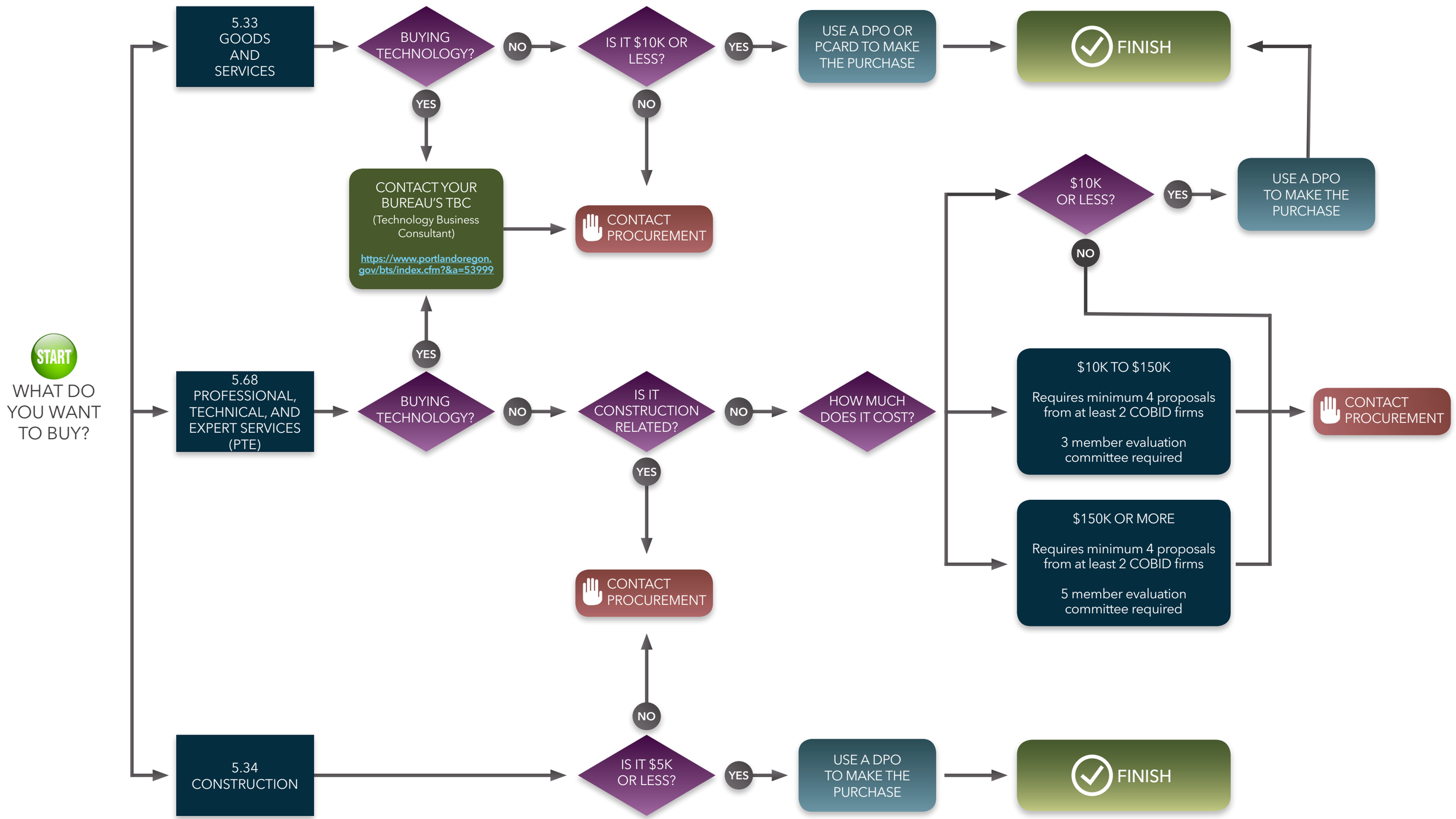CITY OF PORTLAND PROCUREMENT PROCESS QUICK REFERENCE