



## PRICING AND SERVICE CATALOG

### Multiple Award Schedule (MAS)

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

FSC Group: MAS  
Contract No: 47QRAA18D006K  
Contract Period: Mar 19, 2018 to Mar 18, 2023

Business Size: Small

Price List Current as of Modification #PS-A812,  
effective February 05, 2020

For more information on ordering from Federal  
Supply Schedule click on the FSS Schedules  
button at [fss.gsa.gov](http://fss.gsa.gov).

**Please contact us:  
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Arlington, VA 22209  
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Fax (703) 224-9001  
[trg@reg-group.com](mailto:trg@reg-group.com)    [www.RegulationWriters.com](http://www.RegulationWriters.com)  
Contract Administrator: Andrew Emery, [andrew@reg-group.com](mailto:andrew@reg-group.com)**

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The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

## The Regulatory Group, Inc. and Multiple Award Schedule

### ***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 MAS***

The Multiple Award Schedule (MAS) 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. MAS 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 MAS, government agencies have easy access to a wide range of TRG's consulting and training services.

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

- SIN 541611-Administrative Management and General Management Consulting Services
- SIN 611430- Professional and Management Development Training

A representative of TRG will be pleased to talk with you to discuss our skills and experience and how to access our services through the GSA MAS contracting vehicle. Please contact TRG by calling (703) 224-9000 or by e-mail at [trg@reg-group.com](mailto:trg@reg-group.com).



## **541611-Administrative Management and General Management Consulting Services**

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 for the employees of specific agencies. TRG has courses for most federal agencies, including the following:

Commodity Futures Trading Commission	Department of Transportation
Department of Agriculture	Department of Veterans Affairs
Department of Commerce	Environmental Protection Agency
Department of Defense	Farm Credit Administration
Department of Education	Federal Communications Commission
Department of Energy	Federal Deposit Insurance Corporation
Department of Health and Human Services	Federal Election Commission
Department of Homeland Security	National Archives and records Administration
Department of Housing and Urban	National Labor Relations Board
Department of Justice	Nuclear Regulatory Commission
Department of Labor	Postal Regulatory Commission
Department of State	Security and Exchange Commission
Department of the Interior	Social Security Administration
Department of the Treasury	U.S. Agency for International Development

Tailored 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 options for the client to consider
- Drafting 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 agencies with all types of regulatory documents, including Advance Notices of Proposed Rulemaking (ANPRMs), Notices of Proposed Rulemaking (NPRMs), Supplemental Notices of Proposed Rulemaking (SNPRMs), and final rules, including interim and direct final rules.

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

### **Regulatory Research**

TRG provides research on regulatory projects throughout the regulatory process. Research may be necessary at the early stages of a project to help an agency 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 during 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. TRG's extensive regulatory and writing experience enables it to help agencies communicate technically complex requirements in plain language without undercutting the substance of the regulation or report.

### **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. TRG has worked with the Federal

Aviation Administration, Federal Highway Administration, and Drug Enforcement Administration to reorganize and streamline their rulemaking processes.

**Integrated Consulting Services, SIN 541611:  
PRICE LIST**

<b>Labor Category Title</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>SIN 541611</b>	<b>03/19/18 – 03/18/19</b>	<b>03/19/19 – 03/18/20</b>	<b>03/19/20 – 03/18/21</b>	<b>03/19/21 – 03/18/22</b>	<b>03/19/22 – 03/18/23</b>
Economic Consultant II	\$344.75	\$352.67	\$360.79	\$369.08	\$377.57
Economic Consultant I	\$256.38	\$262.28	\$268.31	\$274.48	\$280.80
Principal Consultant II	\$302.53	\$309.49	\$316.61	\$323.89	\$331.34
Principal Consultant I	\$262.93	\$268.98	\$275.17	\$281.49	\$287.97
Senior Consultant II	\$230.16	\$235.45	\$240.87	\$246.40	\$252.07
Sr. Analyst/Sen. Consultant I	\$181.29	\$185.46	\$189.72	\$194.09	\$198.55
Analyst	\$144.12	\$147.44	\$150.83	\$154.30	\$157.84
Jr. Analyst	\$102.30	\$104.65	\$107.06	\$109.52	\$112.04
Writer/Editor	\$51.14	\$52.32	\$53.52	\$54.75	\$56.01

**Labor Category Descriptions**

**Labor  
Category  
Economic  
Consultant II**

**Labor Category Descriptions**

Twenty years experience plus a Bachelor’s Degree (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 plus a Bachelor's Degree (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 plus a Bachelor's Degree (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 plus a Bachelor's Degree (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 plus a Bachelor's Degree (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 plus a Bachelor's Degree (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 plus a Bachelor's Degree (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 plus a Bachelor's Degree (law degree may substitute for 3 years experience, master's degree may substitute for 2 years 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 with a High School Diploma in researching, drafting, or reviewing documents, to include the following knowledge and experience:

- Participating in long term projects by conducting

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background research, organizing and summarizing comments, and providing support services for development of documents (e.g., agency guidance documents).

## 611430-Professional and Management Development Training

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 more than 35 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 goals of government communication are 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.

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## 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.

**611430-Professional and Management Development Training:  
PRICE LIST**

*Rates are for on-site, off-the-shelf courses and seminars. Prices assume use of a customer-provided facility with standard training support capability. Prices do not include travel expenses for training conducted outside the Washington, DC metropolitan area.*

**Package Rates for On-Site Two-Day Courses**

<b>Two-Day Course</b>	<b>Year 1 03/19/18- 03/18/19</b>	<b>Year 2 03/19/19 – 03/18/20</b>	<b>Year 3 03/19/20 – 03/18/21</b>	<b>Year 4 03/19/21 – 03/18/22</b>	<b>Year 5 03/19/22 – 03/18/23</b>
<b>Regulatory Drafting &amp; Process</b> Price for up to 25 Participants	\$13,382.00	\$13,690.00	\$14,005.00	\$14,327.00	\$14,657.00
<b>Advanced Regulation Drafting Course</b> Price for up to 25 Participants	\$13,382.00	\$13,690.00	\$14,005.00	\$14,327.00	\$14,657.00

**Package Rates for On-Site One-Day Courses**

<b>One-Day Course</b>	<b>Year 1 03/19/18- 03/18/19</b>	<b>Year 2 03/19/19 – 03/18/20</b>	<b>Year 3 03/19/20 – 03/18/21</b>	<b>Year 4 03/19/21 – 03/18/22</b>	<b>Year 5 03/19/22 – 03/18/23</b>
<b>Paperwork Reduction Act Compliance</b> Price for up to 25 Participants	\$9,234.00	\$9,446.00	\$9,664.00	\$9,886.00	\$10,113.00
<b>Agency Guidance</b> Price for up to 25 Participants	\$9,234.00	\$9,446.00	\$9,664.00	\$9,886.00	\$10,113.00
<b>Federal Administrative Process</b> Price for up to 25 Participants	\$9,234.00	\$9,446.00	\$9,664.00	\$9,886.00	\$10,113.00
<b>Privacy Act Compliance</b> Price for up to 25 Participants	\$9,234.00	\$9,446.00	\$9,664.00	\$9,886.00	\$10,113.00
<b>Plain Language/Plain Writing</b> Price for up to 25 Participants	\$9,234.00	\$9,446.00	\$9,664.00	\$9,886.00	\$10,113.00
<b>Plain Language/Plain Writing</b> Price for up to 25 Participants	\$9,234.00	\$9,446.00	\$9,664.00	\$9,886.00	\$10,113.00

**Package Rates for On-Site Seminars**

<b>2 - 3 Hour Seminar</b>	<b>Year 1 03/19/18- 03/18/19</b>	<b>Year 2 03/19/19 – 03/18/20</b>	<b>Year 3 03/19/20 – 03/18/21</b>	<b>Year 4 03/19/21 – 03/18/22</b>	<b>Year 5 03/19/22 – 03/18/23</b>
<b>Senior Executive Federal Rulemaking</b> Price for up to 20 Participants	\$5,246.00	\$5,367.00	\$5,490.00	\$5,616.00	\$5,745.00
<b>Rulemaking Refresher</b> Price for up to 20 Participants	\$5,246.00	\$5,367.00	\$5,490.00	\$5,616.00	\$5,745.00



## Customer Information

1a. Table of Awarded Special Item Numbers (SINs):

SINs	SIN Title
541611	Administrative Management and General Management Consulting Services
611430	Professional and Management Development Training

- 1b. Pricing data:  
See price lists
2. Maximum order:  
\$1,000,000.
3. Minimum order:  
\$100
4. Geographic coverage:  
Worldwide
5. Points of production  
Arlington, VA
6. Discount from list prices:  
None
7. Quantity discounts:  
None
8. Prompt payment terms:  
0%, net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. TRG accepts Government purchase cards at or below the micro-purchase threshold.
- 9b. TRG accepts Government purchase cards above the micro-purchase threshold.
10. Foreign items: None
- 11a. Time of delivery will be specified in each delivery order/task order.
- 11b. All items in the price lists are available for expedited delivery.
- 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.
- 11d. Urgent requirements:  
Schedule customers may contact The Regulatory Group, Inc., to expedite urgent requirements.
12. F.O.B.:  
Destination
- 13a. Ordering address:  
The Regulatory Group, Inc.  
1901 North Fort Myer Drive, Ste 1120

Arlington, VA 22209  
Attention: Andrew Emery  
(phone) 703-224-9000  
(fax) 703-224-9001  
andrew@reg-group.com

- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address:  
**Payment via check/U.S. mail**  
The Regulatory Group, Inc.  
1901 North Fort Myer Drive, Ste 1120  
Arlington, VA 22209  
(phone) 703-224-9000  
(fax) 703-224-9001  
  
**Payment via wire transfer**  
Wire transfer account information available upon request.
15. Warranty provision:  
The Regulatory Group, Inc. will endeavor to address any customer concern regarding the services provided.
16. Export packing charges: N/A
17. Terms and conditions of government purchase card acceptance (any thresholds above the micro-purchase level): Contact contractor
18. Terms and conditions of rental, maintenance, and repair: N/A
19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A
- 20a. Terms and conditions for any other services: N/A
21. List of service and distribution points: N/A/
22. List of participating dealers: N/A
23. Preventive maintenance: N/A
- 24a. Special attributes: N/A
- 24b. N/A
25. Data Universal Number System (DUNS) number: 151886660
26. TRG is registered in System for Award Management (SAM) database.