



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca

Phone: 204-231-0311
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E-mail: cmltm@cmltm.ca

Request for Proposals (RFP) Strategic Planning – Support and Facilitation

Issue date: 2026

Submission Deadline: March 30, 2026, 1200 hrs CST

Delivery of Proposals: Email Attention to Janie McBey at registrar@cmltm.ca



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Background

The College of Medical Laboratory Technologists of Manitoba (CMLTM) is the regulatory body for the profession of Medical Laboratory Technology in Manitoba.

The Medical Laboratory Technologists Act was assented to on July 25, 2002 and proclaimed by the Lieutenant Governor of Manitoba on February 1, 2007.

CMLTM does not regulate medical laboratories; it regulates Medical Laboratory Technologists (MLTs) working in the laboratories. This process ensures that an MLT registered with CMLTM has the competencies required to practice in the fields specified on their registration.

Anyone performing laboratory investigations on the human body or on specimens taken from the body for the use of other health care professionals in the diagnosis, treatment and prevention of disease must be on the register of CMLTM and in the possession of a valid Certificate to Practice.

The majority of the operating funds for CMLTM are generated from the registration/application fees. Registrants are required to renew their registration annually.

The CMLTM Council (Board) consists of six (6) elected members from the roster and three (3) government appointed public representatives. The Council has 4 Governance Committees: Board of Assessors, Continuing Competency Committee, Complaints Committee, and Inquiry Committee and 1 Working Committee, The Truth and Reconciliation Committee. The CMLTM staff consists of 2.5 EFT and there are approximately 30-40 volunteers serving on Council, Committees, and working groups.

Our current Vision statement is:

Excellence and leadership in the regulation of medical laboratory technologists.

Our current Mission statement is:

CMLTM ensures public safety by upholding an ethical and competent medical laboratory technologist practice.

Our current Values statements are:

Leadership: The College will provide expertise and continually seek improvement in professional regulation and practice.

Integrity: The College will conduct itself in a professional, fair, honest, and transparent manner to our members and the public.



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Accountability: The College will be accountable to the public, government, and our members by following policy and conducting investigations in a fair, equitable, and confidential manner.

For more information about CMLTM visit the CMLTM website, www.cmltm.ca

Purpose, Scope, Deliverables

The CMLTM Council is seeking a firm to lead the development of the 2026 three (3) to five (5) year Strategic Plan. Council has historically conducted strategic planning in conjunction with the first Council meeting after the annual general meeting (AGM). The 2026 AGM is scheduled for Saturday, September 19th, 2026. The first Council meeting following the AGM is scheduled for October 23rd, 2026. The following day, October 24th, 2026, has been scheduled for strategic planning.

The current strategic plan expires this year and was prepared in conjunction with an external facilitator. The past annual strategic plans have been developed through a combination of stakeholder surveys and an all-day meeting to discuss the results and any other strategic issues. Some years the surveys are completed by Council and Committee Chairs only, while other years external stakeholders, including registrants and other health profession regulators are surveyed.

Project deliverables:

- Considering the current healthcare system changes and the transition from our current legislation to the Regulated Health Professions Act (RHPA), lead the Council in a discussion of the internal/external environment, looking at challenges, significant threats, and opportunities for growth and development including where CMLTM might influence the evolving system.
- Provide recommendations on methods to consult with stakeholders; conduct consultations using the methods agreed to by the Council. Analyze the information gathered and summarize data, interpretations and recommendations, in written form, for Council review.
- Review/revise as necessary the Vision, Mission, Values and the overall direction for the organization for the next several years. Recommend the timeframe for the strategic plan (i.e. 3, 5 or 7 years).
- Lead the Council in articulating Council (organizational) goals, based on the Vision, to guide operations for 3 to 5 years, as well as measurement parameters.



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- Identify and prioritize the critical strategic issues that must be dealt with in the short and long term to move the organization forward.
- Write the final strategic plan document to include executive summary, Vision, Mission, Values, goals and overall direction of the organization.
- Facilitate meeting with the Council (1 meetings, 4 to 6 hours in length) and record notes; meet with the Council Chair/executive committee and Registrar/CEO 2 to 3 times as required during the project.

Budget

The approximate budget for the deliverables is \$8,000.00.

Timelines

1. March 30th, 2026 – proposal submission deadline
2. April 15th, 2026 – Council meeting; review and discuss proposals received
3. By May 22nd, 2026 – notification of Council’s decision
4. By June 10th, 2026 – meet with Registrar/CEO and Council Chair to discuss proposal
5. June 17th, 2026 – Council meeting; discuss proposed strategic planning approach
6. September 18th, 2026 – Council meeting
7. September 19th, 2026 – CMLTM AGM
8. October 23rd, 2020 – Council meeting
9. October 24th, 2026 – Strategic planning meeting
10. November 13th, 2026 – submission of first draft, strategic plan
11. Period between – question, comments, concerns, and edits of first draft
12. December 9th, 2026 – meeting with Council, review and approval of final document

Proposal Content

The detailed proposal should incorporate information on the following:

1. Introduction

The proponent will introduce their firm and state their intent to provide the services as described in this document.



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2. Corporate Profile

The corporate profile will provide insight into both the experiences of the firm as well as the experience of the people who make up the firm.

3. References

List organizations, including address, contact names and phone numbers, for whom you have done similar work in the past.

4. Specifications

- a. process and plan to meet the deliverables including confirmation of the ability to meet the timelines noted above
- b. fees for each component of the work, as well as the total fee, identifying GST and PST separately

Proponents should include any additional information that, together with the foregoing comments and information, will be sufficient to allow a thorough understanding and evaluation of their proposal.

The following are criteria that will be used to review the proposals:

1. Understanding the scope of the work
 - proposal consistent with description of the purpose, scope, deliverables and requirements
 - timeframes consistent with requirements
 - proposal based on leading practices in the field
 - proposal consistent with the organization's mandate and size of organization
2. Credibility
 - knowledge of the field and the context of the work
 - extent of related experience
 - references
3. Cost
 - least cost for proposals in compliance with the above criteria will be considered, but will not be an overriding factor in the awarding of the contract

Firms may be asked to meet with members of the Council/staff as the proposals are being reviewed.



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The successful firm will be notified by May 22nd, 2026. All decisions on the degree to which a proposal meets the stated criteria will be determined solely by the CMLTM Council/staff. The determination of the CMLTM Council is final and may not be appealed by a proponent. A letter of agreement will be drafted with the successful proponent outlining the expectations, deliverables and invoice schedule.

Should there be questions on the parameters of this request for proposals, please email registrar@cmltm.ca. Responses to questions may be shared with other interested parties.