



NOTICE OF REQUEST FOR PROPOSALS

The CERS Board of Trustees, created on April 1, 2021, is seeking qualifications for legal services of a General Counsel who will serve as the primary legal advisor to the CERS Board of Trustees and CERS Chief Executive Officer. In addition, the CERS General Counsel may collaborate with the KPPA Legal staff as defined in the CERS Board of Trustees Statement of Bylaws and Committee Organization. The General Counsel will report directly to the CERS Board of Trustees.

A detailed job description is available on the CERS Board page of the KPPA website, [CERS - Kentucky Public Pensions Authority](#). In addition, more information about the CERS Board of Trustees is outlined in the CERS Board of Trustees Statement of Bylaws and Committee Organization, which is available on the KPPA website, https://kyret.ky.gov/About/Meet_the_Administration/Pages/Board-Policies.aspx. The CERS Board is seeking proposals for hourly rates for a legal services retainer contract. Proposals should include a description of the applicant's qualifications, experience, and professional credentials, three professional references, and permission to conduct a background check prior to the Interview process. The CERS Board is looking for individuals or firms with legal experience related to pension, governmental, and/or investment management. In addition, an understanding of actuarial and legislative analysis is preferred to assist the CERS Board with its public employee retirement system governance responsibilities.

The commonwealth of Kentucky does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, genetic information or veteran status. Reasonable accommodations are provided upon request.

Proposals, including the references and permission for the background check, should be submitted to Mr. Powell, jerry.powell@kyret.ky.gov, no later than **5pm on, June 4, 2021**.



Position Description General Counsel CERS Board of Trustees

SUMMARY OF DUTIES

Serves as the primary legal advisor to the CERS Board of Trustees and CERS Chief Executive Officer and assists with the collaboration with the KPPA Legal staff.

LEGAL ANALYSIS

Provides legal analysis of issues relating to the CERS Board of Trustees, and provides legal and policy advice. Attends and participates in meetings where legal analysis and judgment is critical to planning and decision-making. Provides advice and consultation to other legal staff within the organization. Develops and participates in training programs. Drafts legal policy and makes recommendations. Coordinates with KPPA General Counsel on administrative issues affecting the CERS plan administration or CERS Board of Trustees.

LEGAL REPRESENTATION

Represents CERS in all phases of civil litigation and coordinates legal services with KPPA Legal as well as outside legal counsel.

CONTRACT REVIEWS

Drafts and reviews CERS Board of Trustees contracts and CERS Board of Trustees business procedures for legal sufficiency. Drafts and/or reviews major agreements between the organization and other entities, both public and private. Prepares reports for board. Responds to member inquiries. Handles more significant legal issues before CERS.

QUALIFICATIONS AND EXPERIENCE

The following list outlines the types of qualifications and experience that CERS Board will consider to evaluate candidates. Candidates should describe their specific expertise, training, or experience with any of these areas in their proposal.

- Juris Doctor from an accredited law school and license to practice law in the Commonwealth of Kentucky upon hire.
- Broad and extensive experience of five or more years in the practice of law relating to retirement systems, employee benefits, investments and financial markets, or a closely related field.
- Previous General Counsel experience, and/or law firm experience in advising public pension plans will be viewed favorably.
- Litigation experience will be viewed favorably.
- Knowledge of federal laws, Kentucky laws, tax laws, and regulations pertaining to issues that confront public pension plans (i.e. including, but not limited to, tax compliance, SEC, and/or fiduciary duties)
- Knowledge of the principles and practice of administrative law.
- General familiarity with Kentucky state government processes and procedures.
- Experience working for and with a governing Board; understanding the appropriate roles and responsibilities of the Board and the General Counsel.
- Experience working with stakeholders, elected officials, and the media in the governmental environment.