



Smithsonian Marine Station at Fort Pierce

Dear Potential applicant:

Thank you for responding to the Smithsonian Marine Ecosystems Exhibit's announcement for a full-time contract aquarist. This letter is intended to clarify the process for applying for the Smithsonian Exhibit's full-time contract aquarist opportunity.

The Smithsonian requires all applicants to submit a proposal letter as directed in the "SMEE Aquarist RFQ" document. While the RFQ document may seem daunting, only sections I – IV are relevant when applying, along with Section VIII, "Information to be submitted with quotes" that lists what should be included in an acceptable proposal letter.

The "SMEE Guidance letter for application" document, provides an example of what should be included in your proposal letter. Create your own proposal letter and be sure to include the compensation you desire for performing the duties described in the "SOW" (Statement of Work) document.

I look forward to receiving your proposal letter and application packet by 5pm May 1st, 2024. Please don't hesitate to contact me if you have any questions.

Thanks again for applying.

Bill Hoffman

hoffman@si.edu

(772)708-1848