

**INSTITUTE FOR SUPPLY
MANAGEMENT
RIO GRANDE VALLEY CHAPTER**

Presents

**TIMELINE &
SUMMER SESSION
2020**



A PUBLIC PURCHASING SEMINAR

September 23, 24, 25, 2020

★ **VIRTUAL & IN-PERSON** ★
attendance options available

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

Contents:

- *Who should take this course and why*
- *Invoice*
- *Sponsor Data Form*
- *Why should I sponsor this seminar*
- *W-9 ISM-Rio Grande Valley*

Who should take this seminar and why



This seminar is intended to highlight the latest developments that are essential in the purchasing management of public purchasing. It is critical that public purchasing officials be abreast of the current popular purchasing methods, the new rules and regulations, and the methods of evaluations to handle the modern taxpayer's attitudes, particularly in mass media articles.

This seminar is designed for purchasing agents, purchasing clerks, buyers, warehouse supervisors, directors of purchasing, business managers, accountants, food service directors and assistant superintendents for business. This program is applicable to all areas of the public sector, including school districts, junior colleges, colleges, cities, counties, non-profit corporations, and other agencies with public purchasing needs.

The seminar is offering general sessions and special sessions where participants will have the option of selecting the classes of their choice. The seminar will be two days, Thursday September 24 and Friday September 25. In-person check-in will be Wednesday September 23.

CERTIFICATION

Continuing Education Credit Hours:

- A. Participants who successfully complete this program will receive sixteen (16) 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.
- B. **Texas State Board of Accountancy (CPA's):** Participants will earn 16 continuous professional education (CPE) hours, certified.
- C. **Texas Association of School Business Officials (TASBO)** - Certified TASBO member may qualify for continuous education credit for hours attended.
- D. This seminar's Continuing Education hours may also be applied to **CPPB** Certification Program, **NIGP** Certification Program and **TASBO** Certification Program.

• • • • •
Registration – September 23rd - 3:00p.m. - 7:00 p.m.
September 24 8:00 a.m. - 5:00 p.m. Program Schedule
September 25 8:00 a.m. - 5:00 p.m. Program Schedule

TUITION AND FEES

\$300.00 Virtual Per Person
\$325.00 In-Person Per Person

FOR MORE INFORMATION, Please Call:

Adrian Garcia Ph. (956) 266-2606
E-Mail: office@ismrgv.org
Melonie Perry Ph. 1-512-483-7127
E-mail: melonie.perry@tasb.org

LOCATIONS & TRANSPORTATION

September
23 • 24 • 25
2020

Hilton Garden Inn Beach Resort
(956) 761-8700
South Padre Island, TX

Group No: ISM RGV

Call Local Phone Number ONLY for Reservations

Avoid “Central Reservations” option when calling; you must speak to the front desk to make your reservation.

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 Hilton Garden Inn has set aside a block of rooms at **\$96.00** for seminar participants. Other host hotels, available are:

- **La Quinta Beach Front Resort**, Phone 1-956-772-7000
Group Code: ISM-RGV Room Rate: **\$96.00** per room
Breakfast Buffet Included
Please note: La Quinta is situated adjacent to the Hilton Garden Inn—it is next door just a few feet from each other.
- **The Courtyard by Marriott** Phone 1-956-433-0590
Group Code: ISM-RGV Room Rate: **\$96.00** per room
Please note: Marriott is situated adjacent to La Quinta and withing walking distance to Hilton Garden Inn
- **The Inn at South Padre**, Phone 1-956-761-5658
Group Code: ISM-RGV Room Rate: **\$70.00** per room, includes Hot Breakfast

Airline Service is available to the Rio Grande Valley/South Padre Island International Airport in Brownsville (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.

**Want to be a Sponsor for TIMELINE/SUMMER SESSION 2020?
September 23, 24, 25 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) Gold Sponsorship:
 - a. Sponsor will be promoted on ISM-RGV website for 6 months and on-site during seminar
 - b. The cost will be \$1000.00 per sponsor
 - c. Sponsorship includes optional Exhibitor Space
 - 2) Silver Sponsorship:
 - a. Sponsor will be promoted on ISM-RGV website and on-site during seminar
 - b. The cost will be \$600.00 per sponsor
 - c. Sponsorship includes optional Exhibitor Space
 - 3) Bronze Sponsorship:
 - a. Sponsor will be promoted on ISM-RGV website during seminar classes
 - b. The cost will be \$350.00 per sponsor

- **WHY should you be a sponsor:**
 - a. We will announce our gratitude at the beginning of the seminar and stress to the seminar participants to support the sponsors and add to their bidders list.
 - b. The sponsor name will be displayed during 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 materials. Thus, everyone registered, will have your company data.
 - d. A list of all participants will be available to you no additional cost.
 - e. All Gold & Silver Sponsors: You may request a table to display your products during the seminar, but it depends on the availability of tables and spaces. There is no additional fee. Please contact Adrian Garcia at office@ismrgv.org for availability.
 - f. All sponsors are invited to speak during Vendor Presentations giving you the opportunity to promote your company

- **How to register as a sponsor: simply click on the Forms button on our website www.ismrgv.org**
 - a. Sponsorship Packet: Print the form, check the desired sponsor event, and mail this invoice with remittance to office@ismrgv.org.
 - 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 office@ismrgv.org; Phone: (956) 266-2606
or Email: office@ismrgv.org

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 **Timeline/Summer Session 2020-** A Public Purchasing Seminar, September 24th and 25th, 2020 - At the Hilton Garden Inn - South Padre Island & Virtually: (Check all that apply)

Gold Sponsor	\$1,000.00
Silver Sponsor	\$600.00
Bronze Sponsor	\$350.00
One Exhibitor Space includes one table and two chairs Please check this box only if attending in person and require a space (Option only for Gold and Silver Sponsors)	\$0.00

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 office@ismrgv.org (956) 266-2606
or
Melonie Perry at 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

SPONSOR DATA SHEET

(Please complete on-line at <https://ismrgv.org/sponsor-data/>)

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 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. Institute of Supply Management-Rio Grande Valley, Inc.		
	2 Business name/disregarded entity name, if different from above ISM-Rio Grande Valley		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one 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) ▶ _____ Note: 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 not 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) ▶ _____		
	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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>		Tax-Exempt
	5 Address (number, street, and apt. or suite no.) See instructions. P.O. Box 2047		Requester's name and address (optional)
	6 City, state, and ZIP code Brownsville, TX 78522-2047		
	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.

Social security number									
or									
Employer identification number									
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.

Sign Here	Signature of U.S. person ▶	Date ▶ 1-1-2020
------------------	----------------------------	------------------------

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.

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.