



ONLINE POLICY SERVICES

BOARD OF EDUCATION

To have your policy manual converted digitally to an online format on the OSSBA website, you will need to send us your policy manual. Once it is finished and has been uploaded, you will be able to go directly to the Online Policy Service your district subscribed to through the Oklahoma State School Boards Association and find exactly what you are looking for right away.

You will have:

- Access to the Online Policy Service from the OSSBA website.
- A powerful digital document platform to search for just what you need.
- Full text searching, easy navigation, hit highlighting – instant results.
- References the texts of Oklahoma law cited as the legal basis for your policy.
- High speed retrieval of information, useful in a crisis.
- A guarantee of security with your own password.
- Your own customized look.
- Enhanced understanding of your district's policies and their legal requirements.

FEE SCHEDULE

Initial Conversion Fee *(one-time fee for setting up your website)*

1 to 300 pages	\$1,250
300 to 500 pages	\$1,550
501 to 700 pages	\$1,900

If over 700 pages, an additional \$100 fee is imposed per each group of 50 pages.

Hosting Fee *(paid annually)*

1 to 300 pages	\$700
300 to 500 pages	\$1,000
501 to 700 pages	\$1,300

If over 700 pages, an additional \$200 fee is imposed per each group of 100 pages.



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Our vendor will determine the cost of our online service after your policy manual is converted to our online policy service.

Each subscriber pays both the conversion fee and the hosting fee for the first year. After the first year, the subscriber pays the hosting fee for continued use of this valuable service.

Presented by:

Julie Miller
Deputy Executive Director and General Counsel

Date

I accept this contract for _____ Public School District. I confirm that the total price will be based on the fee schedule on page 1. I understand that the project will not begin until such time as I get all the existing policies to the OSSBA to begin the conversion process.

Name

Title

Date

Payment Information

Purchase Order # _____
(for installments)

Return this form via email to arlenek@ossba.org or fax to 405.528.5695.