

## Institutional Master Plan (IMP) Analyst DPH Policy and Procedure

The following provides detailed policy and procedures for compliance by the Department of Public Health (DPH) with Ordinance 279-07. This Ordinance requires DPH to manage contracted analysis of specific San Francisco hospitals' Institutional Master Plans (IMPs), and it requires the hospitals to pay for the costs of this analysis.

### Contracted Analysis of IMPs

1. DPH will maintain a pool of one or more contractors to perform analysis of hospital IMPs.
2. Upon receipt of an IMP from the Planning Department, DPH will submit the IMP to its contractors, and collect bids within five days, choosing the best contractor according to quality and price within a total of seven working days from receipt of IMP.
3. DPH will pay the contractor as negotiated according to the following structure:
  - a. Up to 30% of budgeted payment at IMP onset (day 1 of analysis).
  - b. Monthly or other incremental payments thereafter (net 30).

### Hospital Fee and Payment Schedule

1. For each hospital submitting an IMP, DPH will create a budget that includes:
  - a. Consultant fee per bid received and accepted as described above.
  - b. Salary expenses for planning staff calculated on an hourly basis per classification with up to 35% fringe.
  - c. Overhead of 10% of sum of total cost.
2. For each hospital submitting an IMP DPH will bill as follows:
  - a. At seven days of receipt of IMP from Planning Department, DPH will email or fax an invoice for 50% of total budgeted costs due immediately.
  - b. At 45 days after receipt of first payment from hospital, DPH will email or fax an invoice for 25% of total budgeted costs due immediately.
  - c. At 90 days after receipt of first payment from hospital and upon delivery of analysis to Planning Department, DPH will email or fax an invoice due immediately for the remaining balance (based on actual costs).