



Smithsonian Marine Station at Fort Pierce

20 June 2025

Dear Potential applicant:

Thank you for responding to the Smithsonian Marine Ecosystems Exhibit's announcement for a full-time contract educator. 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 "Education contractor request for quote" document. This document provides instructions on applying for contract positions at the Smithsonian, and while it may seem daunting, only sections I – IV, and section VIII, (Information to be submitted with quotes), are relevant when applying. The selected candidate will receive additional instructions on registering in the U.S. government's vendor system (SAM) and obtaining liability insurance.

The "Education contractor proposal letter guidance" document, describes 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 as described in the "Education contractor statement of Work" document.

I look forward to receiving your proposal letter and application packet by July 7, 2025. Please don't hesitate to contact me if you have any questions. Thanks again for applying.

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