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# 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.