**Please note that words in red or [parenthesis] need to be replaced with**

**black text or deleted.**

**Advertisement Letter Template Revised 08/3/2021.**

[Date]

The Clarion Ledger

Classified Advertisements

201 South Congress Street

Jackson, MS 39201

The Mississippi Department of Education is requesting the attached employment and recruitment ad be advertised for the following dates:

1st Release Date: [insert 1st release date]

2nd Release Date: [insert 2nd release date]

To acknowledge receipt of this advertisement letter, please provide an email confirmation with the **quote and advertising proof of publication** to Monique Corley at MCorley@mdek12.org.

**Please send invoice to** **Accounts Payable, The Mississippi Department of Education, Office of Accounting,** **P.O. Box 771, Jackson, MS 39205.**

Sincerely,

Monique Corley, Director

Office of Procurement

The Mississippi Department of Education (MDE) is soliciting for services for the purpose of [insert purpose]. For inquiries, please contact name at telephone number.

The position will pay an hourly rate of $## up to # hours per fiscal year and services are performed at the MDE. To qualify, the applicant must have (review minimum qualifications section in the solicitation).

The solicitation may be accessed by potential applicants at [www.mdek12.org](http://www.mdek12.org) under the Public Notices section. Written questions should be submitted to [insert email address] by the deadline of [insert day, date] at **5:00 p.m**.

Copies of all questions submitted and the responses will be posted to the MDE’s website at [www.mdek12.org](http://www.mdek12.org) under the Public Notices section and will be available to the general public by [insert day, date].

All responses to the solicitation must be submitted via MAGIC (Over 75K/Sole Source) rfxs@mdek12.org(Under 75K) **or** shipped/mailed to the following address:

Shipped to:

(FedEx, UPS, etc.)

Monique Corley, Director

Office of Procurement

**The Mississippi Department of Education**

(Name of solicitation)

(RFx Number for contracts over $75,000)

359 North West Street

Jackson, MS 39201

**(DO NOT OPEN)**

The deadline for receipt of responses is on or before day], [month] [date], [year] by **2:00 p.m**., Central Standard Time (CST).