

Committee Deliverable Plan & Deliverables Summary

Fiscal Year 2026–2027 | Prepared July 23, 2026

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Reviewed By:	Jason Lee (OSWD Liaison)
Approved By:	Dr. Richard Cosentino (Committee Chair)
Initial Due Date:	August 21, 2026
Update Frequency:	As needed when deliverables, milestones, organizational responsibilities, or success measures change

Purpose

The Committee Deliverable Plan documents how a committee intends to complete an approved annual deliverable. There should be a plan for each deliverable. It serves as the committee's project plan by defining the deliverable, expected outcome, participating organizations, work responsibilities, milestones, success measures, and risks. Unlike the Committee Quarterly Update, this document is forward-looking. It establishes the committee's implementation approach and is updated only when significant changes occur.

Update Frequency – As Needed When:

- Deliverables change
- Milestones change
- Organizational responsibilities change
- Success measures change

Committee Deliverable #1 Plan – Complete and Issue Request for Proposal (RFP)

Committee Information

Item	Response
Committee	CCWD Portal Steering Committee
Deliverable	Complete and Issue Request for Proposal (RFP) for the Find Your Future SC Portal
Status	Planning
OSWD Liaison	Jason Lee

Item	Response
Lead Organization(s)	DEW; SCDE; CHE; EOC; CHE; Phoenix Specialty; SC House of Representatives; Lander University
Date Approved	August 21, 2026
Target Completion Date	December 2026

Deliverable Description

Develop and issue a comprehensive, publicly available Request for Proposal (RFP) for the Find Your Future SC Portal. The RFP will define the full technical scope of work, user experience requirements, data integration needs, evaluation criteria, vendor qualifications, and the timeline for vendor selection. The document will be developed collaboratively with input from committee members across education, workforce, industry, and legislative sectors to ensure all statewide needs are captured.

Why This Deliverable Matters

The Find Your Future SC Portal is the state's primary platform for connecting South Carolinians with information critical to their lifelong educational and career journey, as established under S.C. Code of Laws 41-30-540(B). The FYF Portal must provide functionality, accessibility, and coordination needed to fully serve users, including students, job seekers, veterans, and employers. Without the FYF Portal, agencies experience fragmented communication, duplicated efforts, and limited visibility into statewide workforce and education resources. Issuing a strong RFP is the essential first step toward selecting a qualified vendor capable of delivering a high-quality, user-centered platform that advances statewide coordination while minimizing operational burden on member agencies, consistent with Executive Committee direction.

Primary Audience

Primary Audience	Secondary Audience	Future Audience
Qualified technology vendors and systems integrators responding to the RFP	CCWD Executive Committee; member organizations providing requirements input	South Carolinians (students, job seekers, veterans, employers) who will ultimately use the FYF portal

Desired Outcome

Upon completion, the committee will have produced:

- A fully drafted and publicly issued RFP document for the Find Your Future SC Portal
- Clearly defined technical specifications, scope of work, and functional requirements
- Established vendor evaluation criteria (within the RFP) approved by the Executive Committee
- A defined timeline for vendor responses and bid review
- A distributed RFP reaching a broad pool of qualified vendors

Organizations Supporting This Deliverable

Organization	Primary Responsibility
OSWD (Jason Lee)	Lead coordination; administrative oversight of RFP process; serves as OSWD Liaison
Lander University – Dr. Richard Cosentino	Committee Chair; leads committee direction; ensures RFP reflects statewide higher education needs
Lander University – Dr. Lloyd Willis	Lead Staff; supports strategic alignment and internal communications
SC Department of Employment and Workforce (DEW) – Nina Staggers, Crystal Ziesemer	Provide workforce data integration requirements and labor market information needs
SC Commission on Higher Education (CHE) – Dr. James Thompson	Ensure academic program and postsecondary data requirements are reflected in RFP
SC Department of Veterans Affairs (SCDVA) – Daniel Wrightsman	Ensure veteran-focused portal features and benefit eligibility content are addressed
SC Department of Commerce – Kim Mann	Provide economic development and employer-facing requirements
SC Department of Labor, Licensing and Regulation (LLR) – Theresa Brown	Provide licensing and occupational credential information requirements
First Steps – Austin Reed	Contribute Pre-K and early childhood resource requirements; FirstFive Platform integration
ETV – Dr. Salandra Bowman	Provide media, content accessibility, and public awareness requirements
Education Oversight Committee (EOC) – Dana Yow	Provide K-12 education pipeline data and accountability requirements
MUSC (School Side) – Ronnie Chatterjee	Provide health sciences education pathway requirements
MUSC (Hospital/Employer Side) – Jason Simmons	Provide healthcare industry employer-facing requirements
Tri-County Technical College – Dr. Galen DeHay	Represent technical college system needs for portal content and workforce training pathways
SCSTCS – Karmen Smith	Provide technical college workforce and continuing education requirements
SC Economic Development Association (SCEDA) – Ryan Coleman	Represent economic development community portal requirements

Organization	Primary Responsibility
Manufacturing Extension Partnership (MEP) – Andy Carr	Provide industry/manufacturing employer requirements
Phoenix Specialty – Mandy Baltzegar	Provide private sector employer requirements
Newport News – Melissa Bosse	Provide industry employer requirements
SC House of Representatives – Erica Starnes	Legislative liaison; ensure RFP process aligns with legislative expectations
SC Senate – Sam Orr	Legislative liaison; ensure Senate priorities are reflected

Organization Initiatives Supporting or Related to This Deliverable

The following existing organizational initiatives directly support or relate to the RFP deliverable and should be actively leveraged now or in the future to avoid duplication and strengthen the final product:

- **Find Your Future SC Website (FindYourFuture.SC.GOV)** – current website operations and existing content inventory
- **DEW SCWOS 2.0 Modernization Project**
- **SCDE Ecosystem Modernization** – includes enhancements like a credential engine, common app, and case management.
- **SCDE and DEW** – Joint participation in the Connecting Talent to Opportunity federal grant competition
- **FirstFive Platform (First Steps)** – benefit eligibility tool that could integrate with or inform portal design
- **DEW labor market information system** – existing workforce data feeds that must be compatible with the new portal
- **CHE postsecondary program database** – academic program data currently informing portal content
- **SCDVA veteran’s services directory** – veteran-specific resources and benefit navigation content
- **ETV public content and media assets** – accessible digital content resources relevant to portal design

Major Milestones

Milestone	Target Date	Lead
First Committee Meeting Held; Confirm deliverables and assign member responsibilities	August 7, 2026	Jason Lee
Deliverables, Milestones, and Work Assignments approved by OSWD Director	August 21, 2026	Rebecca Battle-Bryant / Jason Lee
Member organizations submit existing portal content inventories and priority requirements	September 2026	All Member Organizations

Milestone	Target Date	Lead
Draft RFP document completed for committee review	October 2026	Jason Lee / Committee Subgroup
Committee review and revision of draft RFP	October–November 2026	Full Committee
Executive Committee review and approval of RFP	November 2026	Dr. Richard Cosentino
RFP publicly issued	December 2026	OSWD / Jason Lee
Vendor response deadline	January 2027	Jason Lee

Success Criteria

The deliverable will be considered successful when:

- Cross-organization requirements have been gathered and incorporated into the RFP
- The RFP document is fully drafted and reviewed by the full committee
- Executive Committee formally approves the RFP before public issuance
- The RFP is publicly posted and distributed to qualified vendors
- At least one competitive vendor response is received by the deadline
- The RFP process complies with applicable South Carolina procurement requirements

Risks and Barriers

Risk	Likelihood	Mitigation Strategy
Procurement process requirements cause delays in RFP issuance	Medium	Engage procurement advisors early; align RFP timeline with SC procurement regulations from the outset
Difficulty reaching committee consensus on technical requirements and scope	Medium	Establish subcommittee for RFP drafting; use structured input templates for member feedback
Limited staff capacity across member organizations reduces participation in requirements gathering	Medium	Set clear deadlines; keep input requests focused and concise; leverage existing data inventories
Vendor interest is insufficient to generate competitive bids	Low	Broadly distribute RFP; engage SCEDA and industry partners to promote opportunity
Executive Committee timeline approval delays RFP issuance	Low	Build committee review and Executive Committee approval into milestones with buffer time

Assistance Needed Executive Committee

- Approve the RFP document before public issuance
- Reinforce expectations for member organization participation in requirements gathering
- Provide guidance on procurement approach and any Executive-level constraints

Other CCWD Committees

- Provide input on cross-committee portal content
- Identify existing initiatives or data assets that should be reflected in the new portal design

Members

- Assign a designated point of contact to participate in requirements gathering
- Submit existing content inventories, data feeds, and functional requirements by April 2026
- Make subject matter experts available for RFP review when requested

Immediate Next Steps

- Schedule planning call with Dr. Cosentino and Dr. Willis to confirm deliverables and milestones
- Finalize and distribute updated committee membership list
- Hold first committee meeting on August 7, 2026 to confirm deliverables and assign responsibilities
- Identify applicable SC procurement requirements and begin compliance review

Committee Deliverable #2 Plan – Review Bids and Recommend Solution to Executive Committee

Committee Information

Item	Response
Committee	CCWD Portal Steering Committee
Deliverable	Review Vendor Bids and Recommend Solution to the Executive Committee
Status	Not Started
OSWD Liaison	Jason Lee
Lead Organization(s)	DEW; SCDE; CHE; EOC; CHE; Phoenix Specialty; SC House of Representatives; Lander University
Date Approved	August 21, 2026
Target Completion Date	March 2027

Deliverable Description

Following public issuance of the RFP, the committee will conduct a structured review and evaluation of all vendor submissions. Using the pre-established evaluation criteria, the committee will assess proposals on technical capability, user experience approach, data integration, cost, and vendor qualifications. The committee will produce a formal recommendation document presenting the preferred vendor solution to the CCWD Executive Committee for final selection and approval.

Why This Deliverable Matters

Selecting the right technology partner is one of the most consequential decisions in the portal modernization effort. A rigorous, transparent, and structured bid review process ensures that the vendor selected is best positioned to deliver a high-quality portal that serves South Carolinians while minimizing long-term operational burden on state agencies. A formal recommendation to the Executive Committee ensures accountability, transparency, and executive alignment before any contract commitment is made.

Primary Audience

Primary Audience	Secondary Audience	Future Audience
CCWD Executive Committee (decision-makers for vendor selection)	OSWD Director; committee members participating in evaluation	Vendor selected; South Carolinians who will use the modernized portal

Desired Outcome

- Completed evaluation of all vendor proposals using established criteria
- A formal bid evaluation
- A recommendation to the Executive Committee identifying the preferred vendor solution
- Executive Committee decision on vendor selection
- Documentation of evaluation process to support procurement compliance

Organizations Supporting This Deliverable

Organization	Primary Responsibility
OSWD (Jason Lee)	Coordinate bid review process; prepare recommendation document
Lander University – Dr. Richard Cosentino	Lead committee evaluation discussions; present recommendation to Executive Committee
DEW, CHE, SCDVA, Commerce, LLR	Participate in technical evaluation panel; assess proposals against their sector requirements
All Committee Members	Review proposals and provide scored evaluations using established criteria

Organization Initiatives Supporting or Related to This Deliverable

The following initiatives provide context and comparators for vendor evaluation:

- **DEW labor market data systems** – compatibility with proposed vendor solutions must be assessed
- **FirstFive Platform** – potential integration capability should be evaluated in vendor proposals
- **DEW SCWOS 2.0 Modernization**
- **Statewide IT standards and SC procurement guidelines**

Major Milestones

Milestone	Target Date	Lead
Vendor response deadline	January 2027	Jason Lee
Distribute proposals to evaluation panel	January 2027	Jason Lee
Committee evaluation period (individual scoring)	February 2027	Full Committee
Vendor finalist presentations / demonstrations (if applicable)	February 2027	Jason Lee / Full Committee
Committee discussion and consensus on preferred solution	February–March 2027	Dr. Richard Cosentino
Formal recommendation document completed	March 2027	Jason Lee
Recommendation presented to Executive Committee	March 2027	Dr. Richard Cosentino

Success Criteria

- All responsive vendor proposals are evaluated using the pre-established criteria
- Committee reaches consensus on a preferred vendor recommendation
- Formal recommendation submitted to the Executive Committee
- Executive Committee accepts the recommendation and makes a vendor selection decision
- Evaluation process is documented to support procurement compliance and transparency

Risks and Barriers

Risk	Likelihood	Mitigation Strategy
Fewer-than-expected vendor responses limit selection options	Low	Broadly market the RFP; work with SCEDA/MEP to reach qualified vendors
More-than-expected vendor responses increase selection timeline	Medium	Included minimum requirements a vendor must meet to submit a proposal in the RFP

Risk	Likelihood	Mitigation Strategy
Committee disagreement on preferred vendor	Medium	Establish clear, weighted evaluation criteria in the RFP; use structured scoring methodology
Procurement or legal review delays the recommendation timeline	Medium	Engage legal/procurement counsel early; build buffer time into milestones

Assistance Needed Executive Committee

- Set clear timeline expectations for vendor selection decision
- Be available to receive committee recommendation and provide direction on contract award

Other CCWD Committees

- Provide input if vendor proposals include cross-committee portal functionality

Select Members

- Participate actively in bid evaluation panel
- Respond promptly to any follow-up evaluation questions

Immediate Next Steps

- This deliverable begins after Deliverable #1 (RFP) is publicly issued
- Begin developing a structured vendor scoring rubric aligned with RFP evaluation criteria
- Identify evaluation panel members in advance

Committee Deliverable #3 Plan – Completion of Minimal Viable Product (MVP) Implementation Phase

Committee Information

Item	Response
Committee	CCWD Portal Steering Committee
Deliverable	Completion of Minimal Viable Product (MVP) Implementation Phase of the Find Your Future SC Portal
Status	Not Started
OSWD Liaison	Jason Lee
Lead Organization(s)	DEW; SCDE; CHE; EOC; CHE;
Date Approved	August 21, 2026
Target Completion Date	June 2027

Deliverable Description

Following vendor selection, the committee will oversee the Minimal Viable Product (MVP) phase of portal implementation. The MVP will represent the first functional version of the Find Your Future SC Portal, incorporating the core features and content identified during requirements gathering. The committee will monitor implementation progress, coordinate member organization content contributions, conduct user acceptance testing, and confirm MVP completion in alignment with the contracted scope of work.

Why This Deliverable Matters

The MVP phase converts the committee's planning and vendor selection work into a tangible, publicly accessible platform. Delivering a functional MVP demonstrates measurable progress toward the Executive Committee's direction to advance statewide coordination while minimizing operational burden on agencies and improving customer experience. A successful MVP establishes the foundation for ongoing portal development and sets the standard for future enhancements.

Primary Audience

Primary Audience	Secondary Audience	Future Audience
South Carolinians (students, job seekers, veterans, employers) accessing the portal	CCWD member organizations contributing content; CCWD Executive Committee	Future portal development teams; additional South Carolinians as portal expands

Desired Outcome

- A publicly accessible Minimal Viable Product version of the Find Your Future SC Portal
- Core content from organizations and the Statewide Education and Workforce Development Act integrated into the portal
- User acceptance testing completed with feedback incorporated
- Committee confirmation that MVP meets the contracted scope of work
- A documented roadmap for post-MVP enhancements and ongoing maintenance

Organizations Supporting This Deliverable

Organization	Primary Responsibility
OSWD (Jason Lee)	Oversee implementation; coordinate member content contributions; manage vendor relationship
Lander University – Dr. Richard Cosentino	Lead committee oversight of MVP implementation; report progress to Executive Committee
Selected Vendor	Design, develop, test, and deliver the MVP portal
DEW (Nina Staggers, Crystal Ziesemer)	Provide and integrate labor market data feeds

Organization	Primary Responsibility
CHE – Dr. James Thompson	Provide postsecondary program and institution data
SCDVA – Daniel Wrightsman	Provide veteran services and benefit content
All Member Organizations	Contribute organizational content; participate in user acceptance testing

Organization Initiatives Supporting or Related to This Deliverable

The following existing initiatives will be leveraged to populate and validate the MVP:

- **DEW labor market information system** – data feeds for occupational and wage data
- **CHE postsecondary database** – academic program content
- **SCDVA veteran services directory** – veteran-specific resources
- **FirstFive Platform** – benefit eligibility integration opportunity

Major Milestones

Milestone	Target Date	Lead
Vendor contract executed	April 2027	OSWD
Kickoff meeting with selected vendor	April 2027	Jason Lee
Member organizations deliver content for MVP integration	April–May 2027	All Member Organizations
MVP development sprint completed	May 2027	Selected Vendor
Internal review and user acceptance testing	May–June 2027	Jason Lee / Committee Members
MVP revisions and final quality review	June 2027	Selected Vendor / Jason Lee
MVP publicly launched	June 2027	OSWD / Dr. Richard Cosentino
Committee confirmation of MVP completion reported to Executive Committee	June 2027	Dr. Richard Cosentino

Completion / Success Criteria

- The MVP portal is publicly accessible at FindYourFuture.SC.GOV
- Core content from all major member organization categories is integrated and functional
- User acceptance testing is completed and critical issues resolved
- Committee formally confirms MVP meets the contracted scope of work
- Executive Committee is briefed on MVP launch and approves next phase
- A post-MVP enhancement roadmap is documented

Risks and Barriers

Risk	Likelihood	Mitigation Strategy
Vendor implementation delays push MVP beyond FY 2026–2027	Medium	Include contractual milestones and penalty provisions in vendor contract; maintain committee oversight
Member organizations unable to deliver content on schedule	Medium	Establish content submission deadlines early; assign dedicated content POCs
User acceptance testing reveals significant gaps requiring rework	Medium	Build testing and revision buffer into implementation timeline
Scope creep expands MVP beyond manageable delivery	Medium	Maintain strict MVP scope definition; defer non-essential features to post-MVP roadmap
Budget overruns	Low	Establish clear contract terms; maintain contingency reserve if possible

Assistance Needed

Executive Committee

- Approve vendor contract and authorize expenditure
- Provide direction on post-MVP priorities for continued portal development
- Publicly communicate MVP launch to advance awareness and adoption

Other CCWD Committees

- **Veterans Committee:** Confirm veteran-specific content and features meet committee expectations
- **Pathways Committee:** Confirm education pathway content meets student and learner expectations
- **Employer Alignment Committee:** Confirm employer-facing features meet industry needs

Members

- Designate a content coordinator for MVP content submission
- Participate in user acceptance testing
- Promote the MVP portal to their respective constituencies upon launch

Immediate Next Steps

- This deliverable begins following Executive Committee vendor selection (Deliverable #2)
- Begin identifying content coordinators in advance

Committee Deliverables Summary

Overview

Deliverable	Lead Organization	Target Completion Date	Status
#1 – Complete and Issue RFP for Find Your Future SC Portal	OSWD / Lander University	December 2026	Planning
#2 – Review Bids and Recommend Solution to Executive Committee	OSWD / Lander University	March 2027	Not Started
#3 – Completion of MVP Implementation Phase	OSWD / Lander University / Selected Vendor	June 2027	Not Started

See full Committee Deliverable Plans above for complete details on each deliverable, including milestones, risks, success criteria, and assistance needed.