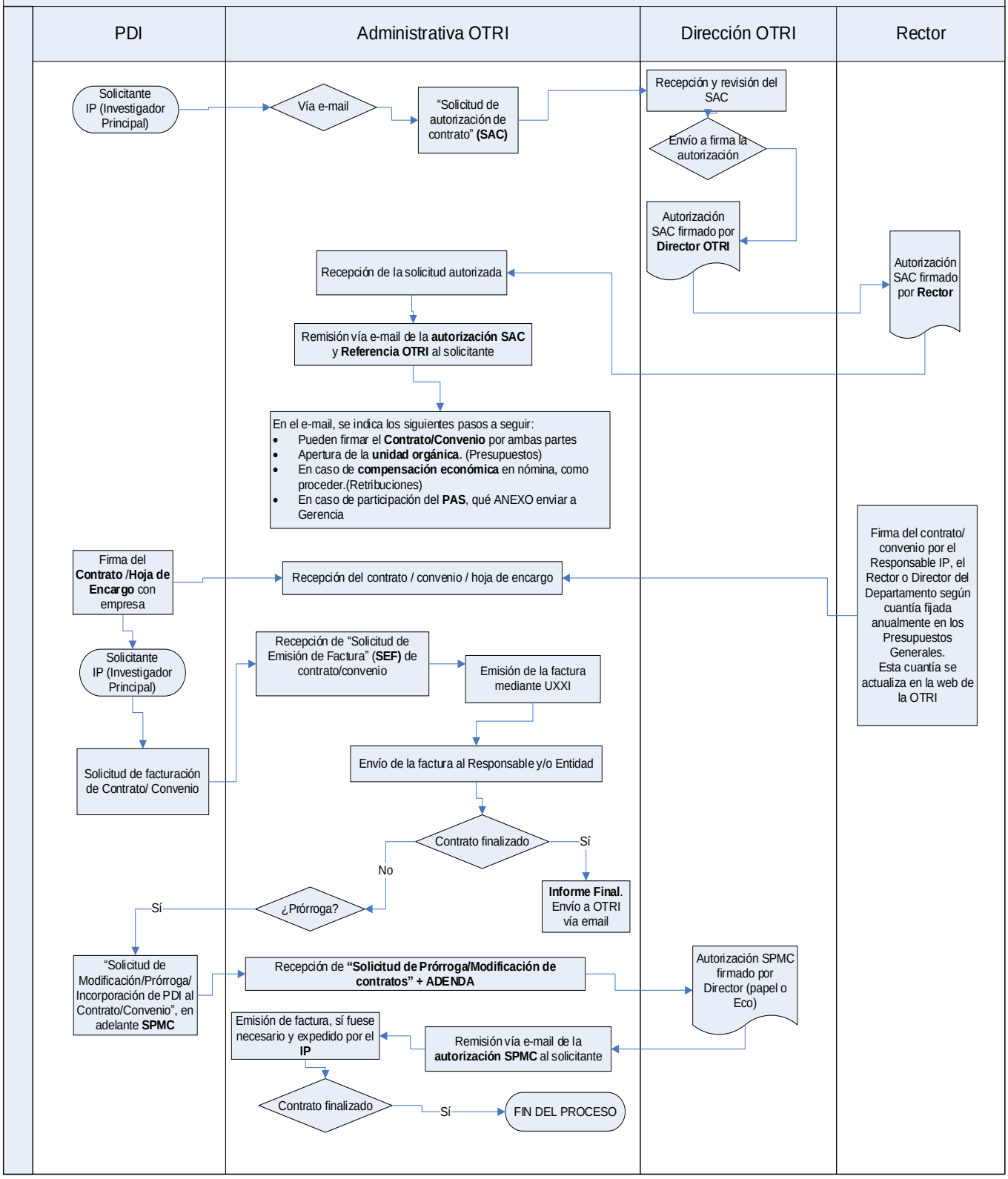PROCEDIMIENTO DE CONTRATOS Y CONVENIOS OTRI