



THE COUNTY OF CHESTER



COMMISSIONERS:
Michelle Kichline
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DEPARTMENT OF MENTAL HEALTH/
INTELLECTUAL AND
DEVELOPMENTAL DISABILITIES
601 Westtown Road, Suite 340
P.O. Box 2747
West Chester, PA 19380-0990
610-344-6265
FAX: 610-344-5997

December 26, 2019

Linda Cox
Administrator

This announcement is being sent to your agency to inform you that, at this time, The Chester County Departments of Mental Health/Intellectual & Developmental Disabilities and Drug and Alcohol Services will be conducting a competitive selection process for Student Assistance Program Services for FY 2020/2021. At this time the Department is officially requesting "Letters of Intent" to submit proposals for Student Assistance Program Services in accordance with The *Best Practice Guidelines for Drug & Alcohol/Mental Health Liaison Services* (Click [here](#) for a copy).

Providers may submit their letter of intent to apply for the above services. Potential applicants are encouraged to express intent to apply for those activities in which they have demonstrated previous success in implementation, although it is not required that such has taken place in Chester County.

Letters of Intent must be submitted to the address below:

The Chester County Department of Mental Health/Intellectual & Development Disabilities
Government Services Center
601 Westtown Road, Suite 340
West Chester, PA 19380
Attn: Candy Craig

Letters of Intent to respond to the RFP must be received by 4:00 pm on Friday, January 10, 2020. A Letter of Intent must be submitted in order for the RFP to be received upon release. Please note, if a Letter of Intent is not received by the established due date, any further responses to the RFP will not be eligible for consideration.

All Letters of Intent should be accompanied by the following Cover Page:

Letter of Intent for the Chester County Student Assistance Program RFP

Service Area(s):

Agency Name:

Address:

Telephone:

Email:

Contact Person:

Submitted by: (Please Print Name & Title)

(Signature) & Date:

If you have any questions or concerns, please do not hesitate to contact Candy Craig, ccraig@chesco.org