

# Guidelines for PPE and Resource Requests from Medical and Non-Medical Care Facilities

## MEDICAL FACILITIES PROCESS

- If a MEDICAL facility contacts a city requesting medical supplies, refer them directly to the HCA AOC (See links provided).
- If a MEDICAL facility contacts a city requesting non-medical supplies and they have exhausted their own procurement process, they can submit a resource request to the city.
- If the city is unable to procure, the city can submit a resource request to the County. Normal billing procedures will be used.

*(\*Please note: cities should discuss payment arrangements directly with the facility if they are procuring items on their behalf.\*)*

## MEDICAL FACILITY

- Hospital
- Skilled nursing facility
- Dialysis centers
- Home health agency

*(\*Must be a medically licensed by CDPH, not just have a nurse(s) on staff\*)*

Please provide these links to licensed medical facilities as indicated above.

[Direct to the HCA Agency Operations Center "AOC"](#)

[AOC Resource Request form](#)

## NON-MEDICAL FACILITIES PROCESS

- If a NON-MEDICAL facility contacts a city requesting medical or non-medical supplies, advise them they are to use their own procurement process to purchase what they need.
- If they are unable to procure through their own vendors, they can ask the city to procure on their behalf. It is the responsibility of the city to discuss payment arrangements with the facility. If no arrangements are made these purchases would be a "free gift" from the city to the private business.
- If the city is unable to procure, the city can submit a resource request to the County. Normal billing procedures will be used.

## NON-MEDICAL FACILITY

- 6-bed
- Assisted living
- Adult residential facilities
- Independent living center
- Memory care facility
- Residential care facility
- Any other CCL licensed facility\* (ask who their licensing authority is if you are unsure)

\*Typically the facility has a business license and may have limited licensed medical professionals on staff but is not a medically licensed facility.

