

Department of Military and Veterans Affairs  
Purchase Order

Purchase Order:  
12738741

**Vendor:**  
Pamela Jean Castle  
993 NW Cypress Ave  
Corvallis, OR 97330  
**Phone:** 717-977-1571  
**Email:** pcaste@gettysburg.edu  
**Fax:**

**Bill To:**  
DMVA Procurement &  
Contracting Office  
Attn: Rebecca Hammer  
Ph 717-861-8928  
**Email:** ra-gr-po@pa.gov

**Deliver To:**  
DMVA Environmental Office  
Bldg 0-11 Chapel Road  
Fort Indiantown Gap  
Annville PA 17003  
Ph 717-861-2549

**PO Date:** 05/24/23

**Purchase Agent:**  
James Truax  
jamestruax@pa.gov

**Validity Start Date:**  
01-Jun-23  
**Validity End Date:**  
31-May-24

Line Item	Qty	UOM	Unit Price	Line Amount
1 Curation of biological specimens	250	HR	\$20.00	\$5,000.00
			<b>Total:</b>	<b>\$5,000.00</b>

**Please consider this Purchase Order as your official Notice to Proceed.**

**Note to Vendor:**

Master Card Payment will be made upon receipt of your invoice and after verification with recipient that all items have been received. Please mail or fax your invoice to the bill to address above for payment. Master Card payment will be made upon receipt of your invoice and after verification that all items have been received. Please email you invoice to the bill to resource email account above for payment.

The Department reserves the right to increase or decrease quantities based on actual need. The vendor will be paid for services and/or supplies satisfactorily delivered. The awarded contractor will be notified in writing when services or supplies have been added. This purchase is tax exempt (PA #25-1644382). This procurement does not violate the Governor's purchasing ban of 3.19.2020. The awarded contractor must comply with all Commonwealth of PA COVID-19 guidelines and socially distancing requirements for the duration of the contract period.

Requisitioner: Karren Sattazahn

Comments: Scope:

Clean and sort raw arthropod samples. Separate specimens into subfamily groups based on gross morphology to facilitate identification of taxa by an insect taxonomist. Label and prepare specimens for storage as appropriate for the organism. Maintain Excel spreadsheet using the template provided by POC.

Statement of work:

The curation of invertebrate specimen by-catch generated from forest pest surveys at Fort Indiantown Gap National Guard Training Center (FIG-NGTC)

The following Statement of Work (SOW) covers the curation of biological specimens collected at FIG-NGTC.

Background: FIG-NGTC has an active forest pest monitoring program that examines the presence/absence and abundance of known and possibly not-yet-discovered invertebrates that negatively affect forest health. FIG-NGTC Conservation staff are currently monitoring for presence and loading of the quarantined insect pest, The Walnut Twig Beetle (WTB), which is well known for spreading thousand canker's disease to black walnut trees. This almost certainly leads to tree mortality. The installation has several forest stands dominated by this tree species and would like to protect this resource. Traps are hung in trees with a lure that attracts WTB and in the process, captures and dispatches numerous other invertebrate taxa, not just the target. Specimens are subsequently preserved in alcohol and stored on base until a shipment can be made. The goal of this work is to curate and database the preserved specimens so that additional experts can examine them for further identification.

A series of tasks to complete this ecological investigation are defined below:

Task 1: Curate specimens – Clean and sort raw arthropod samples. Separate specimens into subfamily groups based on gross morphology to facilitate identification of taxa by an insect taxonomist. Label and prepare specimens for storage as appropriate for the organism. The POC will also provide insect storage, label paper, and any other supplies needed to complete this work.

Task 2: Specimen database – Maintain Excel spreadsheet using the template provided by POC.

Conditions:

- 1) Tasks 1 and 2 can be done simultaneously
- 2) The vendor will provide the contractor with any materials needed to complete this work

The following Deliverables will be provided by: 30 June 2024:

- 1) The specimens and the MS excel database and that catalogues them as outlined in this SOW will be transferred to the taxonomist performing the higher level ID's.

Electronic deliverables can be sent to the project POC, Mark Swartz at markswartz@pa.gov. In the event electronic transmission is not possible, the information can copied to a recordable disk and sent to Ft Indiantown Gap, Building 11-19, Annville PA 17003 care of the POC. For any questions related to this project, please contact the POC via email address or by phone at: 717-861-9718.

Justification: Bug sorting study