



Board Agenda Item 53

DATE: December 9, 2025

TO: Board of Supervisors

SUBMITTED BY: Susan L. Holt, Director, Department of Behavioral Health

SUBJECT: Agreement with Claremont Graduate University

RECOMMENDED ACTION(S):

- 1. Under Administrative Policy No. 34 for competitive bids or requests for proposals (AP 34), determine that an exception to the competitive bidding requirement under AP 34 is satisfied and a suspension of competition is warranted due to unusual or extraordinary circumstances due to the non-competitive nature of student internship at the Department; and**
- 2. Approve and authorize the Chairman to execute an Agreement with Claremont Graduate University to provide students with supervised non-clinical and field experience through County programs, effective upon execution through June 30, 2030, which includes a seven month and two-year base contract and two optional one-year extensions (\$0).**

There is no Net County Cost associated with the recommended actions, which will allow for required non-clinical and field experiences for students enrolled at Claremont Graduate University through the Department of Behavioral Health (Department). Participation will be completed without monetary compensation and Claremont Graduate University will obtain the requisite insurance for all student interns. The recommended agreement is mutually beneficial, as current Department staff will be utilizing this agreement for professional development, and potential trained students may return to the County as employees. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended action, the County will not be able to accept student interns from Claremont Graduate University. Student non-clinical and field experience enhances services for County persons served, strengthens recruitment efforts that are traditionally difficult to fill, and allows for professional development for current Department staff.

SUSPENSION OF COMPETITION/ SOLE SOURCE CONTRACT

It is requested that the County find under AP 34 that an exception to the competitive bidding requirement is satisfied, and a suspension of competition is warranted due to unusual or extraordinary circumstances due to the non-competitive nature of student internship at the Department. The University has a need for facilities for the provision of non-clinical and/or field experiences for mandatory learning experiences for its students, and the Department maintains and operates facilities and programs suitable for furnishing such non-clinical and field experience. The General Services Department - Purchasing concurs with the Department's assessment that this satisfies the exception to the competitive bidding process required by AP 34.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. The recommended agreement does not provide any compensation between the County and Claremont Graduate University.

DISCUSSION:

The County has agreements with a variety of higher education universities to provide non-clinical and field experience for their student interns at the Department.

Claremont Graduate University is an independent institution of higher education accredited by the Western Association of Schools and Colleges Senior College and University Commission. In order to fulfill the curriculum requirements, students are required to complete an internship, training, or other field placement obligations. The recommended agreement provides an opportunity for graduate students in Claremont's various schools and departments to complete this requirement within the Department. Supervision and training will be provided by the Department. Student non-clinical and field experience enhances services for County persons served, strengthens recruitment efforts that are traditionally difficult to fill, and allows for professional development for current Department staff.

OTHER REVIEWING AGENCIES

The Behavioral Health Board was notified of this agreement at the December 2025 meeting.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Suspension of Competition Acquisition Request
On file with Clerk - Agreement with Claremont Graduate University

CAO ANALYST:

Ronald Alexander