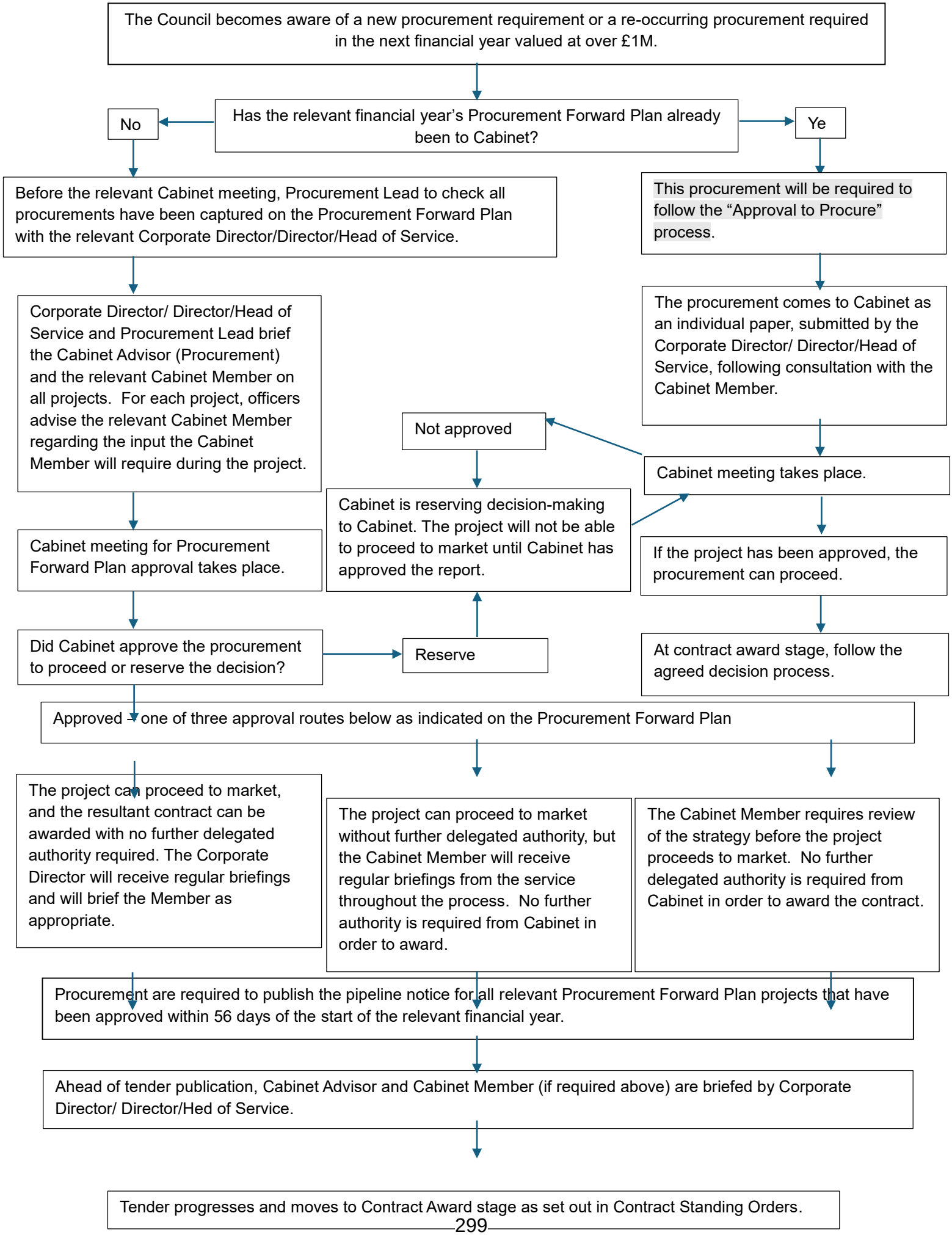Procurement Forward Plan process for members