



### Instructions: Justification & Approval Form

<p><b>(1) Identification of End User /Procurement Coordinator for this action</b></p>	<p>Provide the name, title, and contact information of the End User &amp; Procurement Coordinator</p>
<p><b>(2) Brief and concise description of the supplies and/or services needed</b></p>	<p>Provide a narrative description of the supplies and/or services being procured, including the quantities. List the specifications, make, and model number for supplies, if applicable. Explain the requirement in layman’s terms so that it is easily understood by non-technical readers who will review the justification. Detailed descriptions are not required. Provide a brief and concise explanation of the who, what, where, when, and why. In addition to the technical/professional overview, include a discussion of where this requirement fits into the overall procurement plan and objective(s), how this requirement was procured in the past (if applicable), and if procurements of a similar nature is planned for the future.</p>
<p><b>(3) Purpose and Objective of Procurement</b></p>	<p>Describe the overall effect the requirement will achieve. State the specific objectives of this procurement. Provide a broad, non-technical statement of the nature of the Work to be performed and the result that Department and University expects to achieve.</p>

<b>(4) Suppliers Responsibilities (If Applicable)</b>	Define and explain the work the supplier will perform. Identify the specific tasks, steps, and sequence of the work. Identify the methodologies, specifications, standards, studies, and other documentation the supplier will use.
<b>(5) KFUEIT Responsibilities</b>	List KFUEIT-furnished data, property, or facilities that KFUEIT will provide to the Supplier. Provide the name, title, and contact information of the KFUEIT point of contact.
<b>(6) Procurement &amp; Contract Deliverables</b>	Describe all of the following: <ul style="list-style-type: none"> <li>• Progress/status reports, findings, and other pertinent data, including the frequency of reporting and specific due dates.</li> <li>• Procurement deliverables (e.g., final report, technical data, etc.) at contract completion.</li> <li>• Packing, packaging, and marking requirements for items</li> </ul> Any other particular requirement
<b>(7) Period of Performance</b>	State when the supply or service will begin and end. Identify interim periods of performance for discreet deliverables.
<b>(8) Place of Performance</b>	Indicate the location of where the supplies or services is to be performed and supplies required (e.g., KFUEIT, contractor facility, or other identified location).
<b>(9) Inspection &amp; Acceptance Terms</b>	List the criteria for acceptance of deliverables. Explain how KFUEIT will determine whether the contractor/Supplier has successfully performed. Indicate what will be inspected. Explain how acceptance or rejection will be communicated to the supplier.
<b>(10) Evaluation Criteria (Factors to be Evaluated)</b>	List the criteria that the evaluation will be based on.
<b>(11) Evaluating Committee</b>	List (in odd numbers), three or more members to evaluate offers.
<b>(12) Independent Cost Estimates</b>	Provide an independent estimate including all taxes & installation or shipment charges and attach three quotations for supporting your estimates.
<b>(13) Point of Contact</b>	Provide the email and phone number of contacts
<b>(14) Recommended Vendors</b>	Provide vendors to be considered if any and reason for inclusion with Name, Cell No. and Email Details:

<b>(15) Inspection Committee Detail</b>	List (in odd numbers), three or more members to inspect items received under deliverables.
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**Note:**

- **Please attach the completed J&A to your requisition and minimum specification /requirement form and forward it to Procurement.**
- **Completion of this form does not guarantee the approval of the Purchase Requisition.**
- **Procurement reserves the right to competitively bid, negotiate pricing, or solicit additional information and remains the final authority on all procurement actions.**

