



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State Procurement Services.

PART I: OVERVIEW			
Department Office/Division/Program:		Office of Special Services and Inclusive Education	
Department Contract Administrator or Grant Coordinator:		Stacey Bean	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 50,000.00	Advantage CT / RQS #:	20250609*3097
CONTRACT	Proposed Start Date:	9/1/2025	Proposed End Date: 12/31/2026
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		International Association for Spelling as Communication Herndon, VA	
Brief Description of Goods/Services/Grant:		Training on the Speller's program.	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

Spelling to Communicate (S2C) methodology. S2C is a specialized motor-based approach that supports individuals with complex communication and sensory-motor differences to access reliable communication through spelling and typing. This methodology increases communication for individuals who are non-verbal and limited ability to participate in their general education program. In one SAU we have identified a cohort of children who are non-verbal and making limited progress on communicating with augmentative devices. This work will support increased participation in educational programming and the school community.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The International Association for Spelling as Communication (I-ASC) is the sole organization authorized to train and certify practitioners in the Spelling to Communicate (S2C) methodology. S2C is a specialized motor-based approach that supports individuals with complex communication and sensory-motor differences to access reliable communication through spelling and typing.

I-ASC was founded by Elizabeth Vosseller, the originator of the S2C methodology, and serves as the central hub for training, research, certification, and professional standards. All S2C Practitioner training is conducted through I-ASC's highly structured and evidence-aligned certification program, which ensures adherence to the 4 Rs of S2C: Replicability, Reliability, Responsibility, and Researchability.

No other organization is licensed, qualified, or authorized to provide training or certify individuals in the S2C methodology. This ensures consistency in quality, safety, and fidelity of implementation across all practitioner-client relationships.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Spelling to Communicate (S2C) is unique in the country and there is no available price comparison for analysis.

4. Describe the plan for future competition for the goods or services.

Any future training will be discussed and then processed in accordance with State procurement policies and procedures.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

☐ Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ No – If No, proceed to Part V.

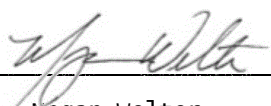
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Megan Welter	Date:	7/21/2025
Signature of DAFS Procurement Official:	<div> <div>Signed by:</div> <div>Sterling Doiron</div> <div>4C537C52B586437...</div> </div>		
Typed Name:	Sterling Doiron	Date:	7/23/2025

Certificate Of Completion

Envelope Id: 954E400A-A5EF-4B42-8496-6111B1CBE55D		Status: Completed
Subject: Complete with Docusign: Procurement Justification Form - I - ASC - Signed (1).pdf		
Source Envelope:		
Document Pages: 3	Signatures: 1	Envelope Originator:
Certificate Pages: 1	Initials: 0	Sterling Doiron
AutoNav: Disabled		77 State House Station
Envelopeld Stamping: Disabled		111 Sewall Street
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		Augusta, ME 04333
		Sterling.Doiron@maine.gov
		IP Address: 71.169.188.88

Record Tracking

Status: Original	Holder: Sterling Doiron	Location: DocuSign
07/23/2025 16:08	Sterling.Doiron@maine.gov	

Signer Events

Sterling Doiron
Sterling.Doiron@maine.gov
Security Level: Email, Account Authentication (None)

Signature

Signed by:
Sterling Doiron
4C537C52B586437...

Signature Adoption: Pre-selected Style
Using IP Address: 71.169.188.88

Timestamp

Sent: 07/23/2025 | 16:08
Viewed: 07/23/2025 | 16:08
Signed: 07/23/2025 | 16:08
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	07/23/2025 16:08
Certified Delivered	Security Checked	07/23/2025 16:08
Signing Complete	Security Checked	07/23/2025 16:08
Completed	Security Checked	07/23/2025 16:08

Payment Events

Status

Timestamps