[to main content](https://lorax.pca.state.mn.us/training-0%22%20%5Cl%20%22main-content)

Toggle navigation

* [Resources](https://lorax.pca.state.mn.us/resources)
	+ [Audio-visual equipment](https://lorax.pca.state.mn.us/resources/audio-visual-equipment)
	+ [Geographic information systems (GIS)](https://lorax.pca.state.mn.us/resources/IT/GIS)
	+ [Communications](https://lorax.pca.state.mn.us/resources/communications)
	+ [Conference rooms](https://lorax.pca.state.mn.us/resources/conference-rooms)
	+ [Data services](https://lorax.pca.state.mn.us/resources/data-services)
	+ [MN.IT@MPCA](https://lorax.pca.state.mn.us/resources/IT)
	+ [Library Services](https://lorax.pca.state.mn.us/resources/library)
	+ [Office procedures manual](https://lorax.pca.state.mn.us/resources/OPM)
	+ [Training and development](https://lorax.pca.state.mn.us/resources/training)
	+ [Video conference services](https://lorax.pca.state.mn.us/resources/video-conference-services)
	+ [Webcasts](https://lorax.pca.state.mn.us/resources/webcasts)
* [Operations](https://lorax.pca.state.mn.us/operations)
	+ [Agency operations](https://lorax.pca.state.mn.us/operations/agency)
	+ [Agency performance review](https://lorax.pca.state.mn.us/operations/performance)
	+ [Budget reports](https://lorax.pca.state.mn.us/operations/budget)
	+ [Continuous Improvement](https://lorax.pca.state.mn.us/operations/CI)
	+ [Contracts and outgoing grants](https://lorax.pca.state.mn.us/operations/contracts)
	+ [Grants — incoming and cooperative agreements](https://lorax.pca.state.mn.us/operations/incoming-grants)
	+ [Labor Management Committee](https://lorax.pca.state.mn.us/operations/lmc)
	+ [Management teams & media forums](https://lorax.pca.state.mn.us/operations/teams-forums)
	+ [Purchasing](https://lorax.pca.state.mn.us/operations/purchasing)
	+ [Records management](https://lorax.pca.state.mn.us/operations/records)
	+ [Baldrige Assessment](https://lorax.pca.state.mn.us/baldrige-assessment)
* [Programs](https://lorax.pca.state.mn.us/programs)
	+ [Construction stormwater inspector's headquarters](https://lorax.pca.state.mn.us/programs/construction-stormwater-inspectors-headquarters)
	+ [Control Equipment](https://lorax.pca.state.mn.us/programs/control-equipment)
	+ [Community Involvement Guide](https://lorax.pca.state.mn.us/programs/community-involvement-guide)
	+ [Emergency response](https://lorax.pca.state.mn.us/programs/emergency-response)
	+ [Enforcement Response Plan](https://lorax.pca.state.mn.us/programs/enforcement-response-plan)
	+ [EAO Division publications](https://lorax.pca.state.mn.us/services/eao-division-publications-inventory-project)
	+ [Feedlot Program headquarters](https://lorax.pca.state.mn.us/feedlot-program-headquarters)
	+ [Industrial Stormwater Program inspector's headquarters](https://lorax.pca.state.mn.us/programs/industrial-stormwater-program-inspectors-headquarters)
	+ [Permitting](https://lorax.pca.state.mn.us/permitting)
	+ [Site assessment and petroleum remediation referrals](https://lorax.pca.state.mn.us/programs/site-assessment-program)
	+ [Solid waste permitting](https://lorax.pca.state.mn.us/solid-waste-permitting)
	+ [SSTS law and rule history](https://lorax.pca.state.mn.us/programs/history-of-minnesota-ssts-laws)
	+ [Water quality compliance and enforcement inspector's page](https://lorax.pca.state.mn.us/programs/water-quality-compliance-and-enforcement-inspectors-webpage)
	+ [Water quality monitoring planning](https://lorax.pca.state.mn.us/programs/water-quality-monitoring-planning)
	+ [Water quality permit writers guidance](https://lorax.pca.state.mn.us/programs/water-quality-permit-writers-guidance)
	+ [Watershed project management](https://lorax.pca.state.mn.us/programs/watershed-project-management)
* [HR & policies](https://lorax.pca.state.mn.us/hr)
	+ [Safety](https://lorax.pca.state.mn.us/HR/safety)
	+ [Employee benefits](https://lorax.pca.state.mn.us/HR/benefits)
	+ [Family Medical Leave Act](https://lorax.pca.state.mn.us/family-medical-leave-act)
	+ [For supervisors & managers](https://lorax.pca.state.mn.us/HR/supervisor-manager)
	+ [Job postings and seniority rosters](https://lorax.pca.state.mn.us/HR/jobs)
	+ [New employees](https://lorax.pca.state.mn.us/Hr/new-employees)
	+ [Policies](https://lorax.pca.state.mn.us/policies)
* [Our community](https://lorax.pca.state.mn.us/community)
	+ [Employee recognition](https://lorax.pca.state.mn.us/community/recognition)
	+ [Eco Experience](https://lorax.pca.state.mn.us/community/eco-experience)
	+ [Health promotion](https://lorax.pca.state.mn.us/community/health)
	+ [Leadership Forum](https://lorax.pca.state.mn.us/leadership-forum)
	+ [MPCA Combined Charities](https://lorax.pca.state.mn.us/combinedcharities)
	+ [Shout Out](https://lorax.pca.state.mn.us/shout-out)
	+ [Sustainability](https://lorax.pca.state.mn.us/community/sustainability)
	+ [eBulletin Board](https://lorax.pca.state.mn.us/news/ebulletin-board)
* 
1. [Operations](https://lorax.pca.state.mn.us/operations)
2. [Contracts and outgoing grants](https://lorax.pca.state.mn.us/operations/contracts)
3. Training

# Training

The MPCA in coordination with the Department of Administration created online training and resources to help you understand the contract process.

### [Ethics and conflict of interest](http://www.mmd.admin.state.mn.us/test/PTOnlineTraining.htm)

Understand your responsibility to ensure a fair and open competitive process. You'll gain insight into the general principles of the MN Code of Ethics and Conflict of Interest. This 15-minute course covers:

* Managing and mitigating conflict of interest
* Understanding your responsibility as a state employee
* Who can help you

### [Writing an effective RFP](http://www.mmd.admin.state.mn.us/test/PTOnlineTraining.htm)

Developing an effective Request for Proposal (RFP) will help to increase the effectiveness of submitted proposals. The 30-minute course covers:

* Key components when developing effective RFP
* Tips and best practices to avoid delays
* Understanding a fair and competitive process
* Where to go for assistance

### [Contract drafting course](http://www.mmd.admin.state.mn.us/test/PTOnlineTraining.htm)

You will gain a better understanding of the contract development process. The 40-minute course covers:

* Develop an effective contract
* Understand your role and responsibilities
* Add clarity to the process
* Help answer some of the "why" questions
* Ensure an open and competitive process

For the online contract training courses, visit the [Department of Administration.](http://www.mmd.admin.state.mn.us/test/PTOnlineTraining.htm)

Stay tuned! More training sessions and resources will be coming soon.