



Intellectual
Property
Office

Purchase Order

Purchase Order Number:	PO-3010576
Order Revision Number:	2
Date:	02/02/2024

Supplier
iCoTech Group Ltd Unit 1, Crichton House 11-12 Mount Stuart Square Cardiff CF10 5EE

Delivery Address
IPO Purchasing Dept. Intellectual Property Office Purchasing Dept Concept House Newport South Wales NP10 8QQ

Invoice Address
Email: payables@ipo.gov.uk IPO Accounts Payable Intellectual Property Office Concept House Newport South Wales NP10 8QQ

Contact Details for Purchase Order queries
Contact for Enquiries: [REDACTED] Contact Telephone: Contact Email: [REDACTED]

Line No.	Quantity Ordered	Item Number and Description	Unit Price £	Line Value £
1		Setup of MS Project Accelerator: Licence C3372 Project Accelerator The initial one off iCoPlan Accelerator Licence, which provides the base configuration of which the changes are to be made too as per the Functional Specification Agreed. £5,000	[REDACTED]	
2		Analysis Definition of detailed requirements, fields, values, lifecycles, validation etc. Includes write up, playback, documentation and handover to the development team, as well as change and test support throughout the project lifecycle. Includes allowance for show and tells, test support and updates to the customer.	[REDACTED]	
[REDACTED]				
continues overleaf				

Please forward your invoice, which must clearly quote the Purchase Order number above (Including the prefix) to payables@ipo.gov.uk

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Failure to do so will result in your invoice being rejected and cause a delay to payment

For payment by BACS please state on your invoice your bank name, sort code, account number and account name.

Intellectual Property Office Terms and Conditions indicated below will apply to this procurement and are attached / available upon request from the contact number as above.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/318950/termconditionsservices.pdf

Please be advised that this purchase order and any contractual documentation related to it may be published and made available to the public. The IPO's policy in relation to this subject can be seen at:

<http://www.ipo.gov.uk/about/supply/supply-transparency.htm>



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3		Development Undertake development of the technical solutions. The form, field and view changes along with the Power BI Reporting changes that are required	[REDACTED]	
4		Testing Unit testing of the system and integration testing as applicable. Whilst supporting the Super users in completing their testing against the predefined test scripts.	[REDACTED]	
5		Deployment Work to setup and deploy the solution into an environment, using AppSource to transact on the installation, with some minor support of the internal IT Department to complete the setup	[REDACTED]	
6		Documentation Production of a Low Level Design for the solution and Power BI Documentation.	[REDACTED]	
				[REDACTED]

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7		Training Production of training material such as user guides and undertaking training sessions (typically via Teams) to support the rollout of the product	[REDACTED]	
8		Project Management Management of the overall project, interface to/from the customer and internal stakeholders, co-ordinate all project and test activities and produce key document artefacts. Typically 1 day/week, with 2 additional days for setup and closedown	[REDACTED]	
9		Contingency Allowance of time for contingency or changes flagged during the project. Use to be agreed in advance with the customer	[REDACTED]	

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Total Order Value £
(exc VAT)

20,250.00

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