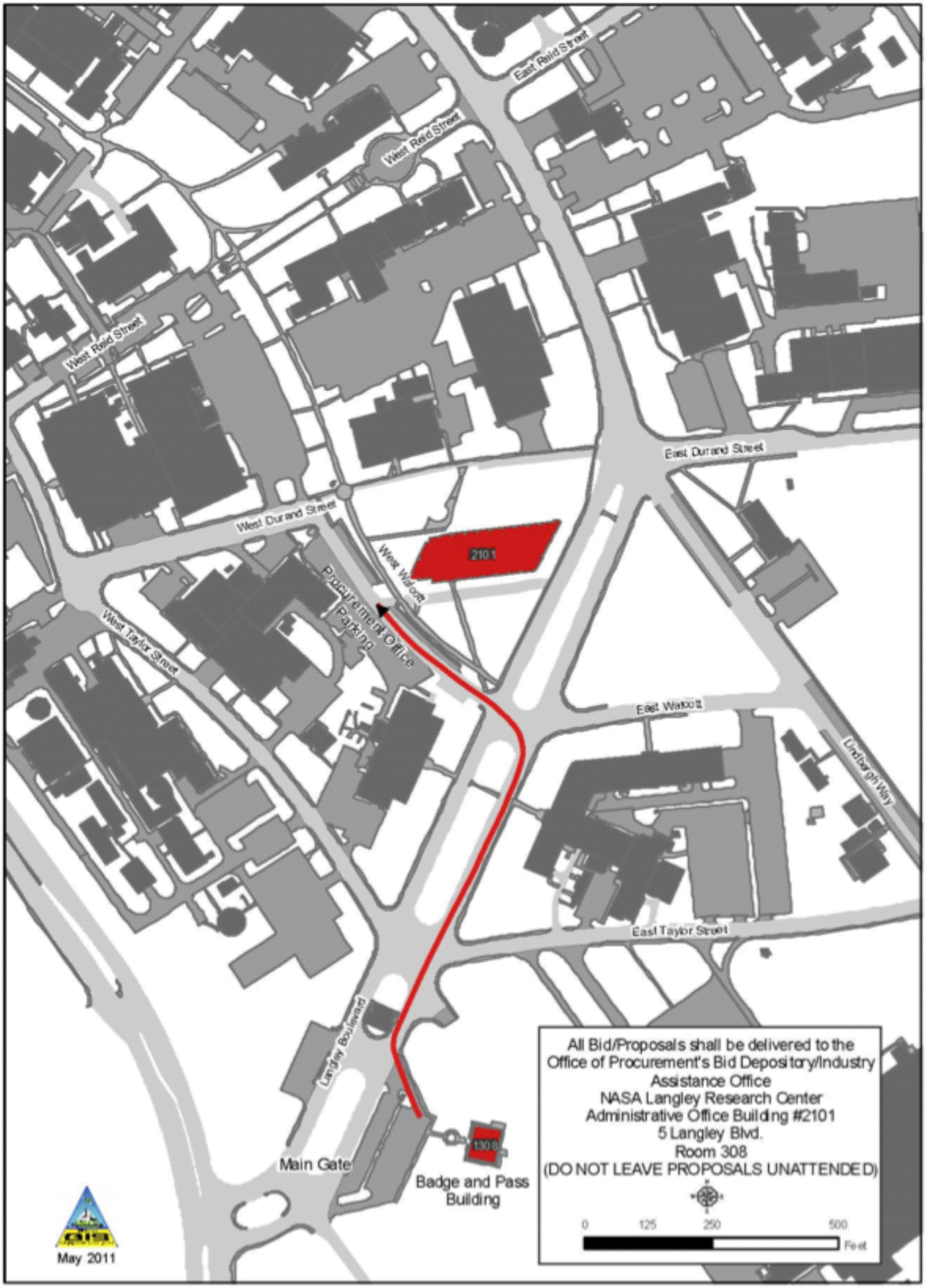Office of Procurement Bid/Proposal Depository Directions