

# PRICING AND SERVICE CATALOG

## **MOBIS**

**(Management, Organizational,  
and Business Improvement 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, 2004 to Dec. 14, 2009  
(with three 5-year options)  
SIN: 874-1 Consulting Services,  
874-4 Training Services, 874-5 Support Products  
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 Management, Organizational and Business Improvement 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 three MOBIS Special Item Numbers (SINs):

- SIN 874-1, Consulting Services
- SIN 874-4, Training Services
- SIN 874-5, Support Products

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

The regulatory objective of all agencies is to produce effective regulations. How do you ensure that your agency produces effective regulations? 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 factors weakens the government's product. By focusing on these factors 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:

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

Courses generally vary in length from 1 to 5 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, customer satisfaction, and by improving the quality, timeliness and efficiency of the rulemaking process.

### **Regulatory Drafting**

TRG provides complete support work at all stages of the regulatory process for the development of documents to be published in the Federal Register, including

- Researching background information
- Identifying the triggering event
- 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 the documents within the agency and with OMB, and with the Office of the Federal Register.

The types of regulatory documents that TRG has drafted include Advance Notices of Proposed Rulemaking (ANPRM's), Notices of Proposed Rulemaking (NPRM'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 begin at the early stages of a project to help a client agency that has identified a problem determine what are its options, what past agency actions are relevant and what other information is needed before actual drafting can begin. 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 rewrite and edit reports on technical or policy issues. On a short turn-around basis, TRG has reorganized, rewritten, and copy edited agency reports that had been 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 has provided services to several agencies in reengineering and streamlining their rulemaking processes by providing assistance in implementing new regulations, drafting guidance material on managing the regulatory process, and by implementing improved rulemaking 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 Highway Administration and the Drug Enforcement Administration to reorganize and streamline the regulatory process. Currently TRG conducts training courses for the Federal Aviation Administration on its reengineered regulatory process.

**Consulting Services, SIN 874-1: 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.

**Fiscal Year 2005**

<u>Labor Category</u>	<u>Hourly Rate</u>	<u>Daily Rate</u>
Sr. Analyst	\$ 121.46	\$ 971.66
Analyst	\$ 96.54	\$ 772.36
Jr. Analyst	\$ 68.54	\$ 548.30
Writer/Editor	\$ 34.26	\$ 274.07

**Fiscal Year 2006**

<u>Labor Category</u>	<u>Hourly Rate</u>	<u>Daily Rate</u>
Sr. Analyst	\$ 125.71	\$ 1,005.67
Analyst	\$ 99.92	\$ 799.39
Jr. Analyst	\$ 70.94	\$ 567.49
Writer/Editor	\$ 35.46	\$ 283.66

**Fiscal Year 2007**

<u>Labor Category</u>	<u>Hourly Rate</u>	<u>Daily Rate</u>
Sr. Analyst	\$ 130.11	\$ 1,040.86
Analyst	\$ 103.42	\$ 827.37
Jr. Analyst	\$ 73.42	\$ 587.35
Writer/Editor	\$ 36.70	\$ 293.59

**Fiscal Year 2008**

<u>Labor Category</u>	<u>Hourly Rate</u>	<u>Daily Rate</u>
Sr. Analyst	\$ 134.66	\$ 1,077.29
Analyst	\$ 107.04	\$ 856.33
Jr. Analyst	\$ 75.99	\$ 607.91
Writer/Editor	\$ 37.98	\$ 303.86

**Fiscal Year 2009**

<u>Labor Category</u>	<u>Hourly Rate</u>	<u>Daily Rate</u>
Sr. Analyst	\$ 139.37	\$ 1,115.00
Analyst	\$ 110.79	\$ 886.30
Jr. Analyst	\$ 78.65	\$ 629.19
Writer/Editor	\$ 39.31	\$ 314.50

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

The success of most statutes depends on an agency's ability to develop effective regulations. 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. TRG has been teaching government rule drafters how to develop effective regulations for almost 20 years.

TRG's training philosophy is based on a three pronged approach to effective rulemaking. The two courses offered by TRG are designed specifically to teach Federal employees these three essential principles for effective rulemaking:

- 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 part renders the product ineffective. By focusing on these three essential aspects of rule drafting students learn how to build quality and improvement into every rulemaking. An effective rulemaking is easier for customers to understand, easier for customers to comply with and costs the agency less money in enforcement and interpretations.

TRG's training courses support the goals of President Clinton's Executive Order 12866 and Memorandum of June 1, 1998-Plain Language in Government Writing, and of Vice President Gore's National Partnership for Reinventing Government.

### **The Basic Regulatory Drafting and Process Course:**

This two-day course is designed to help persons new to the regulatory field understand the basic legal requirements for regulations and 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 for lawyers whose previous education has not focused on the rulemaking process or on rule drafting. *Lawyers may receive CLE credit for attending this course.*

#### The course covers:

- Tools for writing in plain language
- Basic elements of Administrative Law and of the Administrative Procedure Act
- Preamble and rule writing

- Analysis and response to public comments
- Office of the Federal Register requirements
- Compliance with E.O. 12866, The Regulatory Flexibility Act, Paperwork Reduction Act, and other requirements
- Judicial review of regulations

The course provides the student with:

- A "Regulation Writing" Handbook
- The Federal Register Document Drafting Handbook

### **The 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. *Lawyers attending this course may inquire about CLE credit.*

The course covers:

- 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:

- General drafting techniques
- Plain language writing tools
- A Checklist for rule writers



**Training Services, SIN 874-4: PRICE LIST**

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

Course Title	Days per Session	Number of Trainees		Cost per Session up to the Base Level Number of Trainees					
		Base	Max	FY2004	FY2005	FY2006	FY2007	FY2008	FY2009
<b>The Regulatory Drafting &amp; Process Course</b>	2	15	40	\$9,775	\$10,117	\$10,471.76	\$10,838.27	\$11,217.61	\$11,610.23
Additional Participants in Excess of Base Level				\$399	\$412.97	\$427.42	\$442.38	\$457.86	\$473.89
<b>The Advanced Regulation Drafting Course</b>	2	15	40	\$9,775	\$10,117	\$10,471.76	\$10,838.27	\$11,217.61	\$11,610.23
Additional Participants in Excess of Base Level				\$399	\$412.97	\$427.42	\$442.38	\$457.86	\$473.89

- 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.

## Support Products, SIN 874-5

TRG offers two products as support products: *An Introduction To Regulation Writing* and the *Federal Register Document Drafting Handbook* described below. These guides for Federal regulatory drafting support the goals of Management, Organizational and Business Improvement Services (MOBIS).

### ***An Introduction To Regulation Writing***

Linda McCloud, The Regulatory Group, Inc.

TRG publishes this handbook as a guide for people who find themselves in the uncomfortable situation of having to write a regulation when they do not know how, do not particularly want to write one, and are not sure if they are very good writers.

In *An Introduction To Regulation Writing* we attempt to tell the rule writer what sort of job is ahead and offer some suggestions on getting started and navigating through the process. We also offer some detailed stylistic standards for phrasing and punctuating rules.

The handbook illustrates points by using many examples from agency regulations and notices. Writing regulations is a difficult job. Under severe time constraints and pressure from within and outside the agency, and pressure to compromise among competing positions, documents often end up less than perfect or even grossly inadequate. *An Introduction To Regulation Writing* points the way towards improving regulations even under severe constraints.

### ***Federal Register Document Drafting Handbook***

Office of the Federal Register, National Archives and Records Administration

TRG provides bound versions of this very popular handbook which is provided as an online guide by the Office of the Federal Register.

The *Federal Register Document Drafting Handbook* provides Federal agencies with guidance and examples for complying with the Office of the Federal Register's format and editorial requirements for Federal Register documents. All the information needed to prepare a particular type of document (proposed rule, rule, or notice) is in one place.

## Support Products, SIN 974-5: PRICE LIST

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

Item	Quantity	Price
<i>Federal Register Document Drafting Handbook</i>	1	\$25.00
<i>An Introduction To Regulation Writing</i>	1	\$30.00

## Customer Information

- |                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1a. Awarded Special Item Numbers (SINs):<br/>           SIN 874-1 Consulting Services<br/>           SIN 874-4 Training Services<br/>           SIN 874-5 Support Products</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>1b. Pricing data:<br/>           See price lists</p>                                                                                                                           | <p>11d. Urgent requirements:<br/>           Schedule customers may contact The Regulatory Group, Inc. to expedite urgent requirements.</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>12. F.O.B.:<br/>           Destination</p>                                                                                                                                                                                                                                                                              |
| <p>3. Minimum order:<br/>           \$300</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>4. Geographic coverage:<br/>           Worldwide</p>                                                                                                                           | <p>14. Payment address:<br/> <b>Payment via check/U.S. mail</b><br/>           The Regulatory Group, Inc.<br/>           1015 18<sup>th</sup> Street, N.W., Suite 500<br/>           Washington, DC 20036<br/>           Attention: Andrew Emery<br/>           (phone) 202-466-3205<br/>           (fax) 202-466-3230</p> |
| <p>5. Points of production<br/>           Washington, DC</p>                                                                                                                      | <p><b>Payment via wire transfer</b><br/>           Wire transfer account information available upon request.</p>                                                                                                                                                                                                           |
| <p>6. Discount from list prices:<br/>           None</p>                                                                                                                          | <p>15. Warranty provision:<br/>           The Regulatory Group, Inc. will endeavor to address any customer concerns regarding the services provided.</p>                                                                                                                                                                   |
| <p>7. Quantity discounts:<br/>           See SIN 874-4 (Training Services)</p>                                                                                                    | <p>16. Export packing charges:<br/>           N/A</p>                                                                                                                                                                                                                                                                      |
| <p>8. Prompt payment terms:<br/>           0%, net 30 days</p>                                                                                                                    | <p>17. Terms and conditions of government commercial credit card acceptance:<br/>           In accordance with the Government Commercial Credit Card Program Guidelines.</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>                                                                                                    |                                                                                                                                                                                                                                                                                                                            |