

Santa Fe County Purchasing Process Request Form

Date Submitted:	8/26/2026	Requesting User Agency:	CMO/IT
Name & Phone of Contact Person:	Michelle Mascarenas-Jackson 505-992-9892		
Contract Tracking #/Buyer (Purchasing)	2020-0236-IT Amendment 7	BCC Approval? ☐ Yes ☒ No If yes, please indicate date	

AGENCY REQUEST: (Lease, MOU, Grant, Professional Services Agreement, Construction, Application, etc.) Describe the County, Public and/or Agency need. Describe what you are attempting to purchase, obtain or accomplish. Attach additional information relating to your request (scope of work, specifications, bid items on etc.)

The Information Technology Department is requesting an amendment to add 5 additional Dropbox Advanced Licenses at \$287 each for a total of \$1,132.25 exluding tax. Dropbox Advanced Is a software that is used in various departments county wide to share small and large documents with Internal/external customers. Dropbox core features include unlimited storage, best-In-class sync technology, easy and secure sharing, etc. IT is requesting a small purchase waiver approval. Agreement No:2020:0236-IT

Does this request require IT approval? ☐ Yes ☐ No **If yes, is the approved work order attached?** ☐ Yes ☐ No

PURCHASING STATUS:

FINANCIAL / BUDGETARY INFORMATION: (If applicable, include a breakdown of project cost estimates; is funding already appropriated? If this action will result in revenue to the County, include the total compensation and timetable. Include funding information (GF, GRT, Grant, Grant Match, In Kind requirements, etc.)

<u>Grants</u>	<u>Capital, Fund & Cost Center Approval</u>	<u>Budget Approval:</u>
Is this grant related? ☐ Yes ☐ No	Is this a capital project? ☐ Yes ☐ No	
If yes: provide fund(s) _____	Capital approval: _____	
Grant approval: _____	Fund/Cost Center approval: _____	

Please provide account number(s) for this request:

LEGAL FORM: (Is this a new contract or an amendment or change of a previously submitted procurement or contract? Identify any known liabilities and/or risks to the County.

LEGAL APPROVAL: (sign and date)

FINANCE DIRECTOR APPROVAL: (sign and date)

COUNTY MANAGER APPROVAL: (sign and date)

 Gregory S. Shaffer, County Manager 9/7/2026

ATTACH NEEDED DOCUMENTS (Purchase Requisition, Justification Memo & Documentation (sole source, emergency or other procurement exemption), W-9 for new vendor, draft BCC memorandum, Price Agreement used (SPA, GSA, etc.))

Original Agreement (2020 0236 IT Request Dropbox agreement with terms)

Amendment 1

Amendment 2

Amendment 3

Amendment 4

Amendment 5

Amendment 6

Requisition

REQUISITION BY: MDIAS

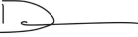
STATUS: REQ-APPROVAL LT \$10000
REASON: MICHELLE MASCARENAS-JACKSON IS REQUESTING

DATE: 8/28/26

SHIP TO LOCATION: IT DIVISION/CMO

SUGGESTED VENDOR: 24263 DROPBOX INC

DELIVER BY DATE: 6/30/27

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	MICHELLE MASCARENAS-JACKSON IS REQUESTING Amendment to our current contract #2020-0236-IT (Term: 6/4/26-6/3/27) to include x5 additional Dropbox licenses for various SFC departments/divisions. Dropbox Advanced Storage Cap User License Additional 5 Licenses - Prorated Cost Per Item 5@\$287.99ea=\$1,132.25 Term : 8/21/26 - 6/3/27 Tax on services 1@\$92.70 Total=\$1,224.95 COMMODITY: SUBCOMMOD: MISC	1224.95	EA	1.0000	1224.95	Signatures are for authorization to process a purchase order from a requisition or a purchase order change order. All signatures must be present & signed by the individual. Void processing if the signatures are not signed by the individual. Michelle Mascarenas-Jackson Aug 28, 2026 Requested By: _____ Date: _____  8/28/2026 Created By: _____ Date: _____  Aug 28, 2026 Director approval & verification that all signatures are accounted for & approved for processing.
REQUISITION TOTAL:					1224.95	

A C C O U N T I N F O R M A T I O N					
LINE #	ACCOUNT	PROJECT	%	AMOUNT	
1	10101254125015	SERVICES SOFTWARE LICENSE/MAINTNCE	100.00	1224.95	
				1224.95	

REQUISITION IS IN THE CURRENT FISCAL YEAR.

FUND -COST CENTER-ACTIVITY:

101-0125-412

REQUISITION NUMBER:

271729

REQUESTOR / REQUESTED BY:

Michelle Mascarenas-Jackson

Ship To Code		DEPARTMENT / DIVISION : The Following Items to be Used On/At (Location):		CMO/IT		REQUISITION NUMBER: REQUESTOR / REQUESTED BY:																									
MI				100 Catron																											
Enter address if different than Ship To Code Address Above				VENDOR #		VENDOR INFORMATION				VENDOR INFORMATION				VENDOR INFORMATION																	
SANTA FE COUNTY				24263		1st Quote (If Applicable)				2nd Quote (If Applicable)				3rd Quote (If Applicable)																	
ATTN:		Michelle Mascarenas-Jackson		Name:		DropBox																									
				Address 1:		Dept LA 24086																									
				City, State, Zip:		Pasadena, CA 91185-4086																									
SANTA FE, NM		Enter Zip: 87501		Contact / Phone:		Jordan King / 747-319-4330																									
Line		DESCRIPTION		Contact / Phone:																											
No		Note Unit Type Cost: Each, Dozen, Box, Pair, Pkg, etc.		LINE ITEM		Unit Cost		Qty Cost per item		# Items		AMOUNT		Unit Cost		Qty Cost per item		# Items		AMOUNT		Unit Cost		Qty Cost per item		# Items		AMOUNT			
1		Dropbox Advanced Storage Cap User License Additional 5 Licenses - Prorated Cost Per Item 5@\$287.99ea=\$1,132.25 Term : 8/21/26 - 6/3/27 Tax on services 1@\$92.70 Total=\$1,224.95		5015		ea		\$1,224.95		1		\$ 1,224.95								\$ -								\$ -			
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Notes / Comments:				SUBTOTAL				\$ 1,224.95												\$ -								\$ -			
Amendment to our current contract #2020-0236-IT Term: 6/4/2026-6/3/2027 Michelle Mascarenas-Jackson				SHIPPING/HANDLING																											
				TAX (Services Only)																		\$ -						\$ -			
				TOTAL CHARGES				\$ 1,224.95														\$ -						\$ -			
				REQUESTOR CERTIFIES THIS REQUEST HAS BEEN PROCURED AT THE BEST OBTAINABLE PRICE.										DATE SUBMITTED TO REQ CREATOR																	
Date Completed by Requestor:										8/27/2026										Date:		8/27/2026									
																				Creator Name:		Michael Dias									

Outbound Purchase Form for Santa Fe County

Order Form Effective Date	The date of Customer signature below
Services Term	8/21/2026 to 6/3/2027
Billing Frequency	Upfront
Payment Method	Bank Wire
Payment Terms	Due on Receipt
Currency	USD
Total Contract Value	USD 1,132.25
Team Id	89680160

Item	Quantity	Annualized License Price	Contract Length	Fees/Price
Dropbox Advanced Storage Cap User License	5.00	USD 287.99	1 Year	USD 1,132.25
Estimated Tax:				USD 92.70
Total:				USD 1,224.95

Billing Information	
Company Name: Santa Fe County	Billing Zip/Postal Code: 87501
Billing Street: 102 Grant Ave	Billing Country: United States
Billing State/Province: NM	Billing City: Santa Fe
AP Contact: mjackson@santafecountynm.gov	

Item	Description
Dropbox Advanced Storage Cap User License	End Users share space across the team with 5 terabytes of team space available per license

	purchased and utilized on the team, up to a maximum of 1,000 terabytes of shared space. License utilization means a license is assigned to an End User and that End User is regularly logging in and using the Service.
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Order Form Terms

Governing Agreement: Unless otherwise set forth above, if Customer has executed an agreement with Dropbox for the provision of the services listed on this Order Form (“Existing Agreement”), then the Existing Agreement applies to this Order Form. If Customer does not have an Existing Agreement with Dropbox, then by signing the Order Form, Customer acknowledges it has read, understood, and agrees to the Dropbox Services Agreement at: https://www.dropbox.com/business_agreement, which is incorporated into this Order Form by this reference.

Invoices: Dropbox will invoice Customer, pursuant to the Payment Schedule above, via email sent from invoices@dropbox.com to Customer provided AP contact after Customer signs this Order Form. The Order Term and End User Account invoicing dates are subject to change based on the actual Provisioning Date of your End User Accounts. Customer acknowledges and agrees that Dropbox may update the actual amount charged for tax on an invoice as required by applicable law. Customer will pay all invoices using the Payment method listed above.

Order Form Expiration and Rejection: Dropbox may reject this Order Form if the Order Form execution date is past the Offer Valid Through date by notifying the Customer in writing within twenty-four hours of the date the Order Form was executed. If Dropbox does not notify Customer to this effect within twenty-four hours, this Order Form will be deemed accepted. Note the upsell pricing for User Licenses herein is calculated on a pro rata basis based on the annual start date of your current subscription

Purchase Orders: If Customer requires the use of a purchase order or purchase order number, Customer: (a) must provide the purchase order number at the time of purchase; and (b) agrees that any terms and conditions on a Customer purchase order will not apply to the Agreement and are null and void.

This is a non-cancelable and non-refundable purchase. By signing below, I represent both that I am an authorized signatory, and that I accept and agree to the terms of this Order Form.

Santa Fe County



Signature

Gregory S. Shaffer

Name

County Manager

Title

9/7/2026

Date

Approved as to form by Roberta D. Joe, Assistant County Attorney
for W.B., Santa Fe County Attorney 9/2/2026



Order Form for Santa Fe County

Order Form Effective Date	The date of Customer signature below
Services Term	April 30, 2020 to April 30, 2021
Invoice Frequency	Upfront
Payment Terms	Net 30
Currency	USD
Total Contract Value	3,900.00

Item	Quantity	Unit Price	Fees
Dropbox Add-On: Premium Support	15	20.00	300.00
Dropbox Advanced User License	15	240.00	3,600.00
Tax			0.00
Total Contract Value			3,900.00

Contract Fees Schedule	
Payment 1 (End User Accounts): Order Form for total Services Term	3,900.00
Total Contract Value	3,900.00

Billing Information	
Company Name: Santa Fe County Billing Street: 102 Grant Ave Billing City: Santa Fe Billing State / Province: NM	Billing Zip / Postal Code: 87501 Billing Country: United States AP Contact (email): ap@santafecountynm.gov



Product Descriptions	
Item	Description
Dropbox User Licenses	See www.dropbox.com/business/plans-comparison for description
Dropbox Add-on Premium Support	https://help.dropbox.com/teams-admins/team-member/premium-support

Order Form Terms
<u>Purchasing Dropbox Services</u> If Customer has executed an agreement with Dropbox for the provision of Dropbox services listed on this Order Form ("Existing Dropbox Agreement"), then the Existing Dropbox Agreement applies to Dropbox services purchased under this Order Form. If Customer does not have an Existing Dropbox Agreement with Dropbox, then by signing the Order Form, Customer acknowledges it has read, understood, and agrees to the Dropbox Business agreement at https://www.dropbox.com/terms#business_agreement, which is incorporated into this Order Form by this reference for the Dropbox services purchased under this Order Form. <u>Invoices</u> Dropbox will invoice Customer, pursuant to the Payment Schedule above, via email sent from invoices@dropbox.com to Customer provided AP contact ap@santafecountynm.gov after Customer signs this Order Form. The Order Term and End User Account invoicing dates are subject to change based on the actual Provisioning Date of your End User Accounts. <u>Order Form Expiration and Rejection</u> Dropbox may reject this Order Form if the Order Form execution date is past the Offer Valid Through date by notifying the Customer in writing within twenty-four hours of the date the Order Form was executed. If Dropbox does not notify Customer to this effect within twenty-four hours, this Order Form will be deemed accepted. <u>Purchase Orders</u> If Customer requires the use of a purchase order or purchase order number, Customer: (a) must provide the purchase order number at the time of purchase; and (b) agrees that any terms and conditions on a Customer purchase order will not apply to the Agreement and are null and void.

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Santa Fe County

Signature

Name

Title

Date

Approved as to form by Roberta D. Joe, Assistant County Attorney
for G.S.S., Santa Fe County Attorney Date: May 29, 2020

 Finance Director 5/29/2020



Order Form for Santa Fe County

Order Form Effective Date	The date of Customer signature below
Services Term	June 4, 2021 to June 4, 2022
Invoice Frequency	Upfront
Payment Terms	Net 30
Currency	USD
Total Contract Value	7,569.00

Item	Quantity	Annualized License Price	Contract Length	Fees
Dropbox Advanced User License	30	240.00	1 Year	7,200.00
Tax				369.00
Total Contract Value				7,569.00

Contract Fees Schedule	
Payment 1 (End User Accounts): Order Form for total Services Term	7,569.00
Total Contract Value	7,569.00

Billing Information	
Company Name: Santa Fe County Billing Street: 102 Grant Ave Billing City: Santa Fe Billing State / Province: NM	Billing Zip / Postal Code: 87501 Billing Country: United States AP Contact (email): ap@santafecountynm.gov

Product Descriptions	
Item	Description
Dropbox Advanced User License	See www.dropbox.com/business/plans-comparison for description

Order Form Terms
Purchasing Dropbox Services: If Customer has executed an agreement with Dropbox for the provision of Dropbox services listed on this Order Form ("Existing Dropbox Agreement"), then the Existing Dropbox Agreement applies to Dropbox services purchased under this Order Form. If Customer does not have an Existing Dropbox Agreement with Dropbox, then by signing the Order Form, Customer acknowledges it has read, understood, and agrees to the Dropbox Business agreement at: https://www.dropbox.com/terms#business_agreement, which is incorporated into this Order Form by this reference for the Dropbox services purchased under this Order Form. Invoices: Dropbox will invoice Customer, pursuant to the Payment Schedule above, via email sent from invoices@dropbox.com to Customer provided AP contact ap@santafecountynm.gov after Customer signs this Order Form. The Order Term and End User Account invoicing dates are subject to change based on the actual Provisioning Date of your End User Accounts. Order Form Expiration and Rejection: Dropbox may reject this Order Form if the Order Form execution date is past the Offer Valid Through date by notifying the Customer in writing within twenty-four hours of the date the Order Form was executed. If Dropbox does not notify Customer to this effect within twenty-four hours, this Order Form will be deemed accepted. Purchase Orders: If Customer requires the use of a purchase order or purchase order number, Customer: (a) must provide the purchase



order number at the time of purchase; and (b) agrees that any terms and conditions on a Customer purchase order will not apply to the Agreement and are null and void.

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Santa Fe County

Katherine Miller

Signature

Katherine Miller

Name

County Manager

Title

4.5.21

Date

Approved as to form by Roberta D. Joe for G.S.S.
March 29, 2021

Roberta D. Joe

Santa Fe County Finance Director 4/2/2021



Order Form for Santa Fe County

Order Form Effective Date	The date of Customer signature below
Services Term	June 4, 2022 to June 4, 2023
Invoice Frequency	Upfront
Payment Terms	Net 30
Currency	USD
Total Contract Value	7,569.00
Team ID	89680160

Item	Quantity	Annualized License Price	Contract Length	Fees
Dropbox Advanced User License	30	240.00	1 Year	7,200.00
Tax				369.00
Total Contract Value				7,569.00

Contract Fees Schedule	
Payment 1 (End User Accounts): Order Form for total Services Term	7,569.00
Total Contract Value	7,569.00

Billing Information	
Company Name: Santa Fe County Billing Street: 102 Grant Ave Billing City: Santa Fe Billing State / Province: NM	Billing Zip / Postal Code: 87501 Billing Country: United States AP Contact (email): ap@santafecountynm.gov

Product Descriptions	
Item	Description
Dropbox Advanced User License	See www.dropbox.com/business/plans-comparison for description

Order Form Terms
Purchasing Dropbox Services: If Customer has executed an agreement with Dropbox for the provision of Dropbox services listed on this Order Form ("Existing Dropbox Agreement"), then the Existing Dropbox Agreement applies to Dropbox services purchased under this Order Form. If Customer does not have an Existing Dropbox Agreement with Dropbox, then by signing the Order Form, Customer acknowledges it has read, understood, and agrees to the Dropbox Business agreement at: https://www.dropbox.com/business_agreement, which is incorporated into this Order Form by this reference for the Dropbox services purchased under this Order Form. Invoices: Dropbox will invoice Customer, pursuant to the Payment Schedule above, via email sent from invoices@dropbox.com to Customer provided AP contact ap@santafecountynm.gov after Customer signs this Order Form. The Order Term and End User Account invoicing dates are subject to change based on the actual Provisioning Date of your End User Accounts.



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Santa Fe County

Signature

GREGORY S. SHAFFER

Name

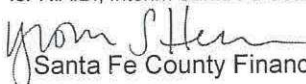
SFC COUNTY MANAGER

Title

5/26/22

Date

Approved as to form by Roberta D. Joe, Assistant County Attorney
for R.A.B., Interim Santa Fe County Attorney Date: May 18, 2022


Santa Fe County Finance 5/17/2022

Order Form for Santa Fe County

Order Form Effective Date	The date of Customer signature below
Services Term	June 4, 2023 to June 4, 2024
Invoice Frequency	Upfront
Payment Terms	Net 30
Currency	USD
Total Contract Value	7,798.50
Team ID	89680160

Item	Quantity	Annualized License Price	Contract Length	Fees
Dropbox Advanced User License	30	240.00	1 Year	7,200.00
Tax				598.50
Total Contract Value				7,798.50

Contract Fees Schedule	
Payment 1 (End User Accounts): Order Form for total Services Term	7,798.50
Total Contract Value	7,798.50

Billing Information	
Company Name: Santa Fe County Billing Street: 102 Grant Ave Billing City: Santa Fe Billing State / Province: New Mexico	Billing Zip / Postal Code: 87501 Billing Country: United States AP Contact (email): rgood@santafecountynm.gov

Product Descriptions	
Item	Description
Dropbox Advanced User License	See www.dropbox.com/business/plans-comparison for description

Order Form Terms
Governing Agreement: Unless otherwise set forth above, if Customer has executed an agreement with Dropbox for the provision of the services listed on this Order Form ("Existing Agreement"), then the Existing Agreement applies to this Order Form. If Customer does not have an Existing Agreement with Dropbox, then by signing the Order Form, Customer acknowledges it has read, understood, and agrees to the Dropbox Services Agreement at: https://www.dropbox.com/business_agreement, which is incorporated into this Order Form by this reference. Invoices: Dropbox will invoice Customer, pursuant to the Payment Schedule above, via email sent from invoices@dropbox.com to Customer provided AP contact rgood@santafecountynm.gov after Customer signs this Order Form. The Order Term and End User Account invoicing dates are subject to change based on the actual Provisioning Date of your End User Accounts. Customer acknowledges and agrees that Dropbox may update the actual amount charged for tax on an invoice as required by applicable law. Order Form Expiration and Rejection: Dropbox may reject this Order Form if the Order Form execution date is past the Offer Valid Through date by notifying the Customer in writing within twenty-four hours of the date the Order Form was executed. If Dropbox does not notify Customer to this effect within twenty-four hours, this Order Form will be deemed accepted.



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Santa Fe County

Signature

Gregory S. Shaffer

Name

County Manager

Title

6/5/2023

Date

Approved as to form by Roberta D. Joe, Assistant County Attorney
for J.Y., Santa Fe County Attorney 5/30/2023



Santa Fe County Finance 6/1/2023



Order Form for Santa Fe County

Order Form Effective Date	The date of Customer signature below
Services Term	June 4, 2024 to June 4, 2025
Invoice Frequency	Upfront
Payment Method	Bank Wire
Payment Terms	Net 30
Currency	USD
Total Contract Value	9,347.40
Team ID	89680160

Item	Quantity	Annualized License Price	Contract Length	Fees
Dropbox Advanced Storage Cap User License	30	288.00	1 Year	8,640.00
Tax				707.40
Total Contract Value				9,347.40

Contract Fees Schedule	
Payment 1 (End User Accounts): Order Form for total Services Term	9,347.40
Total Contract Value	9,347.40

Billing Information	
Company Name: Santa Fe County Billing Street: 102 Grant Ave Billing City: Santa Fe Billing State / Province: NM	Billing Zip / Postal Code: 87501 Billing Country: United States AP Contact (email): rgood@santafecountynm.gov

Product Descriptions	
Item	Description
Dropbox Advanced Storage Cap User License	End Users share space across the team with 5 terabytes of team space available per license purchased and utilized on the team, up to a maximum of 1,000 terabytes of shared space. License utilization means a license is assigned to an End User and that End User is regularly logging in and using the Service.

Order Form Terms
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Invoices: Dropbox will invoice Customer, pursuant to the Payment Schedule above, via email sent from invoices@dropbox.com to Customer provided AP contact rgood@santafecountynm.gov after Customer signs this Order Form. The Order Term and End User Account invoicing dates are subject to change based on the actual Provisioning Date of your End User Accounts. Customer acknowledges and agrees that Dropbox may update the actual amount charged for tax on an invoice as required by applicable law. Customer will pay all invoices using the payment method listed above.

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Santa Fe County	
Signature	
Name	Gregory S. Shafer
Title	County Manager
Date	6/9/2024

Approved as to form by Roberta D. Joe, Assistant County Attorney
for J.Y., Santa Fe County Attorney 6/6/2024



Outbound Purchase Form for Santa Fe County

Order Form Effective Date	The date of Customer signature below
Services Term	6/4/2025 to 6/3/2026
Billing Frequency	Upfront
Payment Method	Bank Wire
Payment Terms	Net 30
Currency	USD
Total Contract Value	USD 8,640.00
Team Id	89680160

Item	Quantity	Annualized License Price	Contract Length	Fees/Price
Dropbox Advanced Storage Cap User License	30.00	USD 288.00	1 Year	USD 8,640.00
Estimated Tax:				USD 707.40
Total:				USD 9,347.40

Company Information

Company Name: Santa Fe County	Billing Zip/Postal Code: 87501
Billing Street: 100 Catron St.	Billing Country: United States
Billing State/Province: NM	Billing City: Santa Fe
AP Contact: rgood@santafecountynm.gov	

Billing Information

Company Name: Santa Fe County	Billing Zip/Postal Code: 87501
Billing Street: 100 Catron St.	Billing Country: United States
Billing State/Province: NM	Billing City: Santa Fe
AP Contact: rgood@santafecountynm.gov	

Item	Description
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Dropbox Advanced Storage Cap User License	End Users share space across the team with 5 terabytes of team space available per license purchased and utilized on the team, up to a maximum of 1,000 terabytes of shared space. License utilization means a license is assigned to an End User and that End User is regularly logging in and using the Service.
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Order Form Terms

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Custom Order Terms : With regards to ‘2.2 Automatic Renewals’ this contract shall not automatically renew following the Initial Services Term.



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Santa Fe County

Signature

Approved as for form by Roberta D. Joe, ACA, for
W.B., Santa Fe County Attorney 5/14/2025

Gregory S. Shaffer

Name

County Manager

Title

5/16/2025

Date

Santa Fe County Purchasing Process Request Form

Date Submitted:	05/04/2026	Requesting User Agency:	CMO/IT
Name & Phone of Contact Person:	Michelle Mascarenas-Jackson 505-992-9892		
Contract Tracking #/Buyer (Purchasing)	2020-0236-IT Amendment 6	BCC Approval? ☐ Yes ☒ No If yes, please indicate date	

AGENCY REQUEST: (Lease, MOU, Grant, Professional Services Agreement, Construction, Application, etc.) Describe the County, Public and/or Agency need. Describe what you are attempting to purchase, obtain or accomplish. Attach additional information relating to your request (scope of work, specifications, bid items on etc.)

The Information Technology Department is requesting 1-year renewal for 30 Dropbox Advanced Licenses at \$288 each for a total of \$8,640.00 excluding tax. Dropbox Advanced is a software that is used in various departments county wide to share small and large documents with Internal/external customers. Dropbox core features include unlimited storage, best-in-class sync technology, easy and secure sharing, etc. IT is requesting a small purchase waiver approval. Agreement No:2020:0236-IT

Does this request require IT approval? ☐ Yes ☐ No **If yes, is the approved work order attached?** ☐ Yes ☐ No

PURCHASING STATUS:

FINANCIAL / BUDGETARY INFORMATION: (If applicable, include a breakdown of project cost estimates; is funding already appropriated? If this action will result in revenue to the County, include the total compensation and timetable. Include funding information (GF, GRT, Grant, Grant Match, In Kind requirements, etc.)

<u>Grants</u>	<u>Capital, Fund & Cost Center Approval</u>	<u>Budget Approval:</u>
Is this grant related? ☐ Yes ☐ No	Is this a capital project? ☐ Yes ☐ No	
If yes: provide fund(s) _____	Capital approval: _____	
Grant approval: _____	Fund/Cost Center approval: _____	

Please provide account number(s) for this request:

LEGAL FORM: (Is this a new contract or an amendment or change of a previously submitted procurement or contract? Identify any known liabilities and/or risks to the County.

LEGAL APPROVAL: (sign and date)

FINANCE DIRECTOR APPROVAL: (sign and date)

COUNTY MANAGER APPROVAL: (sign and date)

 Gregory S. Shaffer, County Manager 5/29/2026

ATTACH NEEDED DOCUMENTS (Purchase Requisition, Justification Memo & Documentation (sole source, emergency or other procurement exemption), W-9 for new vendor, draft BCC memorandum, Price Agreement used (SPA, GSA, etc.))

Outbound Purchase Form for Santa Fe County

Order Form Effective Date	The date of Customer signature below
Services Term	6/4/2026 to 6/3/2027
Billing Frequency	Upfront
Payment Method	Bank Wire
Payment Terms	Due on Receipt
Currency	USD
Total Contract Value	USD 8,640.00
Team Id	89680160

Item	Quantity	Annualized License Price	Contract Length	Fees/Price
Dropbox Advanced Storage Cap User License	30.00	USD 288.00	1 Year	USD 8,640.00
Estimated Tax:				USD 707.40
Total:				USD 9,347.40

Billing Information	
Company Name: Santa Fe County	Billing Zip/Postal Code: 87501
Billing Street: 102 Grant Ave	Billing Country: United States
Billing State/Province: NM	Billing City: Santa Fe
AP Contact: mjackson@santafecountynm.gov	

Item	Description
Dropbox Advanced Storage Cap User License	End Users share space across the team with 5 terabytes of team space available per license



	purchased and utilized on the team, up to a maximum of 1,000 terabytes of shared space. License utilization means a license is assigned to an End User and that End User is regularly logging in and using the Service.
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Order Form Terms

Governing Agreement: Unless otherwise set forth above, if Customer has executed an agreement with Dropbox for the provision of the services listed on this Order Form (“Existing Agreement”), then the Existing Agreement applies to this Order Form. If Customer does not have an Existing Agreement with Dropbox, then by signing the Order Form, Customer acknowledges it has read, understood, and agrees to the Dropbox Services Agreement at: https://www.dropbox.com/business_agreement, which is incorporated into this Order Form by this reference.

Invoices: Dropbox will invoice Customer, pursuant to the Payment Schedule above, via email sent from invoices@dropbox.com to Customer provided AP contact after Customer signs this Order Form. The Order Term and End User Account invoicing dates are subject to change based on the actual Provisioning Date of your End User Accounts. Customer acknowledges and agrees that Dropbox may update the actual amount charged for tax on an invoice as required by applicable law. Customer will pay all invoices using the Payment method listed above.

Order Form Expiration and Rejection: Dropbox may reject this Order Form if the Order Form execution date is past the Offer Valid Through date by notifying the Customer in writing within twenty-four hours of the date the Order Form was executed. If Dropbox does not notify Customer to this effect within twenty-four hours, this Order Form will be deemed accepted.

Purchase Orders: If Customer requires the use of a purchase order or purchase order number, Customer: (a) must provide the purchase order number at the time of purchase; and (b) agrees that any terms and conditions on a Customer purchase order will not apply to the Agreement and are null and void.

Custom Order Terms : With regards to ‘2.2 Automatic Renewals’ this contract shall not automatically renew following the Initial Services Term.

Use of Marks: Customer hereby grants Dropbox permission and the right to use and display Customer’ s name, logo and a brief description of Customer’ s use case of the Services in Dropbox’ s customer lists, marketing pitch-books, investor materials and meetings, and websites. Any goodwill arising from the use of Customer’ s name and logo will inure to Customer’ s benefit.



This is a non-cancelable and non-refundable purchase. By signing below, I represent both that I am an authorized signatory, and that I accept and agree to the terms of this Order Form.

Santa Fe County

A handwritten signature in black ink, appearing to read "Gregory S. Shaffer", written over a horizontal line.

Signature

Gregory S. Shaffer

Name

County Manager

Title

5/29/2026

Date

Approved as to form by Roberta D. Joe, Assistant County Attorney
for W.B., Santa Fe County Attorney 5/15/2026

to be signed - DropBox - Amendment 7 - x5 Addtl Licenses

Final Audit Report

2026-08-28

Created:	2026-08-28
By:	Michael Dias (mdias@santafecountynm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3FFrIKzJ1mQBunEpjD5z-l52kF0boIPj

"to be signed - DropBox - Amendment 7 - x5 Addtl Licenses" History



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Document e-signed by Daniel Sanchez (dpsanchez@santafecountynm.gov)

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Agreement completed.

2026-08-28 - 9:25:42 PM GMT



Adobe Acrobat Sign