

Cross Agency Partnership: Full Task Force

Meeting Minutes

# March 13, 2018

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| Present: | Fred Franko (phone), Lee Wheeler-Berliner, Andy Tucker, Steve Anton, Cheryl Carver, Kimberly Caplan, Inta Morris, Julia Pirnack, Brian Pool, Twyla Esquibel, Alfredo Burciaga  |
| Next meeting: | April 10, 2018, 2:30 – 4:00 |
|  | Location: 1560 Broadway, Suite 1940 & conference line |

## Introduction

An overview of the Vision and Governance principals was presented for the benefit of first time attendees.

The proposed agenda for the meeting was reviewed:

* Approve minutes from the February 15, 2018 meeting (approved)
* Welcome new task force members
* Updates on Charter status and funding efforts
* Implementation Plan updates
	+ Recent communications
	+ Activity Matrix
	+ RFI key elements and timeline
	+ Vendors
* Wrap up and next steps

## Discussion

**Charter, Funding**

The taskforce was told that the Commissioner of Education is ready to sign the Charter as a non-voting member. Inta indicated that the document is being reviewed and/or sent around for Executive Director signatures. Completion of this routing will allow committed funds to be transferred to DHE.

**Request for Information (RFI) and timeline**

The timeline between now and June 30 has been updated into two-week increments to show the Request for Information details. The RFI timeline runs essentially during the month of April, with completed responses due by April 30. This will allow the taskforce to make a go, no-go decision in May or June. The taskforce discussed whether existing vendors would be included in the RFI (yes) and whether the requested functionality included accessibility for disabled populations (yes). In addition, the need for data transfer from the legacy system into the new one was discussed; this will be a criteria in the RFI as well.

The timeline for the existing Website being available for free to users was revisited; it will remain up at least through December of 2018 and likely longer as funding solidifies.

**Communications**

One-on-one conversations with superintendents and others in K-12, along with focus groups are continuing. Conversations have been enlightening, including the great support and use that CIC enjoys, particularly in rural areas of the State as well as the better than expected capacity to find funding out of school budgets or elsewhere for a product that meets needs as well as CIC,org. A summary of main ideas from these sessions will be included in the next task force meeting.

The worksheet itemizing communications was reviewed including noting upcoming correspondence planned.

**Activity Matrix**

The activity matrix was sent out to the entire professional center user account list and the request was made for each agency to send out the matrix to their stakeholders, containing their program/funding streams. As a matrix is received, the results will be added to the tracking document so that the highest priority activities to stakeholders may be identified and included in the RFI. Completed matrices should be returned by March 23rd.

**Informational Requests from Agencies**

In order to provide good information to vendors responding to the RFI, the request was made for each agency to provide information on which websites/portals and activities they wish to include in the product.

The list of vendors to receive an RFI was discussed; the taskforce was encouraged to provide others for inclusion. The RFI will also be posted on the State portal.

It was clarified that the RFI will include a request for a ballpark cost to deliver the proposed solution and that the vendor will be expected to shield their company name in their response to avoid pre-conceived notions about a product during the review process.

## Action Items Outstanding

**Pierre and Inta** will continue to work with the various agencies to accomplish moving the funding commitments to the DHE and signature round of the Charter.

**Agencies** were asked to provide:

* What other programs/funding streams should be added to the matrix for their agency (column headers)
* Send the updated matrix version to their stakeholders for completion by March 23
* Identify agency website/portal and activities that should be included in the product
* Review Journey maps and recommend any changes
* Send vendor suggestions to Julia

**Julia** will continue to meet with professionals and subject matter experts, as well as the sub-committees as necessary, to finalize activity matrix, journey maps and design package in preparation for the RFI.

**Vision**

Colorado delivers a sustainable, modern and personalized web-based service that securely stores and organizes education, training and career planning information.

We enable students, families, job seekers, professionals and other stakeholders to explore and navigate relevant education, training and career pathway options.

Our team demonstrates multi-agency collaboration using career pathway web-based services and data integration to holistically support stakeholders.