

**OCDC Response to Questions
Poland Pilot Project RFP
“What difference do cooperatives make?”**

Q: Should research be representative for business cooperatives or cooperatives members?

A: Registries of cooperative members in Poland are not publicly available, and the data for number of cooperative members are not reliable.

The sampling plan should include a rationale for your selection of Polish cooperatives, specifically market-based cooperatives, and their members. While perfect representation may not be possible, the selection of cooperatives and individuals for this research should show thoughtfulness. Applicants should include recommendations for reaching cooperative members to overcome the challenge of accessibility to members. The sampling plan should yield responses both from cooperative members and non-members.

Q: Should research be conducted by sectors?

A: Each cooperative sector provides different economic and social benefits, so in our opinion, they should be analyzed separately. On the other hand, cooperatives registered after 1998 account for about 20-30% of the total number of cooperatives. Usually, these are small cooperatives with limited impact on the local community. In addition, some of them already have ended their activities. It is possible that using data only after 1998, the number of items in each sector will very small or empty. Perhaps research should cover all of the cooperatives operating in Poland or all of those established after 1990 (in the market economy).

The researchers should intend to cover different sectors including (but not limited to): agricultural, producer and credit unions. The research should focus on cooperatives established in the market economy (those established after 1990).

Q: Can the deadline for conducting research be postponed to September?

A: July and August are holiday months in Poland, so conducting research in this period will generate high costs and will lead to low effectiveness of research due to difficult contact with cooperatives members.

As part of the application, the offeror may present an alternative schedule. With the reissuance of this RFP, which addresses the questions presented, the timeline will be extended slightly.

Q: How should focus group research be presented to the Research Group – report, transcript, audio or video?

A: The research team should provide a brief summary report in English of the qualitative findings. The summary should include major trends and present support of the qualitative and quantitative findings collected through surveys. Transcripts of interviews and recordings (audio or video) of the focus groups should be returned to the Research Group as part of the data set; these do not need to be translated. All data collected is required by USAID, which is funding this research, to be public domain and available via USAID’s website. OCDC will manage this process after the project is completed.

Q: How many focus groups should be formed – at least one for each of the cooperative members, cooperative leaders, community leaders? Should their number be determined by the offeror or will one of each be enough?

A: A proposed number and size of the focus groups should be presented by the offeror in the methodology section of the application and later explained in more detail in the sampling plan. The focus groups and interviews should accompany the quantitative results to provide additional details about the social and economic impact of cooperative membership. Focus groups likely will be most useful with cooperative members. The size and number of focus groups also will be dependent on the willingness of cooperatives to help organize and facilitate meetings of members.

Q: Will the award be transferred to the offeror's account after negotiations, after each stage of the project or after the project is completed (offeror pre-financing the research)?

A: The award will be a fixed amount. Typically such payments are based on key milestones. The payment structure and milestones will be negotiated after the selection process. We understand the concern and expect that it can be managed.

Q: Will the offeror have to present invoices and other accounting documents (e.g. job contracts) during or after the research? If so, in what time and in what form (email, pdf) should it be done?

Payment will be based on the negotiated deliverable schedule. The winning offeror will be required to submit an invoice and the required deliverable per the negotiated schedule. All deliverables will be reviewed and approved by OCDC prior to payment.

Q: Can an individual's CV include the same references as the ones assigned to the organization?

A: References for individuals and the organization may be the same. Please list the name and contact information in both places (individual's CV and the references section of the application).

Q: How and where are you planning to organize these meetings (“periodic meetings with OCDC’s Research Group”)? In Poland or U.S.? Face to face or via Skype/phone?

A: Some meetings may be held in person in Poland with a designated OCDC consultant and/or other OCDC representatives. The dates and times of these meetings will be coordinated with the successful offeror. Any other meetings will be held at least once a month via Skype or conference call. No in-person meetings will be held in the U.S.