



Request for Proposals—July 5, 2022

Identifying and Reducing Burdens in Administrative Processes

The Administrative Conference of the United States (ACUS) is accepting proposals from individuals interested in serving as a consultant to produce a report that analyzes current and potential best practices that agencies can use to identify and reduce unnecessary burdens that members of the public face when they engage with federal administrative programs or participate in federal administrative processes.

Project Description and Consultant Responsibilities

The consultant(s) will prepare a report analyzing practices agencies use, or might use, to identify and reduce unnecessary procedural burdens that members of the public face when they engage with federal administrative programs or participate in federal administrative processes (e.g., rulemaking, adjudication, licensing, investigation). Examples of practices some agencies use to identify unnecessary burdens include surveys, focus groups, user testing, and data analysis. Examples of practices some agencies use to reduce unnecessary burdens include simplifying forms, digitizing services, and improving public communications. In analyzing these and other practices, the report will address any requirements under the Paperwork Reduction Act and other applicable laws. The report will then offer recommended practices to agencies both with respect to: (1) identifying unnecessary procedural burdens members of the public face when they engage with federal administrative programs or participate in federal administrative processes and (2) reducing these burdens.

ACUS may select a single consultant or assemble a team of consultants, depending on the proposals it receives. If ACUS chooses to assemble a team of consultants, the consultant team will work together to prepare a draft report, with individual consultants drafting components based on expertise and interest, and one consultant will be selected to serve as the lead consultant. The lead consultant will create a plan for drafting the report, coordinate the drafting of the various report components, and review and finalize the report, which will list all consultants as authors.

The draft report will be completed by early March 2023, and the consultant(s) will then be expected to work with ACUS staff and committees as ACUS develops recommendations from the report in time for ACUS's June 2023 plenary session. The consultant(s) will receive between \$4,000 and \$25,000, plus a budget for related expenses, depending on the number of consultants and allocation of responsibilities. If ACUS chooses to assemble a team of consultants, the lead consultant will receive a higher fee than the other consultants. The total value of consulting fees

for this project will not exceed \$25,000, to be apportioned in accordance with the number of consultants and division of responsibilities.

Submitting a Proposal and Evaluating the Proposal

If you are interested in serving as a consultant for the report, send an email to Todd Rubin at (trubin@acus.gov) with the phrase “ACUS Project Proposal” in the subject line. Attach your curriculum vitae to the email, along with a short (ideally no more than one page) statement identifying what you see as the primary issues that the report should address. Please also indicate whether you would be interested in serving as the lead consultant in the event that ACUS chooses to select a multi-member research team. **Proposals must be submitted by 5:00 p.m. Eastern Time on August 5, 2022, to be guaranteed consideration by the agency.**

Proposals will be evaluated based on quality, clarity, and the proposer’s qualifications. ACUS has a strong preference for consultants who have previously authored scholarly work with respect to how members of the public engage with federal administrative programs or processes, with a focus on improving customer experience.