

# PRICING AND SERVICE CATALOG

## **MOBIS**

**(Mission Oriented Business  
Integrated Services)**



### **The Regulatory Group, Inc.**

**U.S. GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

Contract No: GS-10F-0072K  
Contract Period: Dec. 15, 1999 to Dec. 14, 2014  
SIN: 874-1 Consulting Services,  
874-4 Training Services  
FSC Group: 874  
FDS Class: 8742  
Business Size: Small Business

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www.RegulationWriters.com**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system.  
The INTERNET address for GSA Advantage!™ is: <http://www.fss.gsa.gov>.

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## The Regulatory Group, Inc. and MOBIS

### ***About The Regulatory Group, Inc.***

The Regulatory Group, Inc., (TRG) is a Washington-based consulting firm that specializes in providing technical support for regulatory training, drafting of regulatory documents, and policy development. Its clients are Federal agencies that need assistance in carrying out their regulatory functions and Federal agency employees who need training to more effectively carry out the objectives of their agency.

### ***About MOBIS***

The Federal Supply Schedule for Mission Oriented Business Integrated Services (MOBIS) offers government contracts with companies to help agencies improve their management and organizational effectiveness through the use of specialized consulting, facilitation, survey and training services. MOBIS is a flexible and relatively simple contracting vehicle that is available to all agencies of the Federal Government, the U.S. Postal Service, government-owned corporations, and the District of Columbia. Through MOBIS, government agencies have easy access to a wide range of TRG's consulting and training services.

TRG offers professional services and products under two MOBIS Special Item Numbers (SINs):

- SIN 874-1, Consulting Services
- SIN 874-4, Training Services

A representative of TRG will be pleased to meet with you to discuss our skills and experience and how to access our services through the GSA MOBIS contracting vehicle. Please contact TRG by calling (202) 466-3205 or by e-mail at [trg@reg-group.com](mailto:trg@reg-group.com).



## **Consulting Services, SIN 874-1 and SIN 874-1RC**

The regulatory objective of all agencies is to produce effective regulations and guidance. How do you ensure that your agency produces effective regulations and guidance? TRG answers this question with its three-pronged approach to effective rulemaking:

- Clarity in writing (plain language)
- Substantive Accuracy (serves intended purpose)
- Correct Process (satisfies legal procedural requirements (APA))

The failure of any one of these principles weakens the government's product. By focusing on these principles in all of its consulting efforts TRG enables Federal agencies to build quality into their rulemaking projects.

Since 1980, TRG has provided services to Federal agencies in the following areas:

- Regulatory Training
- Regulatory Drafting
- Regulatory Research
- Report Writing
- Streamlining and Improving the Regulatory Process

These services are described below.

### **Regulatory Training**

TRG develops and presents training courses on the regulatory process and legal drafting for government regulators. TRG offers courses open to all government employees as well as courses tailored for the employees of specific agencies.

TRG has presented agency-specific training courses to the following:

Bureau of Reclamation	Environmental Protection Agency
Commodity Futures Trading Commission	Federal Aviation Administration
Department of Agriculture	Federal Deposit Insurance Corporation
Department of the Interior	Federal Election Commission
Department of Justice	Food and Drug Administration
Department of Transportation	National Park Service
Drug Enforcement Administration	Nuclear Regulatory Commission
	Social Security Administration

Courses vary in length from one to five days and may include segments on administrative law, principles of legal drafting, writing technical material in plain language, principles of organization, and use of algorithms. The courses help agencies enhance the public's confidence in their government by enhancing customer service and satisfaction and by improving the quality, timeliness and efficiency of the rulemaking process.

## **Regulatory Drafting**

TRG provides regulatory drafting support for all stages of the regulatory process, including:

- Researching background information
- Identifying the triggering events for rulemaking
- Identifying options for the client to consider
- Drafting of the regulatory language
- Analyzing comments received on proposed rules
- Drafting preamble material for proposed and final rules
- Providing advice and assistance in coordinating documents within the agency, with OMB, and with the Office of the Federal Register

TRG has supported agency clients with all types of regulatory documents, including Advance Notices of Proposed Rulemaking (ANPRM's), Notices of Proposed Rulemaking (NPRM's), Supplemental Notices of Proposed Rulemaking (SNPRM's) and final rules (including interim and direct).

TRG's staff has extensive knowledge of the technical and legal requirements for Federal Register documents. TRG also has experience assisting agencies in the drafting of regulation-related documents for both internal and external audiences, such as advisory materials, handbooks, and orders.

## **Regulatory Research**

TRG provides research on regulatory projects at various stages of the regulatory process. Research may be necessary at the early stages of a project to help an agency client identify the problem, alternatives for solving a problem, and past agency actions and factors relevant to the proposed solution. Research may be needed at almost any stage of a rulemaking project to address questions raised by technical staff or by the agency's review and coordination process.

## **Report Writing**

TRG works with agencies to write and edit reports on technical or policy issues. On a short turn-around basis, TRG has reorganized, rewritten, and copy-edited agency reports that were technically sound but difficult to understand for persons outside the technical division of the agency. The extensive regulatory and writing experience at TRG enables it to help agencies communicate technically complex requirements in plain language without undercutting the substance of the regulation.

## **Streamlining and Improving the Regulatory Process**

TRG assists agencies seeking to reengineer and streamline their rulemaking process. TRG helps agencies review and analyze their existing process, identify deficiencies, and develop and implement new procedures. TRG produced a major study for the Administrative Conference of the United States (ACUS) on rulemaking as an organizational process. This study was cited in a 1993 report, "Improving Regulatory Systems," by Vice President Gore's National Performance Review. TRG has worked with the Federal Aviation Administration, Federal

Highway Administration, and Drug Enforcement Administration to reorganize and streamline the regulatory process.

**Consulting Services, SIN 874-1 and SIN 874-1RC: PRICE LIST**

[Rates comply with 68 FR 41288 (July 11, 2003) IFF rate change]

The Fiscal Year for all rates begins on the anniversary date of this MOBIS contract, December 15.

<b>Labor Category Title</b>	<b>Year 12</b>	<b>Year 13</b>	<b>Year 14</b>	<b>Year 15</b>
<b>SIN 874-1 and 874-1RC</b>	<b>8/22/11 - 8/21/12</b>	<b>8/22/12 - 8/21/13</b>	<b>8/22/13 - 8/21/14</b>	<b>8/22/14 - 8/21/15</b>
Economic Consultant II	\$290.44	\$300.61	\$311.13	\$322.02
Economic Consultant I	\$215.99	\$223.55	\$231.37	\$239.47
Principal Consultant II	\$254.87	\$263.79	\$273.02	\$282.58
Principal Consultant I	\$221.51	\$229.26	\$237.29	\$245.59
Senior Consultant II	\$193.90	\$200.69	\$207.71	\$214.98
	<b>Year 12</b>	<b>Year 13</b>	<b>Year 14</b>	<b>Year 15</b>
	<b>12/15/10 - 12/14/11</b>	<b>12/15/11 - 12/14/12</b>	<b>12/15/12 - 12/14/13</b>	<b>12/15/13 - 12/14/14</b>
Sr. Analyst/Senior Consultant I	\$149.30	\$154.52	\$159.93	\$165.53
Analyst	\$118.68	\$122.84	\$127.14	\$131.59
Jr. Analyst	\$84.25	\$87.20	\$90.25	\$93.41
Writer/Editor	\$42.11	\$43.59	\$45.11	\$46.69

**Labor Category Descriptions**

**Labor Category**  
**Economic Consultant II**

**Labor Category Descriptions**

Twenty years experience (Ph.D. degree may substitute for 5 years experience, master’s degree may substitute for 3 years experience) drafting economic analysis documents and managing economic analysis projects to include the following knowledge and experience:

- Supervising other staff.
- Representing company in briefings and meetings with clients.
- Planning and managing long term projects involving junior staff members from economic research to development of economic impact analysis for Notice of Proposed Rulemaking (NPRM) and final rule documents, related guidance, and other regulatory materials (e.g., agency guidance documents, issue papers and other documents) needed to facilitate high level public policy decision making.
- Knowledge of and expertise in economic impact analysis in conformance with all applicable laws, regulations, directives and Executive Orders.
- Knowledge and experience in meeting requirements of Federal

Register publication.

### **Economic Consultant I**

Fifteen years experience (Ph.D. degree may substitute for 5 years experience, master's degree may substitute for 3 years experience) drafting economic analysis documents and managing economic analysis projects to include the following knowledge and experience:

- Supervising other staff.
- Representing company in briefings and meetings with clients.
- Planning and managing long term projects involving junior staff members from economic research to development of economic impact analysis for Notice of Proposed Rulemaking (NPRM) and final rule documents, related guidance, and other regulatory materials (e.g., agency guidance documents, issue papers and other documents) needed to facilitate high level public policy decision making.
- Knowledge of and expertise in economic impact analysis in conformance with all applicable laws, regulations, directives and Executive Orders.
- Knowledge and experience in meeting requirements of Federal Register publication.

### **Principal Consultant II**

Twenty years experience (law degree with admission to a state bar may substitute for 5 years of experience, law degree without admission to a state bar may substitute for 4 years experience, master's degree may substitute for 3 years experience) drafting regulatory documents and managing regulatory projects to include the following knowledge and experience:

- Supervising other staff.
- Representing company in briefings and meetings with clients.
- Planning and managing long term projects involving junior staff members from research to development of documents, analysis of comments, and development of any related guidance and other regulatory materials (e.g., agency guidance documents, issue papers and other documents needed to facilitate high level public policy decision making).
- Knowledge of and expertise in applicable Administrative Procedure Act compliance and compliance with related statutes (e.g., Federal Advisory Committee Act, Regulatory Flexibility Act), Presidential Executive Orders, and other relevant documents (e.g., OMB directives).
- Knowledge and experience in meeting requirements of Federal Register publication.
- Awareness of pertinent court cases interpreting applicability of the relevant statutes, Executive Orders, etc., to specific agency rulemaking.

### **Principal Consultant I**

Fifteen years experience (law degree with admission to a state bar may substitute for 5 years of experience, law degree without admission to a state bar may substitute for 4 years experience, master's degree may substitute for 3 years experience) drafting regulatory documents and managing regulatory projects to include the following knowledge and experience:

- Supervising other staff.
- Representing company in briefings and meetings with clients.
- Planning and managing long term projects involving junior staff

members from research to development of documents, analysis of comments, and development of any related guidance and other regulatory materials (e.g., agency guidance documents, issue papers and other documents needed to facilitate high level public policy decision making).

- Knowledge of and expertise in applicable Administrative Procedure Act compliance and compliance with related statutes (e.g., Federal Advisory Committee Act, Regulatory Flexibility Act), Presidential Executive Orders, and other relevant documents (e.g., OMB directives).
- Knowledge and experience in meeting requirements of Federal Register publication.
- Awareness of pertinent court cases interpreting applicability of the relevant statutes, Executive Orders, etc., to specific agency rulemaking.

## Senior Consultant II

Twelve years experience (law degree with admission to a state bar may substitute for 5 years of experience, law degree without admission to a state bar may substitute for 4 years experience, master's degree may substitute for 3 years experience) drafting regulatory documents and managing regulatory projects to include the following knowledge and experience:

- Supervising other staff.
- Representing company in briefings and meetings with clients.
- Planning and managing long term projects involving junior staff members from research to development of documents, analysis of comments, and development of any related guidance and other regulatory materials (e.g., agency guidance documents, issue papers and other documents needed to facilitate high level public policy decision making).
- Knowledge of and expertise in applicable Administrative Procedure Act compliance and compliance with related statutes (e.g., Federal Advisory Committee Act, Regulatory Flexibility Act), Presidential Executive Orders, and other relevant documents (e.g., OMB directives).
- Knowledge and experience in meeting requirements of Federal Register publication.
- Awareness of pertinent court cases interpreting applicability of the relevant statutes, Executive Orders, etc., to specific agency rulemaking.

## Sr. Analyst/ Senior Consultant I

Ten years experience (law degree with admission to a state bar may substitute for 5 years of experience, law degree without admission to a state bar may substitute for 4 years experience, master's degree may substitute for 3 years experience) drafting regulatory documents and managing regulatory projects to include the following knowledge and experience:

- Supervising other analysts.
- Representing company in briefings and meetings with clients.
- Planning and managing long term projects involving junior staff members from research to development of documents, analysis of comments, and development of any related guidance and other regulatory materials (e.g., agency guidance documents, issue papers and other documents needed to facilitate high level public policy decision making).

- Knowledge of and expertise in applicable Administrative Procedure Act compliance and compliance with related statutes (e.g., Federal Advisory Committee Act, Regulatory Flexibility Act), Presidential Executive Orders, and other relevant documents (e.g., OMB directives).
- Knowledge and experience in meeting requirements of Federal Register publication.
- Awareness of pertinent court cases) interpreting applicability of the relevant statutes, Executive Orders, etc., to specific agency rulemaking.

## **Analyst**

Five years experience (law degree with admission to a state bar may substitute for 5 years of experience, law degree without admission to a state bar may substitute for 4 years experience, master's degree may substitute for 3 years experience) drafting regulatory documents and managing regulatory projects to include the following knowledge and experience:

- Representing company in briefings and meetings with clients.
- Taking major responsibility for long term projects involving junior staff members from research to development of documents, analysis of comments, and development of any related guidance and other regulatory materials (e.g., agency guidance documents, issue papers and other documents needed to facilitate high level public policy decision making).
- Knowledge of and expertise in meeting and training others to meet federal Administrative Procedure Act and related statutes (e.g., Federal Advisory Committee Act, RegFlex), Presidential Executive Orders, and other relevant documents (e.g., OMB directives).
- Knowledge and experience in meeting requirements of Federal Register publication.
- Awareness of pertinent court cases interpreting applicability of the relevant statutes, Executive Orders, etc., to specific agency rulemaking.
- Knowledge of current regulatory reform efforts and experience in studying the management of the regulatory process and assisting agencies in developing strategies to make that process more efficient.

## **Jr. Analyst**

Three years experience (law degree may substitute for 3 years experience, master's degree may substitute for 2 years experience, bachelor's degree may substitute for 1 year experience) in researching, drafting or reviewing regulatory or policy documents to include the following knowledge and experience:

- Participating in briefings and meetings with clients.
- Participating in preparing training programs on regulatory process and drafting (if to be assigned to training tasks).
- Participating in regulatory projects, such as: regulatory research, development of proposed rules, analysis of public comments, development of final rules, and development of regulatory materials (e.g., agency guidance documents, issue papers and other documents needed to facilitate high level public policy decision making).

## **Writer/Editor**

Bachelor of Arts or Science degree or 2 years experience in researching, drafting or reviewing documents, to include the following knowledge and

experience:

- Participating in long term projects by conducting background research, organizing and summarizing comments, and providing support services for development of documents (e.g., agency guidance documents).

## **Training Services, SIN 874-4 and SIN 874-4RC**

The success of most statutes depends on an agency's ability to develop effective regulations and guidance. Most professionals, engineers, scientists and even lawyers are not trained in the details of the rulemaking process or in the skills that apply to writing, editing, and reviewing regulations and guidance. TRG has been teaching government regulation writers how to develop effective regulations and guidance for almost 30 years:

TRG's training philosophy is based on a three-pronged approach to developing effective regulations and guidance.

- Clarity in writing (plain language)
- Substantive Accuracy (serves intended purpose)
- Correct Process (satisfies legal procedural requirements (APA))

Students learn that developing an effective regulation is like constructing a three-legged stool, the failure of any leg will bring down the stool. By focusing on these three principles, students learn how to build quality and practical utility into every document. An effective document is easier for customers to understand, easier for customers to comply with and costs the agency less money in enforcement and interpretations.

TRG offers two-day courses, one-day courses, and two to three hour seminars.

### **Two-Day Courses**

#### **Regulatory Drafting and Process Course**

This two-day course is designed for persons new to the regulatory field. Students learn the fundamental legal and procedural requirements for rulemaking and how to write regulations that communicate clearly to the affected public. While the course is directed primarily to persons without legal training, the course has proven valuable to lawyers whose previous education has not focused on the rulemaking process or on rule drafting. *Continuing Legal Education (CLE) Credit is available for most states.*

The course addresses:

- Tools for writing in plain language
- Administrative Law and the Administrative Procedure Act
- Preamble and rule writing
- Analysis and response to public comments
- Office of the Federal Register requirements

- Compliance with Executive Orders, Regulatory Flexibility Act, Paperwork Reduction Act, and other requirements
- Judicial review of regulations

The course provides the student with:

- Course book
- "An Introduction to Regulation Writing"
- "Document Drafting Handbook Annotated (DDHA)"

### **Advanced Regulation Drafting Course**

This two-day course is designed for those Federal agency rule writers who understand the basics of regulatory drafting and the regulatory process and are ready to take the next step to improve their rule writing skills. This course exposes writers to in-depth rule and preamble writing experience. Using real world exercises, class discussion, and instruction, this course addresses the kind of day-to-day issues a rule writer faces. Students receive the tools for improved writing and learn the skills for improved problem solving. *Continuing Legal Education (CLE) Credit is available for most states.*

The course addresses:

- How to write a preamble
- How to organize your regulation
- How to draft amendatory language
- How to write with style and clarity
- How to review and edit your document

The course provides the student with:

- Course book
- General drafting techniques
- Plain language writing tools
- A checklist for rule writers

### **One-Day Courses**

#### **Paperwork Reduction Act Compliance**

This one-day course is designed for all regulatory agency employees who must comply with the Paperwork Reduction Act. *Continuing Legal Education (CLE) Credit is available for most states.*

The course addresses:

- Requirements of the Paperwork Reduction Act (PRA)
- Consequences of failure to comply with the PRA
- What constitutes an information collection activity under the PRA
- Preparing an Information Collection Request (ICR) package
- Process requirements for information collections
- Recommended timelines for PRA compliance and submissions to OMB

**Agency Guidance**

This one-day course is designed to help Federal agency employees navigate the vast world of **Agency Guidance**. Guidance is often used as a broad term that includes agency interpretations, policy statements, letters, and advisory materials by whatever name. Agency guidance is used to describe materials issued to supplement or explain regulations and statutes. This course explains the differences between various types of guidance documents, what is meant by "binding" versus "non-binding guidance," the spectrum of procedural (APA) options agencies have for promulgating guidance, and levels of judicial deference or respect given to the resulting documents. This course also addresses techniques for writing and organizing guidance documents. *Continuing Legal Education (CLE) Credit is available for most states.*

**Federal Administrative Process**

This one-day course is designed to review the informal rulemaking requirements of the APA, subsequent statutes such as the Regulatory Flexibility Act (as amended), Executive Orders, and the most relevant court cases, including those decided within the last year. The informal rulemaking process today is a far cry from the simple notice and comment process once described by professor Kenneth Culp Davis as "one of the greatest inventions of modern government." Today the process is frequently described as having become "ossified." While many requirements have been added over the last 60 years, this course is designed to de-mystify those requirements in the belief that a better understanding of the requirements will lead to a more efficient process. This course is open to lawyers and non-lawyers. *Continuing Legal Education (CLE) Credit is available for most states.*

**Privacy Act Compliance**

This one-day course focuses on the Privacy Act requirements and protections and how they fit into the realm of Administrative Law and due process. This class specifically addresses the drafting and process requirements for System of Records Notices (SORNs) and Computer Matching Programs required by the Privacy Act. *Continuing Legal Education (CLE) Credit is available for most states.*

**Plain Language/Plain Writing**

This one-day course addresses the essential elements of writing clear and concise government documents, whether they are regulations or guidance. The main goal for government communication is to provide helpful information and to achieve compliance with agency policies. Clear communication saves the government and regulated entities time and money. This course focuses on techniques and strategies for clear communication. This course does not endorse a rigid view of the tools that must be used by a writer to be deemed a writer of plain language, but encourages an analytical and common sense

approach to writing clearly. *Continuing Legal Education (CLE) Credit is available for most states*

## **Seminars**

### **Senior Executive Federal Rulemaking**

This two-hour, on-site course teaches senior agency executives the nuts and bolts of the rulemaking process. Agency executives are in the best position to affect policy decisions and have the most to gain from a better working knowledge of the rulemaking process. This seminar style course reviews the legal requirements for rulemaking and explores how rulemaking relates to enforcement, adjudication, and policy implementation.

#### **This course addresses:**

- Administrative Procedure Act requirements on informal rulemaking
- Statutes and Executive Orders that affect rulemaking
- Relationship between rulemaking, enforcement, and adjudication
- Relationship between policies implemented through rulemaking and policies established through agency guidance
- Judicial Review

### **Rulemaking Refresher**

This two to three hour, on-site course is a refresher seminar on the rulemaking process. This course will review the fundamental elements of administrative law, the current trends in agency rulemaking, the relevant Executive Orders, and most recent OMB guidance impacting rulemaking. This course can be scheduled for two to three hours and tailored to focus on areas most pertinent to your agency or organization.

**Training Services, SIN 874-4 and SIN 874-4RC: PRICE LIST**  
 [Rates comply with 68 FR 41288 (July 11, 2003) IFF rate change]

**Package Rates for In-Agency Two-Day Courses**

Two-Day Course	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
	8/22/11 - 8/21/12	8/22/12 - 8/21/13	8/22/13 - 8/21/14	8/22/14 - 8/21/15	8/22/15 - 8/21/16	8/22/16 - 8/21/17	8/22/17 - 8/21/18	8/22/18 - 8/21/19	8/22/19 - 12/14/20
<b>Regulatory Drafting &amp; Process Course</b>									
Base Level: Rate for up to 15 Attendees	\$12,257.00	\$12,686.00	\$13,130.00	\$13,589.55	\$14,065.19	\$14,557.47	\$15,066.98	\$15,594.33	\$16,140.13
Additional Participants in Excess of Base Level	\$500.29	\$517.80	\$535.92	\$554.68	\$574.09	\$594.19	\$614.98	\$636.51	\$658.78
<b>Advanced Regulation Drafting Course</b>									
Base Level: Rate for up to 15 Attendees	\$12,257.00	\$12,686.00	\$13,130.00	\$13,589.55	\$14,065.19	\$14,557.47	\$15,066.98	\$15,594.33	\$16,140.13
Additional Participants in Excess of Base Level	\$500.29	\$517.80	\$535.92	\$554.68	\$574.09	\$594.19	\$614.98	\$636.51	\$658.78

- Prices assume use of a customer-provided facility with normal training support capability.
- Prices do not include travel expenses for training courses conducted outside the Washington, DC metropolitan area.

**Individual Rates for Open Admission (TRG Scheduled) Two-Day Courses**

Two-Day Course	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
	8/22/11 - 8/21/12	8/22/12 - 8/21/13	8/22/13 - 8/21/14	8/22/14 - 8/21/15	8/22/15 - 8/21/16	8/22/16 - 8/21/17	8/22/17 - 8/21/18	8/22/18 - 8/21/19	8/22/19 - 12/14/20
<b>Regulatory Drafting &amp; Process Course</b>									
Price per participant	\$680.00	\$703.80	\$728.43	\$753.93	\$780.32	\$807.63	\$835.89	\$865.15	\$895.43
<b>Advanced Regulation Drafting Course</b>									
Price per participant	\$680.00	\$703.80	\$728.43	\$753.93	\$780.32	\$807.63	\$835.89	\$865.15	\$895.43

**Package Rates for In-Agency One-Day Courses**

One-Day Course*	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
	8/22/11 - 8/21/12	8/22/12 - 8/21/13	8/22/13 - 8/21/14	8/22/14 - 8/21/15	8/22/15 - 8/21/16	8/22/16 - 8/21/17	8/22/17 - 8/21/18	8/22/18 - 8/21/19	8/22/19 - 12/14/20
Base Level: Rate for up to 15 Attendees	\$7,918	\$8,195	\$8,482	\$8,779	\$9,086	\$9,404	\$9,733	\$10,074	\$10,426
Additional Participants in Excess of Base Level	\$336.38	\$348.15	\$360.34	\$372.95	\$386.00	\$399.51	\$413.50	\$427.97	\$442.95

\* 1-Day Courses include the following titles: *Paperwork Reduction Act Compliance, Agency Guidance, Federal Administrative Process, Privacy Act Compliance, Plain Language/Plain Writing*

- Prices are based on the use of a customer-provided facility with normal training support capability.
- Prices do not include travel expenses for training courses conducted outside the Washington, DC metropolitan area.

**Rates for Individual Registrations at Open Admission (TRG Scheduled) One-Day Courses**

One-Day Course*	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
	8/22/11 - 8/21/12	8/22/12 - 8/21/13	8/22/13 - 8/21/14	8/22/14 - 8/21/15	8/22/15 - 8/21/16	8/22/16 - 8/21/17	8/22/17 - 8/21/18	8/22/18 - 8/21/19	8/22/19 - 12/14/20
Price per participant	\$450.00	\$465.75	\$482.05	\$498.92	\$516.39	\$534.46	\$553.16	\$572.53	\$592.56

\* 1-Day Courses include the following titles: *Paperwork Reduction Act Compliance, Agency Guidance, Federal Administrative Process, Privacy Act Compliance, Plain Language/Plain Writing*

**Package Rate for In-Agency Seminars**

SEMINARS (two to three hours)	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
	8/22/11 - 8/21/12	8/22/12 - 8/21/13	8/22/13 - 8/21/14	8/22/14 - 8/21/15	8/22/15 - 8/21/16	8/22/16 - 8/21/17	8/22/17 - 8/21/18	8/22/18 - 8/21/19	8/22/19 - 12/14/20
Base Level: Rate for up to 15 Attendees	\$3,650	\$3,778	\$3,910	\$4,047	\$4,188	\$4,335	\$4,487	\$4,644	\$4,806
Additional Participants in Excess of Base Level	\$365	\$378	\$391	\$405	\$419	\$434	\$449	\$464	\$481

\* Seminars include the following titles: *Senior Executive Federal Rulemaking and Rulemaking Refresher*

- Prices are based on the use of a customer-provided facility with normal training support capability.
- Prices do not include travel expenses for training courses conducted outside the Washington, DC metropolitan area.

## Customer Information

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| <p>1a. Awarded Special Item Numbers (SINs):<br/>SIN 874-1 &amp; SIN 874-1RC<br/>Consulting Services<br/>SIN 874-4 &amp; SIN 874-4RC<br/>Training Services</p> <p>1b. Pricing data:<br/>See price lists</p> <p>2. Maximum order:<br/>\$1,000,000. Orders in excess of \$1,000,000 may also be placed. Please contact The Regulatory Group, Inc. for additional information.</p> <p>3. Minimum order:<br/>\$300</p> <p>4. Geographic coverage:<br/>Worldwide</p> <p>5. Points of production<br/>Washington, DC</p> <p>6. Discount from list prices:<br/>None</p> <p>7. Quantity discounts:<br/>See SIN 874-4 (Training Services)</p> <p>8. Prompt payment terms:<br/>0%, net 30 days</p> <p>9a. Government commercial credit card is accepted.</p> <p>9b. No discount for payment by government commercial credit card.</p> <p>10. Foreign items:<br/>None</p> <p>11a. Time of delivery will be specified in each delivery order/task order.</p> <p>11b. All items in the price lists are available for expedited delivery.</p> | <p>11c. Overnight and 2-day delivery are available upon request. The schedule customer should contact The Regulatory Group, Inc. for rates for overnight and 2-day delivery.</p> <p>11d. Urgent requirements:<br/>Schedule customers may contact The Regulatory Group, Inc. to expedite urgent requirements.</p> <p>12. F.O.B.:<br/>Destination</p> <p>13. Ordering address:<br/>The Regulatory Group, Inc.<br/>1911 North Fort Myer Drive, Ste 102<br/>Arlington, VA 22209<br/>Attention: Andrew Emery<br/>(phone) 202-466-3205<br/>(fax) 202-466-3230<br/>andrew@reg-group.com</p> <p>14. Payment address:<br/><b>Payment via check/U.S. mail</b><br/>The Regulatory Group, Inc.<br/>1911 North Fort Myer Drive, Ste 102<br/>Arlington, VA 22209<br/>Attention: Andrew Emery<br/>(phone) 202-466-3205<br/>(fax) 202-466-3230<br/><br/><b>Payment via wire transfer</b><br/>Wire transfer account information available upon request.</p> <p>15. Warranty provision:<br/>The Regulatory Group, Inc. will endeavor to address any customer concerns regarding the services provided.</p> <p>16. Export packing charges:<br/>N/A</p> <p>17. Terms and conditions of government commercial credit card acceptance:<br/>In accordance with the Government Commercial Credit Card Program Guidelines.</p> |
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