

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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this a capital project? <input type="checkbox"/> Yes <input type="checkbox"/> 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)

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.))

REQUISITION BY: MDIAS ✓

STATUS: REQ-APPROVAL LT \$10000
 REASON: REQUESTED BY MICHELLE MASCARENAS-JACKSON

DATE: 5/07/26

SHIP TO LOCATION: IT DIVISION/CMO

SUGGESTED VENDOR: 24263 DROPBOX INC ✓

DELIVER BY DATE: 6/30/26

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	REQUESTED BY MICHELLE MASCARENAS-JACKSON ✓ To purchase the renewal of software licensing for Dropbox. Advanced Storage Cap User License x30@\$288.00ea.= \$8,640.00 Tax on services \$707.40 Term (6/4/2026 - 6/3/2027) Total=\$9,347.40 Contract tracking # #2020-0236-IT COMMODITY: SUBCOMMOD: MISC	9347.40	EA	1.0000	9347.40	
REQUISITION TOTAL:					9347.40	

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
 07/05/2026

Requested By: _____ Date: _____

[Signature]
 5/7/2026

Created By: _____ Date: _____

✓ 07/05/2026

Director approval & verification that all signatures are accounted for & approved for processing.

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	9347.40
				9347.40 ✓

REQUISITION IS IN THE CURRENT FISCAL YEAR.

FY-2026

SANTA FE COUNTY
INTERNAL PURCHASE REQUISITION (IPR)

FUND -COST CENTER-ACTIVITY:

101-0125-412

Ship To Code	DEPARTMENT / DIVISION :	CMO/IT
MI	The Following Items to be Used On/At (Location):	100 Catron

REQUISITION NUMBER:

264643

REQUESTOR / REQUESTED BY:

Michelle Mascarenas-Jackson

Michelle Mascarenas-Jackson

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)

07/05/2026

ATTN:	Name:	<i>DropBox</i>
	Address 1:	<i>Dept LA 24086</i>
	City, State, Zip:	<i>Pasadena, CA 91185-4086</i>
SANTA FE, NM Enter Zip: 87501	Contact / Phone:	<i>Jordan King, 747-319-4330</i>

Line No	DESCRIPTION <small>Note Unit Type Cost: Each, Dozen, Box, Pair, Pkg, etc.</small>	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
2	5015	ea	\$288.00	30	\$ 8,640.00				\$ -				\$ -	
3					\$ -				\$ -				\$ -	
4					\$ -				\$ -				\$ -	
5					\$ -				\$ -				\$ -	
6					\$ -				\$ -				\$ -	
7					\$ -				\$ -				\$ -	
8					\$ -				\$ -				\$ -	
9					\$ -				\$ -				\$ -	
10					\$ -				\$ -				\$ -	
11					\$ -				\$ -				\$ -	
12					\$ -				\$ -				\$ -	
15					\$ -				\$ -				\$ -	

Notes / Comments:	SUBTOTAL	\$ 8,640.00	\$ -	\$ -
Dropbox Business Team Renewal #2020-0236-IT June 4, 2026-June 3, 2027	SHIPPING/HANDLING			
	TAX (Services Only)	\$ 707.40	\$ -	\$ -
	TOTAL CHARGES	\$ 9,347.40	\$ -	\$ -

REQUESTOR CERTIFIES THIS REQUEST HAS BEEN PROCURED AT THE BEST OBTAINABLE PRICE.

Date Completed by Requestor: 5/4/2026

DATE SUBMITTED TO REQ CREATOR
Date: **5/4/2026**
Creator Name: **Michael Dias**



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



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
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

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

Katherine Miller
Signature

Katherine Miller
Name

Santa Fe County Manager
Title

6-2-2020
Date

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

Yvonne S. Hester 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.

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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
<p>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.</p>
<p>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.</p>



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Santa Fe County

Signature 

Name GREGORY S. SHAFFER

Title SFC COUNTY MANAGER

Date 5/26/22

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
<p>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.</p> <p>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.</p> <p>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.</p>



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

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
<p>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.</p>



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.

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	
Signature	
Name	Gregory S. Shaffer
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

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. Customer will pay all invoices using the payment method listed above.

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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.



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

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









to be signed - Dropbox Renewal 2026-2027 Packet

Final Audit Report

2026-05-07

Created:	2026-05-07
By:	Michael Dias (mdias@santafecountynm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAetzeq9v6DpjMrONqLIBy2gV8XLe1UFid

"to be signed - Dropbox Renewal 2026-2027 Packet" History

-  Document created by Michael Dias (mdias@santafecountynm.gov)
2026-05-07 - 8:03:55 PM GMT
-  Document emailed to Michelle Jackson (MJACKSON@SANTAFECOUNTYNM.GOV) for signature
2026-05-07 - 8:04:53 PM GMT
-  Email viewed by Michelle Jackson (MJACKSON@SANTAFECOUNTYNM.GOV)
2026-05-07 - 8:05:15 PM GMT
-  Document e-signed by Michelle Jackson (MJACKSON@SANTAFECOUNTYNM.GOV)
Signature Date: 2026-05-07 - 8:36:24 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Document emailed to Daniel Sanchez (dpsanchez@santafecountynm.gov) for signature
2026-05-07 - 8:36:27 PM GMT
-  Email viewed by Daniel Sanchez (dpsanchez@santafecountynm.gov)
2026-05-07 - 11:04:45 PM GMT
-  Document e-signed by Daniel Sanchez (dpsanchez@santafecountynm.gov)
Signature Date: 2026-05-07 - 11:05:01 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Agreement completed.
2026-05-07 - 11:05:01 PM GMT