



Request for Proposal

For Speech-Language Pathology (SLP) and Occupational
Therapy (OT) Services

Early Support for Infants and Toddlers (ESIT) Program

Issue Date: July 7, 2026
Proposal Due Date: July 21, 2026

Columbia Basin Health Association

1515 E Columbia, Othello WA 99344

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Confidentiality Statement

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Please respond to Shannon Walker (see contact information below) with any questions or concerns.

Submission Details

Submission Deadlines

Submissions responding to this request may be submitted by hard copy or email. Submissions must be received at the mailing address or email address below no later than:

**Tuesday July 21, 2026
5:00 pm (PST)**

Any submission received past the deadline will not be considered.

Submission Delivery Address

The delivery address to be used for all submissions is:

Shannon Walker
VP of Family Programs
Columbia Basin Health Association
1515 E Columbia
Othello, WA 99344
Phone: 509-488-5256 ext 8103
Email: shannonw@cbha.org

Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Proposal:

Shannon Walker

VP of Family Programs

Phone: 509-488-5256 ext 8103

Email: shannonw@cbha.org

Vendor Qualifications

Vendors are required to meet the following minimum qualifications to submit a proposal. Responses must show compliance to these minimum qualifications. CBHA reserves the right, but is not obligated, to clarify if compliance to the minimum qualifications is not clear in Vendor's response. Those not responsive shall be rejected without further consideration:

- Vendor must not appear on the Office of Inspector Generals (OIG) list of excluded individuals or entities.
- Vendor (including officer, director, trustee, partner or employee) must not have a business interest or a close family or domestic relationship with any CBHA official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Vendor performance. CBHA shall make sole determination as to compliance with its Conflict of Interest Policy.

Introduction and Executive Summary

Columbia Basin Health Association (CBHA) is a not-for-profit 501c(3) healthcare organization operating medical, dental, optometry, behavioral health and pharmacy clinics throughout Adams, Grant, and Franklin counties in Washington state. Our mission is to "deliver accessible, high-quality healthcare for all." CBHA also provides Early Support for Infants and Toddlers (ESIT) services.

CBHA is seeking proposals from qualified organizations or individuals to provide in-home Speech Language Pathology (SLP) and Occupational Therapy (OT) services for eligible infants and toddlers enrolled in the ESIT program. Services may be provided in a hybrid model of virtual and in person, but at least 50% of visits must occur in person so travel is a requirement within a 2 hour radius of the Othello clinic. The purpose of this RFP is to establish a contract with a qualified provider capable of delivering high-quality, family-centered, evidence-based early intervention services consistent with Washington State ESIT requirements, IDEA Part C regulations, applicable Washington State licensing requirements, Medicaid requirements, and HRSA-funded health center requirements.

Project Overview & Background

The ESIT Program at CBHA, for the provision of Part C of IDEA, provides developmental evaluations and early intervention services to infants and toddlers from birth through age three who have developmental delays or qualifying disabilities. Services are delivered in natural environments such as the patient's home, either in-person or virtual, or in a setting such as a park, daycare, or library.

CBHA is seeking 1 full-time SLP (32 hours, est. caseload 40) and 1 half-time OT (20 hours, est. caseload 30). CBHA aims for at least 60% of visits to occur within the patient's home.

Over 50% of our patients are of limited English proficiency, thus we highly prefer bilingual therapists to best suit the needs of our patient population.

The successful contractor will work collaboratively with: families, Family Resource Coordinators (FRCs), CBHA ESIT Leadership, Pediatric providers, primary care teams, and other early intervention disciplines.

Detailed Specifications

1. Scope of Services

The contractor will provide qualified Speech-Language Pathologists and/or Occupational Therapists to perform services including but not limited to:

A) General Responsibilities

The contractor shall:

- Attend multidisciplinary team meetings
- Coordinate with ESIT Family Resources Coordinators
- Maintain required documentation
- Complete documentation within required timelines
- Participate in quality improvement activities
- Maintain confidentiality
- Maintain required licenses and certifications
- Participate in required training

B) Speech-Language Pathology

- Developmental evaluations
- Speech and language assessments
- Feeding and swallowing evaluations within scope of practice
- Individualized therapy
- Participation in Individualized Family Service Plan (IFSP) development
- Parent coaching

- Documentation

C) Occupational Therapy

- Developmental assessments
- Fine motor evaluations
- Sensory processing interventions
- Adaptive skill development
- Parent coaching
- Participation in IFSP meetings
- Documentation

2. Minimum Qualifications

The contractor must demonstrate:

- Current Washington State professional licensure
- Experience providing early intervention services
- Knowledge of IDEA Part C
- Knowledge of Washington ESIT requirements
- Pediatric experience
- Professional liability insurance
- Ability to pass required background checks
- Ability to comply with HIPAA requirements

3. Contract Requirements

The contractor must:

- Obtain the WA State DCYF ESIT Practitioner Credential within six months of hire
- Maintain all required licenses throughout the contract
- Maintain professional liability insurance
- Comply with all applicable federal, state, and local laws
- Comply with Medicaid billing requirements where applicable
- Comply with all applicable federal grant requirements
- Not be suspended or debarred from participation in federal programs

4. Proposal Requirements

Proposals shall include:

A) Cover Letter

- Organization Information
- Authorized Representative
- Primary Contact Information

B) Organizational Qualifications

- Years in business
- Experience providing ESIT services
- Organizational Structure
- Staffing Model

C) Staffing Plan

- Number of SLPs
- Number of OTs
- Resumes or CVs
- Licensure
- Certifications

D) Technical Approach

Describe:

- Service delivery model
- Family-centered practices
- Collaboration
- Scheduling
- Documentation processes
- Quality assurance

E) References

Provide three references for comparable contracts.

F) Cost Proposal

Include:

- Hourly rates
- Evaluation rates
- Travel charges (if any)
- Administrative fees
- Any additional costs

Pricing shall remain valid for 120 days.

Selection Criteria and Timeline

Proposals will be evaluated using the following criteria:

Criteria	Points
Organizational experience	20
ESIT experience	20
Technical approach	20
Qualifications of proposed staff	20
Cost	20
Total	100

The procurement schedule will be as follows:

Activity	Date
RFP Issued	July 7, 2026
Proposal Due	July 21, 2026
Evaluation	July 22, 2026 – July 24, 2026
Notice of Intent to Award	July 27, 2026
Contract Start	September 1, 2026

Federal Requirements

This procurement is funded in whole or in part with federal funds.

The successful contractor shall comply with all applicable federal requirements, including those required by 2 CFR Part 200. The resulting contract will include all applicable contract provisions required by Appendix II to 2 CFR Part 200.

Award

The award will be made to the responsible contractor whose proposal is determined to provide the best value to CBHA based on the published evaluation criteria.