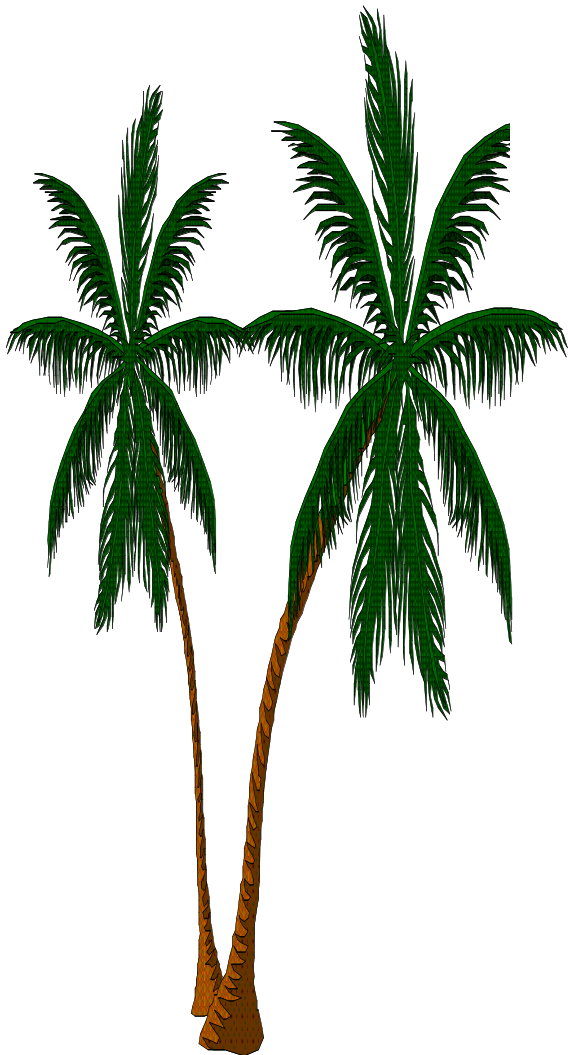


*Presents*

# SUMMER SESSION 2020

**A Public Purchasing Seminar**

**June 24, 25, 26, 2020**



*Designed for Public Purchasing Professionals with special emphasis on the latest developments that are essential in general purchasing.*

*Contents:*

*About the Speakers*

*List of Classes to be Presented*

*Who should take this course and why*

*Calendar of Events*

*Registration Form*

<http://www.ismrgv.org>

# Who should take this seminar and why . . . . .



This seminar will have class topics that emphasize cost savings to government entities. It is designed for persons having administrative responsibilities in the area of purchasing, especially applicable to all areas of the public sector including counties, municipalities, council of governments, state agencies, and other special governmental districts.

This seminar is intended to highlight the latest developments that are essential in the purchasing management of our government institutions; be abreast of the current popular purchasing methods, the new rules and regulations, and the methods of evaluation to handle the modern taxpayer's attitudes, particularly in periods of economic skepticism.

This seminar is designed for directors of finance, directors of purchasing, purchasing clerks, buyers, risk managers, elected officials, and anyone interested in learning more about the purchasing profession. This program is applicable to all areas of the governmental sector.

This seminar is divided into three sections. General sessions will be held on Wednesday, June 24 and Friday, June 26. Participants will select to attend the class of his/her choice on Thursday, June 25.

## CERTIFICATION

### Continuing Education Credit Hours

- Members of the Institute of Supply Management (ISM) will receive fifteen (15) hours of continuing education. They may be applied toward the ISM C.P.S.M. and/or A.P.P. program requirements. ISM's consent to provide a program number for this educational event is not an endorsement of this program or its content by ISM.
- Texas State Board of Accountancy (CPA's): Participants will earn 16 continuous professional education (CPE) hours.
- This seminar Continuing Education hours may also be applied to CPPB Certification Program, NIGP Certification Program and TASBO Certification Program.

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### Registration – June 24 - 11:00a.m. - 1:00 p.m.

June 24 9:00a.m. - 5:00p.m. Program Schedule  
June 25 8:00a.m. - 5:00p.m. Program Schedule  
June 26 8:00a.m. - 12:00p.m. Program Schedule  
1:00p.m. - 3:00p.m. Group Session (optional)

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### TUITION AND FEES (A 16-hour course)

\$325.00 Per Person for ISM, NIGP, TxPPA Members  
\$300.00 Per Person for CPA's  
\$300.00 Per Person for Non-ISM

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### FOR MORE INFORMATION, Please Call:

**Adrian Garcia** Ph. (956) 266-2606  
E-Mail: [adrian@ismrgv.org](mailto:adrian@ismrgv.org)

**Melonie Perry** Ph. (512) 483-7127  
E-mail: [melonie.perry@tasb.org](mailto:melonie.perry@tasb.org)

## LOCATIONS & TRANSPORTATION

**June** **Hilton Garden Inn Beach Resort**  
**24, 25, 26** **(956) 761-8700**  
**2020** **South Padre Island, TX**

For Hilton Garden Inn reservations call local phone number (956) 761-8700, **please avoid connecting to the Hilton central reservations line, rather reach the hotel operator or the front desk by pressing 0 when prompted** and provide the group code **ISMARGV-Summer Session**. All instructional sessions will be held at the Hilton Garden Inn Beach Resort at South Padre Island, Texas. Persons planning to attend should make guest room reservations with the Hilton Garden Inn Beach Resort, the room rate is **\$190.00**.

### Other host hotels:

- **La Quinta Beach Front Resort**, Phone 1-956-772-7000  
Group Code: ISMARGV-Summer Session Room Rate: **\$180.00** per room (includes excellent Breakfast Buffet)  
Please note: La Quinta is situated adjacent to the Hilton Garden Inn.

- **The Inn at South Padre** Phone 1-956-761-5658 Group Code: ISMARGV-Summer Session  
Room Rate: **\$89.00** per room

**Airline Service** is available to the Rio Grande Valley/South Padre Island International Airport in Brownsville (Continental/United Airlines & American Airlines) and the RGV International Airport in Harlingen, Texas (Southwest Airlines and Others).

### Ground Transportation

- a. Valley Metro—Transportation from the Brownsville/South Padre Island International Airport to SPI **\$1.00 (one dollar) per one-way trip**. Call 1-800-574-8322 for more information.
- b. Valley Transit Company—Transportation from the Harlingen International Airport. Call for rates 1-866-934-6882. Lower rates are available for a group of two people or more.
- c. South Padre Shuttle—Service from Harlingen and South Padre Island. Call for rates at 1-877-774-0050.

### Seminar Participation Grants Available

A limited number of grants to attend the Summer Session 2020 are available to public entity members. The grant will include registration fee and lodging at one of the listed seminar hotels. It will not cover travel or mileage costs. Deadline March 23, 2020.

**Want to be a Sponsor for SUMMER SESSION 2020?**  
**June 24, 25, 26, 2020 at the**  
**Hilton Garden Inn, South Padre Island, Texas**

**Sponsors:** Please help support these educational endeavors

**Here's the what's, why's and how's:**

- **WHAT can you sponsor and the different options to choose from:**
  1. Sponsor a Coffee break:
    - a. There are four coffee breaks during the seminar.
    - b. We will need at least six sponsors per coffee break.
    - c. The cost will be \$350.00 per sponsor.
  2. Sponsor: Wednesday Evening Beachside Reception/Networking Session (includes open bar and catering)
    - a. We will need at least four sponsors
    - b. The cost will be \$1,000.00 each.
  3. Sponsor for Thursday Evening Beachside Reception/Networking Session Catering
    - a. We will need at least six sponsors.
    - b. The cost will be \$575.00 each.
  4. Sponsor for Thursday Evening Beachside Reception/Networking Session (Open Bar)
    - a. We will need at least four sponsors.
    - b. The cost will be \$575.00 each.
- **WHY should you be a sponsor:**
  - a. We will announce our gratitude at the beginning of the seminar and stress to the seminar registrants to support the sponsors and add to their bidders list.
  - b. The sponsor name will be displayed on the event that you are sponsoring.
  - c. Your information such as your company name, contact person, and products and service will be part of the participants binder. Thus, everyone registered, will have your company data.
  - d. A list of all participants will be available to you no additional cost.
  - e. All sponsors of \$575.00 or more: You may request a table to display your products during the seminar, but it depends on the availability of tables and spaces. There is a table fee of \$25.00. Please contact Adrian Garcia at [adrian@ismrgv.org](mailto:adrian@ismrgv.org) for availability.
  - f. You are automatically invited to be our guests to our two Evening Beachside Receptions/Networking Sessions.
- **How to register as a sponsor: simply click on the Forms button on our website [www.ismrgv.org](http://www.ismrgv.org)**
  - a. Sponsorship Packet: Print the form, check the desired sponsor event, and mail this invoice with remittance to the address indicated.
  - b. Sponsor Data Sheet: Simply fill in the sheet on-line and we'll have all the data we need.

For any additional information please feel free to call or email  
Adrian Garcia, at [adrian@ismrgv.org](mailto:adrian@ismrgv.org) Phone: (956) 266-2606  
Melonie Perry at [melonie.perry@tasb.org](mailto:melonie.perry@tasb.org) Phone: 1-512-483-7127

ISM - RIO GRANDE VALLEY  
P.O. BOX 2047  
BROWNSVILLE, TEXAS 78522-2047  
www.ismrgv.org  
E-Mail: office@ismrgv.org

# INVOICE

No. \_\_\_\_\_

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR:** Sponsorship Fee for **Summer Session 2020** - A Public Education Purchasing Seminar, June 24<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup>, 2020 - At the Hilton Garden Inn - South Padre Island. It is for (check one):

- |                          |  |            |
|--------------------------|--|------------|
| <input type="checkbox"/> | Sponsor for Wednesday hospitality suite  | \$1,000.00 |
| <input type="checkbox"/> | Sponsor for coffee break   | \$350.00   |
| <input type="checkbox"/> | Sponsor for Thursday Night Catering  | \$575.00   |
| <input type="checkbox"/> | Sponsor for Thursday Hospitality Suite   | \$575.00   |
| <input type="checkbox"/> | One Exhibitor Space includes one table and two chairs<br><i>(Option only for \$1,000 and \$550 Sponsors)</i> | \$25.00    |

**TOTAL FEE \$** \_\_\_\_\_

**Method of Payment:**

- Check: Remit to above address  
 Credit Card: \_\_\_\_\_ Visa/MC/AmExp

# \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**For more information please contact:**  
Adrian Garcia at [adrian@ismrgv.org](mailto:adrian@ismrgv.org) (956) 266-2606  
or  
Melonie Perry at [melonie.perry@tasb.org](mailto:melonie.perry@tasb.org) or 1-512-483-7127

**ISM - RIO GRANDE VALLEY**  
**P.O. BOX 2047**  
**BROWNSVILLE, TEXAS 78522-2047**  
**www.ismrgv.org**  
**Email: [office@ismrgv.org](mailto:office@ismrgv.org)**

**SPONSOR DATA SHEET**

**(Please fill out and return form to [office@ismrgv.org](mailto:office@ismrgv.org))**

Company Name:

Contact Person 1:

Address:

Email:

City, State,  
Zip Code:

Contact Person 2:

Email:

Phone Number:

Contact Person 3:

Company Email:

Email:

Website:

Products:

\* Please provide additional badges for the following (besides the above 3):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Institute of Supply Management-Rio Grande Valley, Inc.</b>		
	2 Business name/disregarded entity name, if different from above <b>ISM-Rio Grande Valley</b>		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.		
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		
	<input type="checkbox"/> Other (see instructions) ▶ _____ <b>Tax-Exempt</b>		
	5 Address (number, street, and apt. or suite no.) See instructions. <b>P.O. Box 2047</b>		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
6 City, state, and ZIP code <b>Brownsville, TX 78522-2047</b>		Requester's name and address (optional)	
7 List account number(s) here (optional)			

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
7	4	-	2	4	5	0	5	0	4

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>1-1-2020</b>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*