

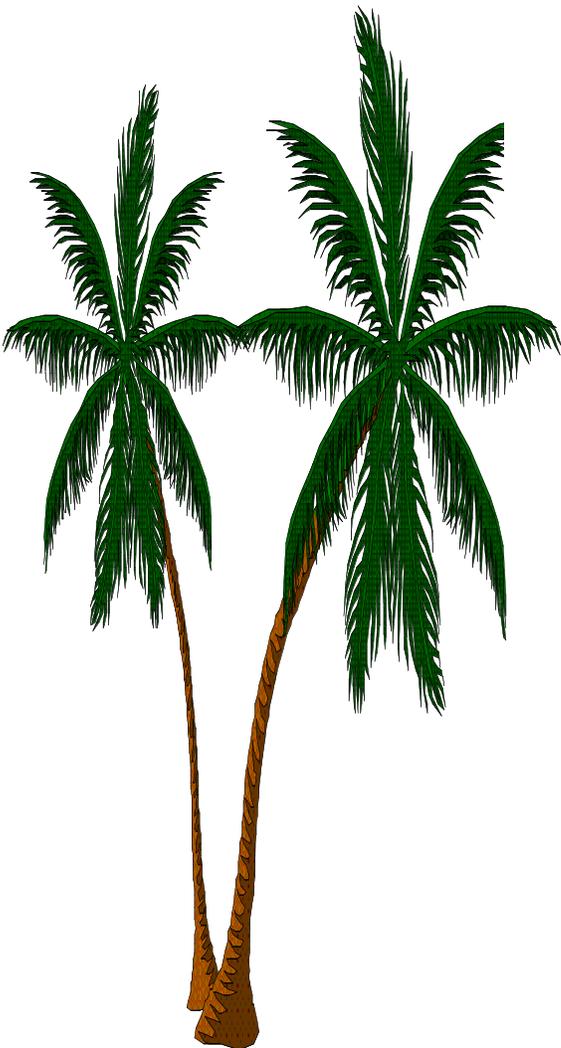
*Presents*

# SUMMER SESSION 2025

**A Public Purchasing Seminar**

**June 25, 26, 27, 2025**

**Hilton Garden Inn Beach Resort, South Padre Island**



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

- Contents:**
- *Who should take this course and why*
  - *Want to be a Sponsor?*
  - *Calendar of Events*
  - *Sponsor Invoice*
  - *Sponsor Data Sheet*
  - *W-9*

<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, non-profit entities, 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 25 and Friday, June 2. Participants will select to attend the class of his/her choice on Thursday, June 27.

## 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 25 - 11:00a.m. - 1:00 p.m.

June 25 9:00a.m. - 5:00p.m. Program Schedule  
June 26 8:00a.m. - 5:00p.m. Program Schedule  
June 27 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)

\$450.00 Per Person  
\$447.00 Per Person for ISM, NIGP, TxPPA Members  
\$447.00 Per Person for CPA's

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### FOR MORE INFORMATION

#### Please Contact:

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

## LOCATIONS & TRANSPORTATION

### Hilton Garden Inn

**JUNE 25, 26, 27, 2025**

**Beach Resort  
(956) 761-8700**

For Hilton Garden Inn Reservation use link on our website or call hotel directly using Group Code: Summer Session 2024

All instructional sessions will be held at the Hilton Garden Inn Resort, South Padre Island, Texas. Persons planning to attend should make guest room reservations with the Hilton Garden Inn. **Room rate includes breakfast for 2.**

Standard Room Rate: \$219.00  
Partial Ocean View Room Rate: \$229.00

#### Other Host Hotel:

Sand Rose Beach Front Resort  
Phone 1-956-772-7000  
Group Code: Summer Session  
Room Rate: \$200.00 per room (includes continental breakfast)  
**Please note: Sand Rose was formerly La Quinta Inn and is situated adjacent to the Hilton Garden Inn.**  
For reservations: Call hotel directly : Group Code: Summer Session

**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:

- Valley Metro—Transportation from the Brownsville/South Padre Island International Airport to SPI **\$2.00 per one-way trip.** Call 1-800-574-8322 for more information.
- 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.
- South Padre Shuttle—Service from Harlingen and South Padre, call or text 956-621-8647

**Want to be a Sponsor?**  
**June 25, 26, 27 2025 at the**  
**Hilton Garden Inn Beach Resort, 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 \$1,500.00 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 \$1,000.00 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 \$500.00 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](mailto: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:** [www.ismrgv.org/ss-sponsor-registration/](http://www.ismrgv.org/ss-sponsor-registration/)

For any additional information please feel free to call or email  
Adrian Garcia, at [office@ismrgv.org](mailto:office@ismrgv.org); Phone: (956) 266-2606

## CALENDAR OF EVENTS

# SUMMER SESSION 2025

### A PUBLIC PURCHASING SEMINAR

*June 25, 26, 27, 2025*

*Hilton Garden Inn Beach Resort · South Padre Island, Texas*

#### **Tuesday, June 24**

3:00 - 8:00 p.m. Exhibit Set-Up

#### **Wednesday, June 25**

10:00 a.m. Registration Begins

10:00 - 5:00 p.m. Exhibits Open

1:00 - 5:00 p.m. Classes

3:00 p.m. Afternoon Break

5:30 - 7:30 p.m. Reception & Networking Session

#### **Thursday, June 26**

7:00 - 9:00 a.m. Continental Breakfast

8:00 - 5:00 p.m. Exhibits Open

8:00 - 5:00 p.m. Classes

10:00 a.m. Mid-Morning Break

12:00 - 1:00 p.m. **Lunch**

3:00 p.m. Afternoon Break

5:30 - 7:30 p.m. Reception & Networking Session

#### **Friday, June 27**

7:00 - 9:00 a.m. Continental Breakfast

8:00 - 12:00 p.m. Classes

10:00 a.m. Mid-Morning Break

12:00 p.m. Lunch on your own

1:00 - 3:00 p.m. Group Sessions (Optional)

**ISM - RIO GRANDE VALLEY**  
**2108 Central Blvd.**  
**Brownsville, TX 78520**  
**www.ismrgv.org**  
**E-Mail: office@ismrgv.org**

# INVOICE

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

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

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

**FOR:** Sponsorship Fee for **Summer Session 2025-** A Public Purchasing Seminar, June 25, 26, 27, 2025  
At the Hilton Garden Inn Beach Resort - South Padre Island & Virtually: (Check all that apply)

Gold Sponsor	\$1,500.00
Silver Sponsor	\$1,000.00
Bronze Sponsor	\$500.00

We will send promotional items for the participant goody bags.

**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](mailto:office@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**  
**2108 Central Blvd.**  
**Brownsville, TX 78520**  
**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):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

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

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

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type. See Specific Instructions on page 3.</b>	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Institute for Supply Management Rio Grande Valley</b>		
	<b>2</b> Business name/disregarded entity name, if different from above. <b>ISM-Rio Grande Valley</b>		
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____		
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>		
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>2108 Central Blvd</b>	Requester's name and address (optional)	
	<b>6</b> City, state, and ZIP code <b>Brownsville, TX 78520</b>		
<b>7</b> 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. See also *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:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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>01/01/2025</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).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they