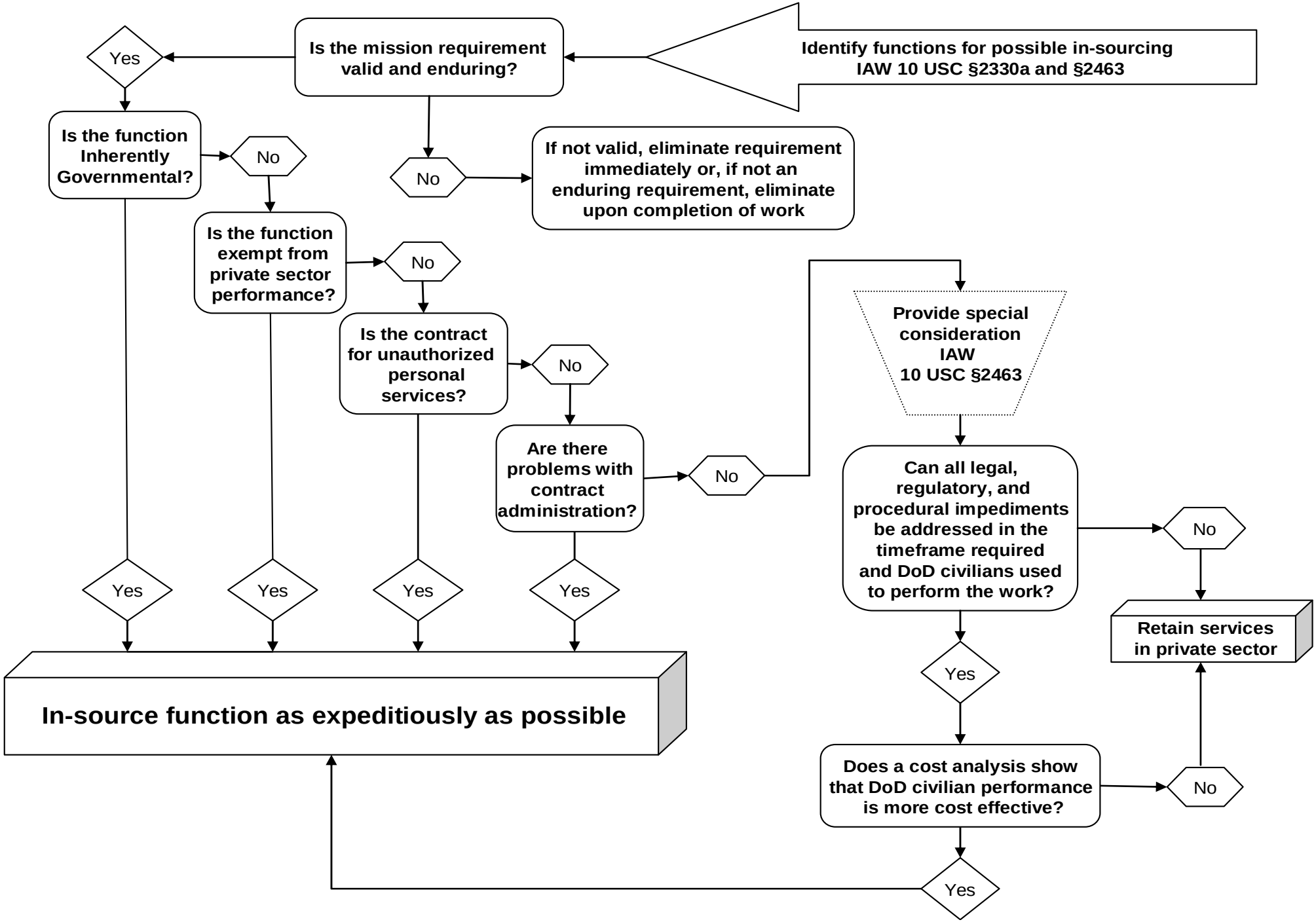PROCESS FOR PRIORITIZING AND REVIEWING CONTRACTED SERVICES FOR IN-SOURCING