



ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

Request for Proposals—January 26, 2024 **Regional Administration of Regulatory Programs**

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 agency approaches to regional administration of regulatory programs.

Project Description and Consultant Responsibilities

While most regulatory agencies administer nationwide programs, many agencies do so through a system of regional offices. Regional offices perform a variety of tasks, from implementing regulatory policies, to making determinations on permit applications and overseeing field operations, to conducting investigations and enforcement proceedings.

ACUS is undertaking a project to examine agency approaches to regional administration of regulatory programs¹ and offer a set of broadly applicable best practices for regulatory agencies. If warranted, the project may also recommend statutory reforms to Congress. Among other topics, the project will address:

- How much discretion and authority do agencies delegate to regional offices?
- How do agencies develop and disclose policies governing the relationship between regional and central offices?
- How do regional offices develop and disclose local policies?
- How do agencies coordinate and oversee regional operations?

The draft report will be completed by January 2025, and the consultant(s) 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 2025 plenary session.² 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.

¹ This project will focus on agencies that exercise regulatory authority, for example through licensing and permitting, ratemaking, the granting of waivers and exemptions from regulatory requirements, and the investigation and prosecution of regulated entities. It will not address regional administration of other executive-branch functions, such as the administration of grants-in-aid to state and local governments, the administration of public benefits programs, and the management of public lands and facilities.

² Both the report due date and the date of the plenary session are subject to change.

Submitting a Proposal and Evaluation Criteria

If you are interested in serving as a consultant for the report, send an email to Jennifer Selin (jselin@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 February 23, 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 administration of regulatory programs.