered a thirty day delay. The temporary delay has since been extended to March 15 when the governor submits his capital budget proposals to the legislature.

In preparing his capital budget, the governor will be reviewing all currently authorized projects to determine which ones should be delayed further.

Our department will continue to approve life/safety and emergency repair and betterment projects during the temporary construction freeze. Approval of any other projects will only be granted under the most unusual circumstances and only if it can be clearly demonstrated that substantial harm would result by waiting until March 15 to proceed.

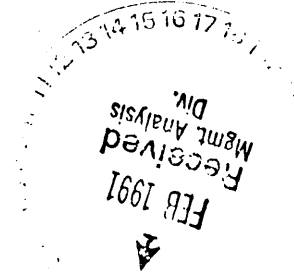
attachment



ARNE H. CARLSON  
GOVERNOR

# STATE OF MINNESOTA

OFFICE OF THE GOVERNOR  
130 STATE CAPITOL  
SAINT PAUL 55155



January 24, 1991

Mr. Terry Bock  
Acting Commissioner  
Department of Administration  
200 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155

Dear Commissioner Bock:

My budget recommendations for the 1992-93 biennium are now being developed. One proposal that is being considered is the delay in funding and construction of currently authorized capital projects. This delay would result in the need to sell fewer bonds and, therefore, to budget less money for debt service.

The 1990 Legislature passed a \$400 million capital budget. Many of the capital projects approved in 1990 are currently in their design phase. We must make a decision on delaying projects prior to the state entering into construction contracts on these projects.

I am directing you to temporarily delay for the next thirty days the approval of new construction contracts for capital projects. This period of time will allow my staff to review the list of capital projects to determine which projects can be delayed.

I will be submitting to you a list of those capital projects that will be delayed.

Warmest regards,

A handwritten signature in cursive script that reads "Arne H. Carlson".

ARNE H. CARLSON  
Governor



STATE OF MINNESOTA  
Department of  
Administration

March 6, 1991

INFORMATIONAL BULLETIN  
ADMIN #013



Agency Heads:

I am writing to ask your support for the Information Policy Council (IPC) through the appointment or reappointment of a member of your executive team to represent you and your agency on IPC. The role of the IPC is to advise the Commissioner of Administration on matters relating to strategies, directions, progress and needs of information management for executive branch agencies. The council also works with the Information Policy Office in implementing the state's information policies.

Administration Building  
300 State Avenue  
St. Paul, Minnesota 55155  
(612) 296-3862

The Council has demonstrated strong leadership through the development of information management principles and an information vision, and participation in the adoption of statewide information standards. It is key that the Council continue to play an active role in the management of the state's information resources.

Industrial Design  
Building Code  
Construction  
Contracting  
Financial Practices  
Food Processing  
Food Assistance  
Energy Conservation  
Facilities Management  
Fleet Management  
Human Resources Management  
Information Management  
Information Systems  
Management Analysis  
Management  
Printing & Mailing  
Records Management  
Purchasing  
Risk Management  
Safety Management  
Waste Recycling  
Warehouse  
Communications  
Consumer Services

Your agency representative on the Council should be either a Deputy Commissioner, Assistant Commissioner, or comparable level. Understanding of the organization's business and authority for organization-wide decision making is essential. A technical background is not required.

The Governor's budget initiatives include taking a hard look at all of our resources and making investments where long term benefits can be realized. The trend toward leaner agencies with smaller operating budgets emphasizes the increasingly important role information management is playing in productivity improvement and in the delivery of services and products to Minnesota's citizens.

IPC will play an important role in the realization of the Governor's objectives. Your support is essential to continuing its strong leadership. Please contact (IPO-Patti Hals, 297-5560) with the name of the representative from your agency by March 21. Your support of the organization is appreciated.

Sincerely,

*Dana B.*  
Dana B. Badgerow  
Commissioner of Administration

DBB:ph  
Attachment  
cc: Geri Benting, IPC Chair

STATE OF MINNESOTA

DEPARTMENT : OF ADMINISTRATION

## Office Memorandum

DATE : February 15, 1991

TO : Agency Heads

POLICY & PROCEDURE  
ADMIN #011FROM : Dana B. Badgerow *Dana B. Badgerow*  
Commissioner

PHONE : 297-4261

SUBJECT : **Display of American Flag Decals on State Vehicles**

On February 14 Governor Carlson announced that, in support of our efforts in Desert Storm, all drivers of State of Minnesota vehicles will be permitted to display American flag decals on their state vehicles.

For vehicles that your agency is leasing from the Department of Administration, the attached memo is being sent to your agency's travel coordinator in order to make the decals available to those who may wish to apply them and in order to explain how they are to be used.

If you have other vehicles that your agency owns and maintains, you should make the same opportunity to display American flag decals available to the drivers of those vehicles. For agencies that maintain large fleets of their own, Bob McNeil, Director of the Travel Management Division in the Department of Administration, will be contacting those fleet managers in order to communicate the policy.

If you have questions regarding the policy or its implementation, please call me or you may call Bob McNeil at 296-9998.

Thank you for your cooperation and assistance in implementing this policy.

Attachments

DEPARTMENT : ADMINISTRATION

STATE OF MINNESOTA

## Office Memorandum

DATE : February 15, 1991

TO : Agency Travel Coordinators

FROM : Robert D. McNeil, Director  
Travel Management Division

PHONE : 296-6781

SUBJECT : Display of American Flags on State Vehicles

On February 14, 1991, Governor Carlson announced that drivers of state vehicles will be permitted to display American flag decals on state vehicles.

Please communicate with all drivers in your agency, letting them know that they may place American flag decals on their vehicles. Individual drivers may call us, or you may call on behalf of a group of drivers in your agency, and we will send out the appropriate number of flag decals.

To provide for both uniformity and appropriate flag etiquette, the decals are to be placed on Travel Management vehicles in the lower right hand corner of the rear window. This will allow for flag visibility, but not obstruct the driver's rear vision.

Travel Management Division has some flag decals available now and is arranging for more to be available.

Please contact us to request decals at 296-6781.

Thank you.

/1

Attachment



# NEWS RELEASE

ARNE H. CARLSON  
GOVERNOR

JOANELL M. DYRSTAD  
LT. GOVERNOR

FOR IMMEDIATE RELEASE  
February 14, 1991

CONTACT: Tim Droogsma  
(612) 296-0037 (o)  
(612) 388-4355 (h)

## CARLSON APPROVES FLAGS FOR STATE VEHICLES

Governor Arne Carlson today announced that all drivers of State of Minnesota vehicles will be permitted to fly American flag decals on their cars.

Carlson said stickers will be available at the State of Minnesota Central Motor Pool for all those who wish to display a flag as a sign of support for U.S. troops in the Persian Gulf.

"Our office received several requests from the drivers of state vehicles for permission to display the flag," Carlson said. "I was touched by their efforts to display some support for our troops, and I've asked the Department of Administration to make these U.S. flag decals available."

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OF MINNESOTA

Department of  
AdministrationINFORMATIONAL BULLETIN  
ADMIN #010A

DATE: January 22, 1991

TO: All State Departments and Agencies

FROM: Terry L. Bock *Terry Bock*  
Acting Commissioner

## PROCEDURES FOR REQUESTS TO EXECUTIVE COUNCIL

To assist you in preparing your requests to the Executive Council, I am providing the following information:

The State Executive Council is created by Minnesota Statutes, Chapter 9. Members are:

Governor Arne H. Carlson, Chair  
Lieutenant Governor Joanell Dyrstad  
Attorney General Hubert H. Humphrey III  
Secretary of State Joan Anderson Growe  
State Auditor Mark Dayton  
State Treasurer Michael M. McGrath

The commissioner of administration serves as executive secretary. Catharine Haukedahl, solicitor general, serves as legal counsel. Marcia Hansen, department of administration, serves as recording secretary.

Requests to the Executive Council should be addressed to Marcia Hansen and sent to her at 200 Administration Building, 50 Sherburne Avenue, St. Paul, Minnesota 55155. We need ten copies of all material sent two weeks prior to the meeting date.

Materials should include a cover letter or memo which gives the statutory citations for bringing the request to the Executive Council and a brief explanation of the request. Requests for cancelling uncollectible accounts require certification by the Attorney General's Office stating the accounts are uncollectible.

Sufficient documentation and background information on the request must be included so members can thoroughly review the issue prior to the meeting and be prepared to vote. Copies of proposed resolutions or contract agreements should also be included.

Administration Building  
50 Sherburne Avenue  
St. Paul, Minnesota 55155  
(612) 296-3862

Architectural Design

Building Code

Building Construction

Contracting

Data Practices

Data Processing

Employee Assistance

Energy Conservation

Facilities Management

Information Management

Inventory Management

Government Systems

Management Analysis

Personnel Management

Printing &amp; Mailing

Public Documents

Purchasing

Real Estate Management

Records Management

Resource Recycling

State Bookstore

Telecommunications

Volunteer Services