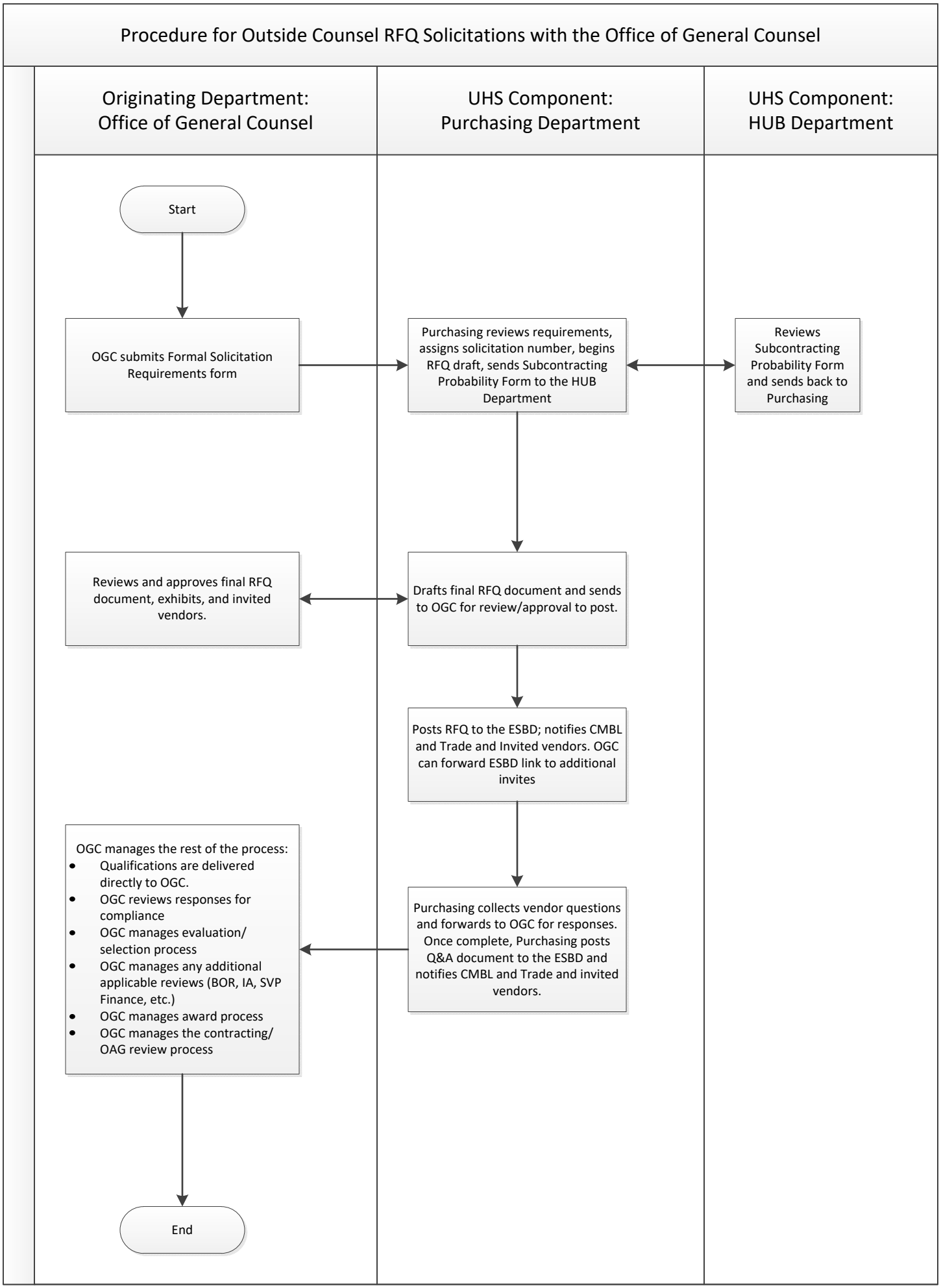Procedure for Outside Counsel RFQ Solicitations with the Office of General Counsel