



South Carolina Coordinating Council for Workforce Development (CCWD) Portal Steering Committee (PSC) Minutes

08/07/26, 2 PM, MS Teams

ATTENDEES:

Rebecca Battle-Bryant	Michael Morris	Sam Orr
Andy Carr	Galen DeHay	Nina Staggers
Austin Reed	Jason Lee	Rich Cosentino
Bill Croteau	Jason Simmons	Ronnie Chatterjee
Crystal Ziesemer	Kim Mann	Salandra Bowman
Daniel Ralyea		

KEY DISCUSSION POINTS

- Steering Committee provides governance for the Find Your Future Website and upcoming Find Your Future Portal; committee meets monthly.
- RFP development is complete; PARC will review and vote mid-August (Aug. 12–13); Executive Committee review moved to Aug. 31. Planned public release (RFP on the street) target sept 30.
- The contract asks vendors to deliver an MVP in 170–260 days, then 60–90 days to deliver release 1.1.
- MVP scope centers on career & training discovery (search careers, openings, salaries, create portal accounts, basic pathways/transfers); Release 1.1 expands personalization, employer support, counselor toolkit and dashboards.

Governance & Approval Flow

- The CCWD portal steering committee provides oversight of the existing find your future site and the new portal; roles include review, consolidation and final approval routing.
- A Portal Architecture Review Committee (PARC) is currently conducting the first RFP review and will provide feedback.
- After PARC, PSC, and CCWD Executive Committee approval, the package will be routed to state procurement, then DEW procurement/general counsel at DEW for compliance checks before public posting.
- The Executive Committee is the final CCWD review step before procurement; voting via Microsoft forms will be used for members who cannot attend.

RFP Content & Technical Priorities

- The RFP is long (~160 pages + attachments); Section C (Statement of Work) plus attachments 5 and 7 define the portal's core capabilities and technical requirements — these are the primary sections reviewers should prioritize.
- Other sections (A–M) are supporting/legal/contractual materials used for vendor evaluation and compliance.
- The consultant (Gardner) developed requirements and is drafting the vendor-evaluation methodology for proposals.

Timeline & Milestones

- Read-ahead copy distributed the week of Aug. 3 to PARC and PSC to begin their review.
- PARC will vote Aug. 12–13 to move the RFP forward to the PSC
- PSC will vote the week of Aug. 17 to move the RFP forward to the CCWD Executive Committee.
- CCWD Executive Committee review/vote Aug. 31.

- Target RFP public post Sept 30 (or before).
- Vendor delivery expectations in the RFP: MVP in 170–260 days after notice to proceed; then release 1.1 in 60–90 days post acceptance of MVP.

MVP & Release Roadmap

- MVP (day one) provides: user portal accounts, career/training discovery, searchable careers, openings, salary info, basic pathways/transfers and employer job posting ingestion (portal will spider/post to partner locations).
- Release 1.1 adds personalization, saved pathways/profiles, veteran-specific pathways/profiles, employer support tools, a counselor toolkit, expanded dashboards and additional integration points.
- Analytics capability will be developed after initial releases to measure portal usage and produce measurable outcomes over time.

Data Sources & Sharing Agreements

- The team identified required back-end data sources and expects to formalize data-sharing agreements before day 1 so integrations are available at rollout.
- Anticipated partners/data owners include DEW, SCTCS, SCDE, CHE, and other partner organizations; the deliverable lists the expected data points and responsibilities.

Stakeholder Reviews & Quality Assurance

- Work was broken out into expert workstreams (cybersecurity, data architecture, end-user groups) for technical review; those expert groups have vetted sections, and the consolidated RFP has passed technical muster.
- Executive summary and executive-ready materials were prepared to help non-technical reviewers understand the key sections and to focus review on Section C & Attachments 5 & 7.

Communications & Outreach

- Committee members were asked to act as advocates for Find Your Future: explain the portal, collect early feedback, identify additional external advocates and share social media content.
- Jason and Danielle are points of contact for outreach and social posts; the communications committee will coordinate cross-posting to amplify reach and increase awareness statewide.

FOLLOW-UP AND PATH FORWARD

- Minutes and committee deliverables will be posted to Find Your Future website for transparency and cross-committee visibility.
- Next Steering Committee meeting scheduled for Friday, Sept 4.
- The RFP and procurement schedule are on a tight timeline, but the team expects to meet the plan date provided committee and state procurement reviews proceed as scheduled and vendor negotiations align with timelines.
- Once releases are live, focus will shift to analytics, data-sharing formalization and iterative feature expansions to meet legislative intent and program outcomes.

