

**Addendum #1**  
**Project #2779**  
**Fatality Review Consultant**  
**Health & Human Services**  
**December 9, 2025**  
**Request for Proposal**

**See original specification packet for addresses**

THIS ADDENDUM IS ISSUED TO MODIFY, EXPLAIN OR CORRECT THE ORIGINAL DRAWINGS AND SPECIFICATIONS AND IS HEREBY MADE PART OF THE CONTRACT DOCUMENTS. THIS ADDENDUM MUST BE ACKNOWLEDGED ON THE ADDENDUM RECEIPT SCHEDULE, WHICH WAS INCLUDED IN THE ORIGINAL DOCUMENT PACKAGE.

Vendors are required to read entire addendum to determine requirements affecting their contract.

**Addendum #1**

This addendum is to answer questions received for the project.

**Questions** (answers in blue font)

1. The RFP states at least four different Brown County departments will be involved. Has the lead/home department been established?  
Yes, Health and Human Services is the lead department for this project
2. Has Brown County ever had a fatality review team or process before?  
Yes, Brown County had a team many years ago that was focused on child deaths, but we did not have a Medical Examiner at the time. That team disbanded in 2016.
3. Are there certain deaths Brown County wishes to focus on or all deaths?  
As stated in the RFP specs, the team will focus on preventable deaths that are either accidental (i.e. overdose, drowning, fire, poison, etc.) or intentional (i.e., suicide or homicide). This excludes any open cases being investigated by law enforcement.
4. Are there any concerns Brown County has with re-starting the team? In other words, why are you contracting this project out rather than implementing yourselves.  
There are no specific concerns. Brown County staff simply do not have the time to dedicate to such a project in addition to their normal duties.

**PROPOSAL DUE DATE**  
**1/6/26 BY 3:00 P.M. CST**