

Memorandum

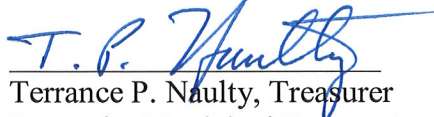
Date: February 17, 2017
To: Ron Herd, Chairman - KyMEA
From: Terry Naulty, Treasurer
RE: Determination and Finding for Professional Services

Kentucky Municipal Energy Agency (KyMEA) requires the services of a qualified executive search firm to assist the Agency in the selection of its first General Manager/CEO. These services will include the following:

- Developing a comprehensive job description
- Recommending compensation levels
- Identifying and screening qualified candidates
- Presenting a minimum of four qualified finalists for selection by KyMEA board
- Coordination of travel and administration of interviews

As the agency has never before hired a CEO, consultation from the qualified firms on the process and timing to achieve the Board's objective will require discussion and negotiations. Further, the services requested to be performed meet the definition of Professional Services pursuant to the Model Procurement Code of Kentucky, it is most advantageous for KyMEA to award this work for professional services in accordance with KRS 45A.380(3).

Respectfully Submitted by:



Terrance P. Naulty, Treasurer
Kentucky Municipal Energy Agency