



RIO GRANDE  
CANCER  
FOUNDATION

616 N. Virginia, Suite D • El Paso, Texas 79902

**Submission Period: July 1 – September 21, 2018**  
**Award Notifications: October 1-5, 2018**

Please submit responses via email only to: [bmaxon@rqcf.org](mailto:bmaxon@rqcf.org)  
No mailed submissions are allowed.

Put the name of the public / nonprofit educational institution in the subject line of the email.

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## REQUEST FOR PROPOSALS

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### General Information

**PURPOSE/BACKGROUND:** The Rio Grande Cancer Foundation is soliciting requests for proposals for the purpose of providing sunscreen dispensers and sunscreen to public / nonprofit educational institutions within the County of El Paso.

**GRANT AWARD:** Approved applicants will receive:

**Option 1.** One (1) sunscreen dispenser with wall-mounting hardware that can be adhered to any hard surface and one (1) case of SPF30 Sport sunscreen. This dispenser would be stationary.

**Option 2.** One (1) sunscreen dispenser with wall-mounting hardware that can be adhered to any hard surface, one (1) case of SPF30 Sport sunscreen and one (1) 5' black metal pole to mount the dispenser. This dispenser would be moveable .  
See Exhibit A.

**BRIEF SCOPE OF SERVICES:** Applicants shall submit a project proposal in accordance with the information provided in this request. Proposals must include the following elements:

- Name of public or nonprofit educational institution
- Description of need
- Preference for Option 1 or Option 2
- Description of where dispenser will be located
- The number of anticipated users at your location
- **Maintenance.** Sunscreen dispensers require weekly monitoring and maintenance which includes cleaning away excess sunscreen, refilling the dispenser when the indicator light flashes. Please describe your plan for assuring ongoing maintenance of the dispensers.
- **Cost.** Each case of sunscreen is \$150 and contains four (4) 1,000 ml bags of SPF 30 sport sunscreen. Sunscreen is dispensed in 1 ml amounts. People use 1-2 ml. at a time to cover their faces. Sunscreen can be ordered through the Rio Grande Cancer Foundation website. Dispensers run on 4 "D" batteries that are provided with the initial purchase and will work for 50,000 uses. Describe the source of funding for ongoing purchase of sunscreen.
- **Education.** The Community Preventive Task Force found that child care center-based, primary and middle school-based interventions work to help prevent skin cancer. For grades Pre-K through 5, the Rio Grande Cancer Foundation has adopted the University of Texas MD Anderson Cancer Center's "Ray and the Sunbeatables® A Sun Safety Curriculum". The free evidence-based curriculum educates children, parents and teachers

about sun protection and promotes sun safety behaviors in an effort to reduce children's lifetime risk of developing skin cancer. The curriculum is available for download at <https://sunbeatables.org/>. Briefly describe how you will integrate sun safety education into your curriculum.

- **Recognition.** If your proposal is approved, how will the Rio Grande Cancer Foundation be acknowledged?

**QUALIFICATIONS:** The applicant must meet the following qualifications:

- Located within El Paso County, Texas.
- Public / nonprofit educational institution. Nonprofit applicants must be tax exempt and must qualify under IRS status 501(c)(3) or Section 170(c).
- Proof of exemption is required.

**SUBMITTAL REQUIREMENTS:** Responses to this RFP must include the following information:

- Include a cover letter/statement of interest.
- Be limited to no more than two (2) pages.

**EVALUATION CRITERIA:** Evaluations will be based on the criteria listed below:

- Impact of proposal
- Ability to maintain and sustain the project; and
- Availability of funds.

**REPORTING REQUIREMENTS:** Successful applicants will be required to submit a brief report at the end of the 2018-2019 school year that includes:

- The approximate number of users at your location.
- How the educational component was integrated into your curriculum.
- Plans to continue using the dispenser and how the sunscreen will be funded.
- Desire to discontinue use of the dispenser and return it to the Rio Grande Cancer Foundation.

**QUESTIONS:** Please submit any questions to Brenda Maxon via email to [bmaxon@rgcf.org](mailto:bmaxon@rgcf.org).

## EXHIBIT A



  
RIO GRANDE  
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- 1 Place hand in dispenser for 2 seconds
- 2 Apply sunscreen to all exposed skin
- 3 Reapply *immediately* after swimming, sweating or towel drying

**Be Sun Smart**

For information on dispensers and sponsor opportunities, visit: [www.RGCF.org](http://www.RGCF.org)

Grant Recipient  
YOUR  
LOGO  
HERE