



ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

Request for Proposals—May 3, 2023

Public Participation in Agency Adjudication

The Administrative Conference of the United States (ACUS) is accepting proposals from individuals interested in serving as a consultant(s) to produce a report on the issue of public participation in administrative adjudications.

Project Description and Consultant Responsibilities

ACUS has issued many recommendations to improve public participation in agency rulemaking. Many agency licensing and other adjudicative proceedings likewise present opportunities for public participation.

ACUS is undertaking a project to study and recommend best practices regarding public participation in administrative adjudications. Among other relevant topics, the project will address:

- Circumstances in which public participation may be appropriate;
- Options for public participation (e.g., written comments, oral presentations, intervention, amicus briefing);
- Methods for facilitating public participation (e.g., notice, managing oral and written comments, technology use); and
- Agencies' use of information obtained through public engagement efforts.

The consultant(s) will complete a draft report by February 2024 and will thereafter be expected to work with Conference staff and committees as the Conference develops recommendations from the report in time for the Conference's June 2024 plenary session. The Conference may select a single consultant or assemble a team of consultants depending on the proposals it receives. Consultants will receive between \$8,000 and \$25,000, plus a budget for related expenses, depending on the number of consultants and allocation of responsibilities. 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 Evaluation Criteria

If you are interested in serving as a consultant for the report, send an email to Jeremy Graboyes (jgraboyes@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. **All responsible**

sources must submit a proposal by 5:00 p.m. Eastern Time on June 5, 2023, in order to be guaranteed consideration by the agency.

Proposals will be evaluated based on quality, clarity, and the proposer's qualifications. The Conference has a strong preference for consultants who have previously authored scholarly work on the topics of administrative adjudication, and public participation.