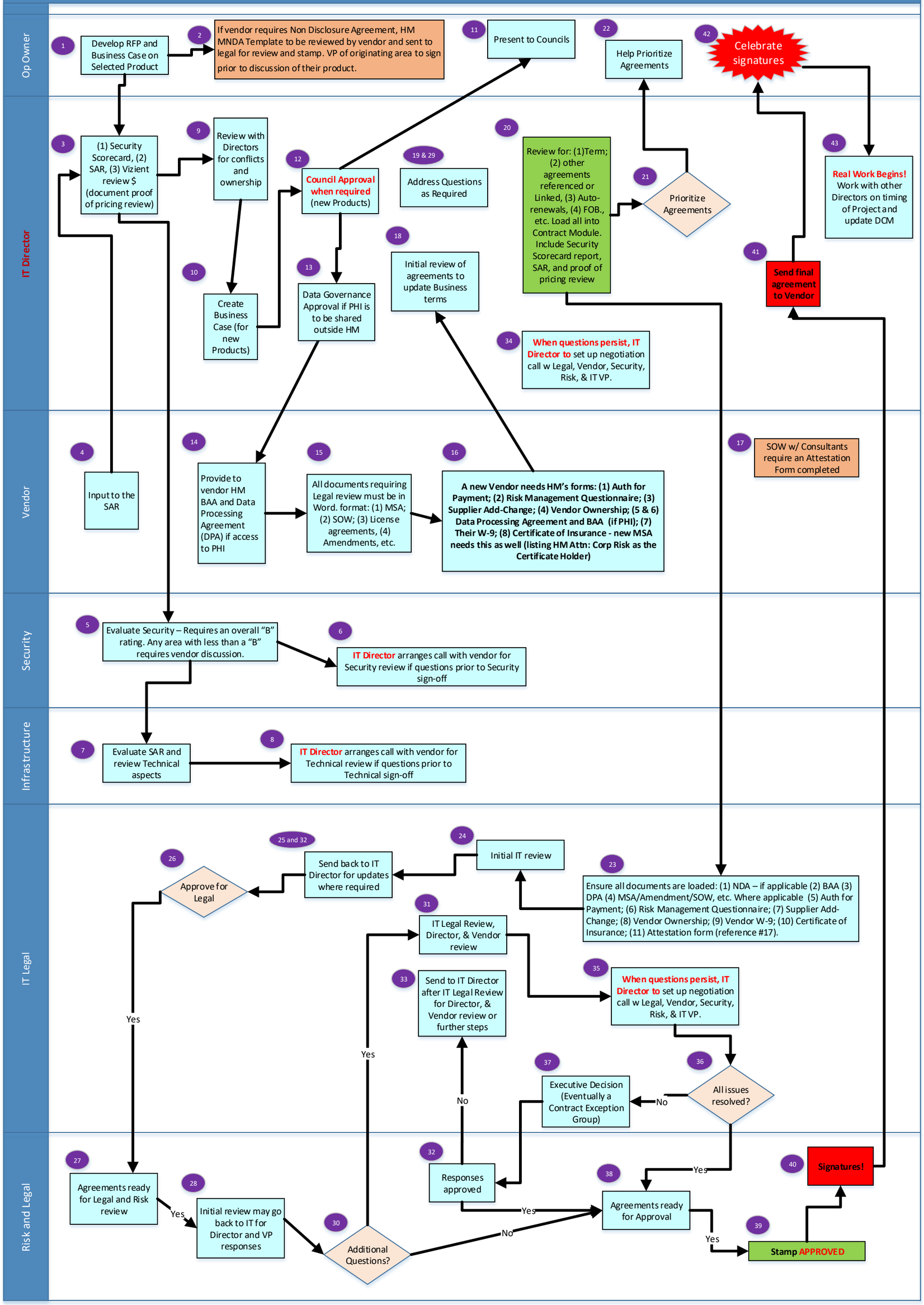Contract Process: Workflow and Responsibilities