AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
	1 / 4

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
000026	See Block 16C	4200511008	

6. ISSUED BY CODE MSFC

NASA/Marshall Space Flight Center
Office of Procurement
Rita R. James
rita.r.james@nasa.gov
Marshall Space Flight Center AL 35812

7. ADMINISTERED BY (If other than Item 6) CODE MSFC

Rita R. James
Contract Specialist
256-961-0037
Marshall Space Flight Center AL 35812

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

AL RAZAQ COMPUTING SERVICES
6001 SAVOY DR STE 505
HOUSTON TX 77036-3365

CODE 035U7 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C
NNM11AA36T

10B. DATED (SEE ITEM 13) 05/01/2011

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: $224,679.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.217-9 Option to Extend the Terms of the contract (Mar 2000)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

1. The purposes of this modification are to:

a. Pursuant to the Option to Extend the Term of the Contract Clause (FAR 52.217-9) of Contract NNM11AA30C Option 3 (Yr 4), this task order Engineering Directorate Business Management Office, Test Laboratory/Engineering Test Area, Engineering Space Systems Department Resources Office, and Spacecraft and Vehicle Systems Department will continue through the extended Period of Performance from May 1, 2014 to April 30, 2015 in the amount of $938,939; thereby increasing the total task order from $2,418,612 to $3,357,551.

b. Provide incremental funding in the amount of $224,679; thereby increasing the total funding allotted to this task order from $2,418,612 to $2,643,291 pursuant to the

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Langston Hunter for Ron Hentz, Prog. Mgr.	Bobby J Holden

15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)	4/30/14	(Signature of Contracting Officer)	4/30/14

NAME OF OFFEROR OR CONTRACTOR
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	"Limitation of Funds" Clause. c. Extend the anticipated funded through date from April 30, 2014 to July 18, 2014. d. Update task order Clause 7, Payment and Consideration, to reflect billing periods through April 30, 2015. e. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change. Clause 3 Period of Performance Clause 7 Consideration and Payment Clause 12 Limitation of Funds 3. Contractor's Statement of Release In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification. Contract Change Identification: Task Order NNM11AA36T, Modification No. 26 against Contract NNM11AA30C. Contractor Proposal Number: ARCS Proposal dated April 15, 2012. 4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect. LIST OF CHANGES: Reason for Modification : Exercise an Option Period Of Performance End Date changed from 2014-04-30 to 2015-04-30 Total Amount for this Modification: $938,939.00 Continued ...				

NAME OF OFFEROR OR CONTRACTOR
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Current Obligated Value for this Award: $2,643,291.00 Current Task Order Value for this Award: $3,357,551.00 Payment Terms: Net 30 days FOB: Destination				
004	Option 3 (Contract Year 4) Incrementally Funded Amount: $224,679.00 Accounting Info: 62ED02/6100.2520/62/FC000000/432938.11.01.08.50.0/1.02/000/2520/62/CASX22014D/361N/8014/150122/1/2 Cost Center: 62ED02 GL Account: 6100.2520 Order: FC000000 WBS Element1: 432938.11.01.08.50.0 WBS Element2: 1.02 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX22014D Functional Area: 361N Appropriation: 8014/150122 Funded: $0.00 Accounting Info: 62ED02P29A/6100.2520/62/FC000000/585777.01.01.33/000/2520/62/EXPX22014D/719V/8014/150124/2/3 Cost Center: 62ED02P29A GL Account: 6100.2520 Order: FC000000 WBS Element1: 585777.01.01.33 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXPX22014D Functional Area: 719V Appropriation: 8014/150124 Funded: $0.00 Accounting Info: 62EE11/6100.2520/62/FC000000/811540.01.01.08/000/2520/62/CASX22014D/512F/8014/150122/3/4 Cost Center: 62EE11 GL Account: 6100.2520 Order: FC000000 WBS Element1: 811540.01.01.08 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX22014D Functional Area: 512F Appropriation: 8014/150122 Funded: $0.00 Accounting Info: 62ED02/6100.2520/62/FC000000/432938.11.01.08.50.0/1.02/000/2520/62/CASX22014D/361N/8014/150122/1/2 Cost Center: 62ED02 GL Account: 6100.2520 Order: FC000000 WBS Element1: 432938.11.01.08.50.0 WBS Element2: 1.02 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX22014D Functional Area: 361N Appropriation: 8014/150122 Funded: $0.00 Accounting Info: 62ED02P29A/6100.2520/62/FC000000/585777.01.01.33/0 Continued ...				938,939.00

NAME OF OFFEROR OR CONTRACTOR
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	00/2520/62/EXPX22014D/719V/8014/150124/2/3 Cost Center: 62ED02P29A GL Account: 6100.2520 Order: FC000000 WBS Element1: 585777.01.01.33 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXPX22014D Functional Area: 719V Appropriation: 8014/150124 Funded: $0.00 Accounting Info: 62EE11/6100.2520/62/FC000000/811540.01.01.08/000/2520/62/CASX22014D/512F/8014/150122/3/4 Cost Center: 62EE11 GL Account: 6100.2520 Order: FC000000 WBS Element1: 811540.01.01.08 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX22014D Functional Area: 512F Appropriation: 8014/150122 Funded: $0.00 Accounting Info: 62ED02/6100.2520/62/FC000000/432938.11.01.08.50.0/1.02/000/2520/62/CASX22014D/361N/8014/150122/1/2 Cost Center: 62ED02 GL Account: 6100.2520 Order: FC000000 WBS Element1: 432938.11.01.08.50.0 WBS Element2: 1.02 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX22014D Functional Area: 361N Appropriation: 8014/150122 Funded: $115,786.00 Accounting Info: 62ED02P29A/6100.2520/62/FC000000/585777.01.01.33/000/2520/62/EXPX22014D/719V/8014/150124/2/3 Cost Center: 62ED02P29A GL Account: 6100.2520 Order: FC000000 WBS Element1: 585777.01.01.33 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXPX22014D Functional Area: 719V Appropriation: 8014/150124 Funded: $57,893.00 Accounting Info: 62EE11/6100.2520/62/FC000000/811540.01.01.08/000/2520/62/CASX22014D/512F/8014/150122/3/4 Cost Center: 62EE11 GL Account: 6100.2520 Order: FC000000 WBS Element1: 811540.01.01.08 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX22014D Functional Area: 512F Appropriation: 8014/150122 Funded: $51,000.00				

TASK ORDER NNM11AA36T

BUSINESS SUPPORT SERVICES

ED02/Engineering Directorate Business Management Office
ET02/ Test Laboratory/Engineering Test Area
ES02/ Engineering Space Systems Department Resources Office
EV02/ Spacecraft and Vehicle Systems Department

	FFP Labor	Travel	Total TO Value
PREVIOUS	(b)(4)		
THIS MOD			
TOTAL	(b)(4)		$3,357,551

Total Labor Obligations	Travel	Total TO Obligations
(b)(4)		
(b)(4)		$ 2,643,291

1. SUPPLIES AND/OR SERVICES TO BE FURNISHED

a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.

b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

2. TYPE OF ORDER

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be as follows: May 1, 2011 through **April 30, 2015**.

4. PLACE OF PERFORMANCE

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

5. PERFORMANCE SURVEYS

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

7. CONSIDERATION AND PAYMENT

a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.

b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates*, to the contract, and as set forth in the payment schedule shown below.

c. Accounting classifications and funding resources are incorporated into the contract accordingly.

d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.

e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

NNM11AA36T Payment Schedule

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	

		08/19/11	(b)(4)
		09/02/11	
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	
		11/11/11	
		11/25/11	
		12/09/11	
		12/23/11	
		01/06/12	
		01/20/12	
		02/03/12	
		02/17/12	
		03/02/12	
		03/16/12	
		03/30/12	
		04/13/12	
		04/27/12	
		05/11/12	
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	
		10/12/12	
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	
		03/01/13	

		03/15/13	(b)(4)
		03/29/13	
		04/12/13	
		04/26/13	
		05/10/13	
		05/24/13	
		06/07/13	
		06/21/13	
		07/05/13	
		07/19/13	
		08/02/13	
		08/16/13	
		08/30/13	
		09/13/13	
		09/27/13	
		10/11/13	
		10/25/13	
		11/08/13	
		11/22/13	
		12/06/13	
		12/20/13	
		01/03/14	
		01/17/14	
		01/31/14	
		02/14/14	
		02/28/14	
		03/14/14	
		03/28/14	
		04/11/14	
		04/25/14	
		05/09/14	
		05/23/14	
		06/06/14	
		06/20/14	
		07/04/14	
		07/18/14	
		08/01/14	
		08/15/14	
		08/29/14	
		09/12/14	
		09/26/14	

		10/10/14	(b)(4)
		10/24/14	
		11/07/14	
		11/21/14	
		12/05/14	
		12/19/14	
		01/02/15	
		01/16/15	
		01/30/15	
		02/13/15	
		02/27/15	
		03/13/15	
		03/27/15	
		04/10/15	
		04/30/15	
		Total Billing	$3,352,990

8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

9. ORDER CLAUSES

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

10. OTHER TERMS AND CONDITIONS

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

11. ORDER OF PRECEDENCE

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT) (MAR 1989)

(a) Of the total price for effort provided under this Task Order, the sum of **$ 2,643,291** is available for payment and allotted to this Task Order.

(b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

(c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **July 18, 2014.**

(2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

(3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.

(ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.

(4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on

the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

[End of Task Order]

Performance Work Statement
Task Order NNM11AA36T, Business Support Services
Contract NNM11AA30C

1.0 INTRODUCTION

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

2.0 PROGRAM MANAGEMENT

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

3.0 BUSINESS SUPPORT

3.1 CS01/Office of Strategic Analysis and Communications

3.1.1 RESERVED

3.2 ED02/Engineering Directorate/Resource Management Office

3.2.1 RESERVED

3.2.2 Perform a variety of duties associated with the responsibility of providing the overall planning, analysis, integration and execution of the financial activities for the ED02 relating to institutional and programmatic operations. Thorough knowledge of 533 reports, input and maintain contract cost and plan data in SAP. Coordinate and initiate all contact funding PR's, coordinate with contractor and procurement analyst on all task cost and mods, provide funding status reports to task owners and coordinate funding issues, budget transfers and budget de-obligations. Responsible for providing contract status reports for task and management reviews, provide cost reports to the civil servant contract Cost Performance Evaluation Monitor, and be able to work issues directly with CFO, Accounting, Procurement and other NASA Management. This position must have the ability to communicate effectively in writing, person to person, and in meetings, experience in working with financial and budgeting tools, systems and understanding of their functions. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the business field or in a related area, preferable with government financial, budget, resource and funding processes. (b)(4)

3.2.3 Provide business support as required to Engineering's Resource Management Office. Perform assessments of budgets on assigned programs/projects, maintain budgets, and identify critical areas of concern for the purpose of defining potential technical and financial problems. Cost analysis and performance assessment will be required on multiple project elements. Responsible for developing, executing, and monitoring budgets, long-range operating plans, phasing plans, and other resource planning activities. Tasks will include (but not limited to) assessing changes in program/project content and recommending possible courses of action; provide independent status reports and assessments; track and analyze workforce, budgets, funding, costs, and contract status for multiple programs/projects supported by the Office. May report to an executive or a manager. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Requires the ability to maintain confidentiality of data. Excellent communication, interpersonal, and analytical skills are required. Must be able to work independently and with minimal supervision. This position requires a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

3.3 ED10/Engineering Policies and Programs Office

3.3.1 RESERVED

3.4 QD03/Safety and Mission Assurance Directorate/Business Management Office

3.4.1 RESERVED

3.5 Travel

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

3.6 ET02/ Test Laboratory/Engineering Test Area

3.6.1 Business Management support is required to support Rocket Propulsion Test (RPT) and Strategic Capability Assets Program (SCAP) for the test area. This includes gathering data, tracking resources, reporting to Stennis Space Center management, NASA HQ, and MSFC test management, prepare budgets and report monthly cost variances, and preparing quarterly Program Management Reviews. In addition, this position will also be supporting reimbursable work in the test area which includes preparing reimbursable documentation in SAAM (Space Act Agreement Manager) for review by the center and NASA HQ, estimated price report (EPR), and work with the legal office. This also includes tracking and distributing received funds from the CFO in relation with this approved work. Candidate must be able to maintain confidentiality of data and work independently with minimal supervision. An understanding of government financial processes and experience with SAP, Business Warehouse, eMRPT is required. Proficiency with MS Office applications with an

advanced knowledge of Excel and PowerPoint are required. This position requires a bachelor's degree (or equivalent work experience) and 6-8 years of experience in the field or in a related area. (b)(4)

3.7 ES02/ Engineering Space Systems Department Resources Office

3.7.1 Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

3.8 EV02/ Spacecraft and Vehicle Systems Department

3.8.1 RESERVED

3.8.2 Provide business support as required to the Spacecraft and Vehicle Systems Department. Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control department resources being utilized to support programs/projects. Tasks will include (but not limited to) assessing changes in program/project content and recommending possible courses of action; provide independent status reports and assessments; track and analyze workforce, budgets, funding, costs, and contract status for multiple programs/projects supported by the Department. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Requires the ability to maintain confidentiality of data. Excellent communication, interpersonal, and analytical skills are required. Must be able to work independently and with minimal supervision. This position requires a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)