



Request for Applications

Mississippi Department of Mental Health
Division of Outreach and Training

**Garrett Lee Smith State/Tribal Youth Suicide Prevention and
Early Intervention Grant
Project Evaluator**

**Contact: MarQuaita Lampkin
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RFx: 3150007040

1. Introduction

The Mississippi Department of Mental Health (DMH) certifies, provides, and/or financially supports a statewide network of services for people with mental illness, intellectual/developmental disabilities, and substance use disorders. DMH's goal is to improve the lives of Mississippians by supporting a better tomorrow one person at a time.

DMH, through its Division of Outreach and Training, is issuing this Request for Quotes (RFQ) to obtain the services of a qualified independent contractor to serve as Project Evaluator for the federally funded Garrett Lee Smith (GLS) State/Tribal Youth Suicide Prevention and Early Intervention Grant awarded by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA).

The selected evaluator will lead and coordinate evaluation activities, including the collection, management, analysis, interpretation, protection, and reporting of project data to assess implementation, reach, outcomes, and progress toward grant goals and objectives.

2. Project Background

The GLS grant supports a comprehensive youth suicide prevention and early intervention initiative focused on youth and young adults through age 24. DMH will implement activities with state and community partners, including schools and institutions of higher education, school-based health centers, juvenile justice professionals and youth-serving systems, community mental health partners, and other organizations serving youth, young adults, families, and caregivers.

The evaluation will assess the extent to which grant-funded strategies increase suicide prevention capacity; expand evidence-based training and awareness; strengthen early identification and suicide risk screening; improve referral, care coordination, and linkage to appropriate behavioral health services; strengthen prevention, intervention, and postvention capacity; and support sustainable systems and partnerships for youth suicide prevention across Mississippi.

3. Project Evaluator Qualifications

The successful offeror should demonstrate the following qualifications:

- Knowledge of program evaluation methods and their application to behavioral health, public health, suicide prevention, or youth-serving systems.
- Knowledge of quantitative and qualitative research methods.
- Experience with data management, statistical analysis, performance measurement, and longitudinal or repeated-measures analyses.
- Strong written and verbal communication skills and the ability to translate evaluation findings into actionable recommendations.
- Experience evaluating federally funded programs, multi-site or multi-partner initiatives, and meeting SAMHSA reporting requirements is strongly preferred.

- A minimum of a master's degree in a social science, public health, behavioral health, education, evaluation, or related field is preferred.
- Demonstrated ability to protect confidential, sensitive, and personally identifiable information and to maintain secure evaluation records.

4. Scope of Services

The Project Evaluator will develop and maintain an evaluation framework that aligns the grant's goals, objectives, activities, deliverables, process measures, outcome measures, and required SAMHSA performance measures. Evaluation services must meet applicable federal and state requirements and any SAMHSA cross-site, national evaluation, performance reporting, or Government Performance and Results Act (GPRA) requirements applicable to the award.

Upon execution of the contract, the successful vendor will be expected to:

- Develop, refine, and maintain a comprehensive GLS evaluation plan aligned with the approved grant application, Notice of Award, DMH goals and objectives, subrecipient scopes of work, and applicable SAMHSA evaluation requirements.
- Develop a logic model, performance measurement framework, data dictionary, data collection tools, reporting templates, and written data collection and quality-assurance procedures, as needed.
- Collect, compile, validate, analyze, and report state- and subrecipient-level process, output, outcome, and performance data required by DMH and/or SAMHSA.
- Establish and monitor a regular reporting schedule for DMH project staff and subrecipients and promptly identify missing, incomplete, inconsistent, or late data.
- Evaluate the reach and effectiveness of grant-funded suicide prevention, early intervention, screening, referral, training, postvention, and systems-change activities.
- Assess progress toward grant goals, objectives, performance targets, and subrecipient deliverables and provide actionable recommendations for continuous quality improvement.
- Provide evaluation-related training and technical assistance to DMH staff, subrecipients, and project partners regarding data definitions, collection procedures, documentation, data quality, and reporting.
- Coordinate with subrecipients, including Jackson State University, Mississippi State University, G.A. Carmichael Family Health Center, Jackson-Hinds Comprehensive Health Center, and other approved partners to ensure consistent evaluation and reporting practices.
- Support evaluation of activities involving schools, higher education, school-based health centers, juvenile justice professionals and youth-serving systems, families/caregivers, community partners, and other populations identified in the approved grant.
- Prepare routine evaluation reports and data summaries for the DMH Project Director and leadership and contribute evaluation findings to required SAMHSA progress, continuation, annual, and final reports.

- Participate in project leadership, subrecipient, advisory, quality-improvement, and evaluation meetings as requested by DMH.
- Serve as the Subject Matter Expert for GLS project evaluation at the state and local levels and advise DMH on evaluation design, performance measurement, interpretation of findings, and data-driven program improvement.
- Participate in SAMHSA grantee, cross-site evaluation, technical assistance, and other required meetings, webinars, or activities as directed by DMH.
- Maintain secure evaluation records and protect confidential, sensitive, and personally identifiable information in accordance with applicable federal and state requirements and DMH policies.
- Provide DMH with all final evaluation datasets, codebooks, data collection instruments, reports, dashboards, analyses, and other grant-funded evaluation products in an accessible format at intervals requested by DMH and at contract closeout.

5. Evaluation Data and Performance Monitoring

Data collection and analysis will include, as applicable to approved grant activities and SAMHSA requirements:

- Number and characteristics of youth, young adults, families/caregivers, professionals, and community members reached through grant-funded activities.
- Number and type of suicide prevention, early intervention, crisis response, and postvention trainings delivered, including Shatter the Silence, Youth Mental Health First Aid, ASIST, safeTALK, and other approved evidence-based or evidence-informed activities.
- Training participation, completion, pre-/post-assessment results, participant satisfaction, knowledge or confidence gains, and other training outcomes.
- Number of individuals screened for suicide risk or suicidal ideation through participating grant-funded settings and partners.
- Number and disposition of referrals for behavioral health, suicide prevention, crisis, or related services, including follow-up and linkage to care when data are available and permissible.
- Implementation and reach of prevention and postvention activities in schools, colleges/universities, juvenile justice settings, school-based health centers, community organizations, and other youth-serving systems.
- Progress of each subrecipient and partner toward approved scopes of work, deliverables, goals, objectives, timelines, and performance targets.
- Aggregate demographic and geographic information necessary to assess reach, access, disparities, and populations or communities that may require additional outreach or support.
- Systems-level changes, partnerships, policies, protocols, referral pathways, and sustainability activities supported by the grant.

- The evaluator will establish routine data submission schedules and standardized templates in coordination with the DMH Project Director. Data will be reviewed for completeness, accuracy, consistency, and timeliness. Reporting will use aggregate or de-identified information as appropriate to protect confidentiality.

6. Reporting and Continuous Quality Improvement

The evaluator will analyze data routinely to determine whether grant activities and subrecipient deliverables are on track and whether intended outputs and outcomes are being achieved. Findings will be shared with the DMH Project Director and project team through written reports, dashboards, presentations, or data summaries. The evaluator will identify emerging trends, implementation barriers, service gaps, disparities, data-quality concerns, and opportunities for improvement and recommend corrective or quality-improvement actions when appropriate.

The evaluator will assist DMH with required SAMHSA performance reporting and other federal reporting submissions, including data validation and preparation of evaluation content for progress reports, continuation applications, annual reports, final reports, and other grant-required products, and will support responses to SAMHSA requests for clarification, data verification, or evaluation documentation.

7. Key Deliverables

- Initial and annually updated GLS Evaluation Plan and logic model.
- Data collection, reporting, and data-quality protocols for DMH and subrecipients.
- Routine performance-monitoring reports or dashboards at a frequency established by DMH.
- Quarterly and annual evaluation summaries aligned with federal reporting cycles and DMH needs.
- Training and technical assistance to subrecipients and project partners on evaluation and reporting requirements.
- Annual assessment of progress toward grant goals, objectives, outcomes, and sustainability.
- Evaluation content and data support for SAMHSA progress reports, continuation applications, and other required submissions.
- Final evaluation report summarizing implementation, reach, outcomes, lessons learned, disparities or gaps identified, sustainability, and recommendations.

8. Coordination, Oversight, and Travel

The evaluator will report to and receive direction from the DMH GLS Project Director or designee. All evaluation activities, data requests, subrecipient communications, products, and dissemination activities must be coordinated with DMH. The evaluator will not release or publish grant data or findings externally without prior written approval from DMH.

Limited in-state and out-of-state travel may be required to attend DMH, partner, grantee, evaluation, and SAMHSA-required meetings, trainings, site visits, or conferences, as approved by DMH.

9. Contract Level of Effort and Compensation

The anticipated level of effort is approximately 1,000 hours during the contract period, representing approximately 48% level of effort. The maximum total compensation available for the Project Evaluator contract is \$65,000, subject to final contract terms, availability of grant funds, and required approvals.

The quote should clearly state the proposed pricing methodology and demonstrate that the proposed services can be completed within the maximum contract amount. Any travel or other reimbursable costs, if proposed, must be clearly identified and are subject to DMH approval and applicable state and federal requirements.

10. RFQ Timeline

RFQ Issue Date	September 15, 2026
Deadline for Questions	September 17, 2025
Quote Submission Deadline	September 18, 2026, at 5:00 P.M. CST
Selection Completed	September 24, 2026
Estimated Contract Period	October 1, 2026 through September 29, 2027

11. Quote Submission Requirements

To submit a quote for this contract, please submit a signed quote on the offeror's letterhead directly to MarQuaita Lampkin, Mississippi Department of Mental Health, 239 North Lamar St., Jackson, MS 39201, or via email at marquaita.lampkin@dmh.ms.gov by the submission deadline listed above. Quotes received after the stated deadline may not be considered.

The quote must, at a minimum, contain the following information:

- A cover letter identifying the individual or entity submitting the quote and the primary contact person.
- Name, address, telephone number, and email address of the offeror.
- A statement of price, including the proposed hourly rate and/or total proposed contract amount, not to exceed \$65,000.
- Terms of the quote, including the period for which the quote is valid.

- A detailed description of the proposed approach and work plan for performing the required evaluation services.
- A résumé/CV and description of the evaluator’s education, technical training, professional qualifications, and relevant experience.
- Description of experience evaluating behavioral health, public health, suicide prevention, youth-serving systems, or federally funded programs; SAMHSA experience should be specifically identified.
- Examples of relevant past performance, including similar evaluation projects and, when available, references.
- A description of the offeror’s capacity to coordinate with multiple subrecipients and partners, manage data securely, meet reporting deadlines, and provide evaluation-related technical assistance.
- Disclosure of any actual or potential conflicts of interest.

12. Evaluation Criteria

Quotes will be evaluated using the following 100-point scale:

Evaluation Factor	Points
Plan and approach for performing the required evaluation services	25
Pricing and cost reasonableness	20
Past performance and relevant evaluation experience	20
Technical training, education, and qualifications, including behavioral health/public health and SAMHSA/federal grant evaluation experience	25
Capacity to meet deliverables, coordinate with partners, protect data, and meet required timelines	10

13. Award and Contract Conditions

DMH reserves the right to reject any or all quotes, request clarification or additional information, negotiate within the scope of this RFQ, and make an award determined to be in the best interest of the State and the GLS project, consistent with applicable procurement requirements. Issuance of this RFQ does not obligate DMH to award a contract or reimburse any costs incurred in preparing a response.

The selected offeror must comply with applicable federal and state requirements, DMH policies, grant terms and conditions, confidentiality and data-security requirements, and SAMHSA evaluation and performance-reporting requirements.

