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**EXERCISE OF RENEWAL OPTION  
GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS  
DEPARTMENT OF PROPERTY & PROCUREMENT**

CONTRACT NO.: P080DHST23

DATED: August 17, 2023

**EXERCISE OF RENEWAL OPTION # 1**

Contractor	Description of Scope of Work/Services
ScriptGuideRX, Inc. 15400 E Jefferson Grosse Pointe Park, MI 48230	Provide pharmacy benefits for account management, network and formulary management, utilization management, custom clinical programs as required, call center/helpdesk services, drug utilization review (DUR), and a point-of-sale (POS) pharmacy claims processing system

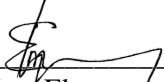
Pursuant to the renewal option provision of Contract No. P080DHST23, and subject to the appropriation and allotment of necessary funds, notice is hereby given that the Government of the U.S. Virgin Islands, Department of Human Services exercises its option to renew and does hereby renew the aforementioned Contract for the period **August 17, 2025, to August 16, 2027**, to, at the stipulated cost therein.

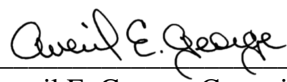
All the terms, covenants, and conditions of the contract affected shall continue in full force and effect. A facsimile, electronic or digital signature on this form shall be deemed an original and binding on the Parties hereto.

Please acknowledge receipt and acceptance hereby signing and returning the original to:

The Department of Human Services  
1303 Knud Hansen  
St. Thomas, U.S. Virgin Islands 00802


ACKNOWLEDGMENT & ACCEPTANCE: GOVERNMENT OF THE VIRGIN ISLANDS

  
Ime Ekpenyong, Chief Executive Officer  
ScriptGuideRX, Inc.

  
Averil E. George, Commissioner  
Department of Human Services

Date: 6/25/2025

Date: 07/02/25

  
Lisa M. Alejandro, Commissioner  
Department of Property & Procurement

Date: 07/21/2025

Renewal Option No.1 to P080DHST23  
as amended



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## AMENDMENT No. 1

### PROFESSIONAL SERVICES CONTRACT

**THIS AMENDMENT** made as of the 2nd day of June, 2025 in the Territory of the Virgin Islands, by and between the Government of the Virgin Islands **DEPARTMENT OF PROPERTY AND PROCUREMENT**, on behalf of the **DEPARTMENT of HUMAN SERVICES** (hereinafter referred to as "**Government**") and **ScriptGuide RX, Inc.** whose address is 15400 E Jefferson, Grosse Pointe Park, MI 48230 (hereinafter referred to as "**Contractor**").

Both parties witness to being duly authorized to execute this agreement and will attest accordingly when and where necessary.

### WITNESSETH

**WHEREAS**, pursuant to Contract No **P080DHST23**, approved by the Governor on August 17, 2023, (which constitute and are hereinafter referred to as the "Contract"), the Government contracted with Contractor to provide services for pharmacy benefit account management, network and formulary management, utilization management, custom clinical programs as required, call center/helpdesk services, drug utilization review (DUR), and a point-of-sale (POS) pharmacy claims processing system; and

**WHEREAS**, the Contract expires pursuant to its terms on August 16, 2025; and

**WHEREAS**, the parties desire to amend the Contract, to change the Scope of Services in Addendum I to include "Provide a system that will support multiple programs e.g., Medicaid, USVI State Programs, Children Health Insurance Program (CHIP), and multiple Medicaid eligibility categories, **including but not limited to the addition of any other State Agency, United States Territory or political subdivision.** All programs, eligibility categories and benefit plans are to be supported according to the deliverables in this SOW; "and

**NOW THEREFORE**, for mutual and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

### TERMS AND CONDITIONS

1. Addendum I of the Contract is hereby amended by adding the following language as a third paragraph on Page 9 to Section 1, Subsection A – Claims Processing and Operational Support:

"The Contractor shall provide a system that will support multiple programs, e.g., Medicaid, USVI State Programs, Children Health Insurance Program (CHIP), and multiple Medicaid eligibility categories, **including but not limited to the addition of any other State Agency, United States Territory or political subdivision.** All programs, eligibility categories and benefit plans are to be supported according to the deliverables in this SOW.

Amendment No. 1 to  
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2. Addendum 1 of the Contract is hereby amended by adding the following language as an additional item on Page 16 as F. under Section 6-Pharmacy Benefit Management and Clinical Programs.

**F. Pharmacy Benefit Management and Clinical Programs** - the Contractor shall support the administration and claims processing of multiple programs and multiple plans including (but not limited to) the addition of any other State Agency, United States Territory or political subdivisions. “

3. This Amendment is subject to the approval of the Governor of the Virgin Islands and to the appropriation and availability of funds.
4. Except as expressly amended in this Amendment, all terms of the Contract remain in full force and effect.
5. **FACSIMILE, ELECTRONIC & DIGITAL SIGNATURES**  
A facsimile, electronic or digital signature on this Contract shall be deemed an original and binding upon the Parties hereto.

The Parties have hereunto set their hands on the day and year as set forth below.

#### GOVERNMENT OF THE VIRGIN ISLANDS

Averil E. George, Commissioner  
Department of Human Services

Date: 05/12/2025

Lisa M. Alejandro, Commissioner  
Department of Property & Procurement

Date: 05/27/2025

#### CONTRACTOR

Ime Ekpenyong, Chief Executive Officer  
ScriptGuideRX, Inc.

Date: 05/12/2025

Amendment No. 1 to  
Contract No. P080DHST23

Initials: IE



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APPROVED AS TO LEGAL SUFFICIENCY

DEPARTMENT OF JUSTICE BY:

*[Signature]*  
Assistant Attorney General

Date 5/30/2025

APPROVED:

*[Signature]*  
Honorable Albert Bryan Jr.

GOVERNOR OF THE VIRGIN ISLANDS

Date:

6/2/25

PURCHASE ORDER NO. N/A

Amendment No. 1 to

Contract No. P080DHST23

Initials: LE



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## CONTRACT FOR PROFESSIONAL SERVICES

**THIS CONTRACT** is made this 17th day of August, 2023, in the Territory of the Virgin Islands, by and between the Government of the Virgin Islands, Department of Property and Procurement, on behalf of the Department of Human Services (hereinafter referred to as "Government") and ScriptGuide RX, Inc. (hereinafter referred to as "Contractor").

### WITNESSETH:

**WHEREAS**, the Government is in need of the services of a Contractor for pharmacy benefit account management, network and formulary management, utilization management, custom clinical programs as required, call center/helpdesk services, drug utilization review (DUR), and a point-of-sale (POS) pharmacy claims processing system, which duties and responsibilities are more particularly described in Addendum I (Scope of Services) attached hereto; and

**WHEREAS**, the Government solicited the services under RFP No. BD-22-720-7201-78; and

**WHEREAS**, the Contractor represents that it is willing and capable of providing such services; and

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, and intending to be legally bound by this written instrument, the parties hereto do covenant and agree as follows:

### 1. SERVICES

The Contractor will provide the services described in Addendum I (Scope of Services) attached hereto and made a part of this Contract.

### 2. TERM AND EFFECTIVE DATE

This Contract shall be effective upon the date of execution of this Contract by the Governor of the U.S. Virgin Islands and shall terminate **two (2) years** thereafter. The Government in its sole discretion, shall have the option to renew this Contract for **three (3) additional periods of two (2) years each** subject to the same terms noted herein, by providing the Contractor with sixty (60) days written notice of the Government's election to renew.

### 3. COMPENSATION

The Government, in consideration of the satisfactory performance of the services described in Addendum I (Scope of Services), agrees to pay Contractor a sum not to exceed **Two Million dollars and zero cents (\$2,000,000.00)** in accordance with the provisions set forth in Addendum II (Compensation) attached hereto and made a part of this Contract.

RFP No. BD-22-720-7201-78  
Contract No. P080DHST23

Contractor's Initials: 1/E



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#### **4. TRAVEL EXPENSES**

Inclusive of the compensation for services as specified in Paragraph 3 (Compensation) above, the Government agrees to pay documented transportation, subsistence, lodging and other travel expenses, while in travel status, for trips which have been authorized in writing, in advance, by the Government. These costs shall be advanced or reimbursed on the same basis as is applicable to non-contract employees of the Government, or as agreed to by an addendum to this Contract, however, said costs and expenses shall not exceed N/A (\$ N/A).

#### **5. RECORDS**

The Contractor when applicable, will present documented precise records of time and/or money expended under this Contract.

#### **6. PROFESSIONAL STANDARDS**

The Contractor agrees to maintain the professional standards applicable to its profession and to consultants doing business in the United States Virgin Islands.

#### **7. DOCUMENTS, PRINTOUTS, ETC.**

All documents, books, records, instructional materials, programs, printouts and memoranda of every description derived therefrom and pertaining to this Contract shall become the property of the Government and shall be turned over to it at the termination of this Contract. The above described materials shall not be used by Contractor or by any other person or entity except upon the written permission of the Government.

#### **8. LIABILITY OF OTHERS**

Nothing in this Contract shall be construed to impose any liability upon the Government to persons, firms, associations, or corporations engaged by Contractor as servants, agents, or independent contractors, or in any other capacity whatsoever, or make Government liable to any such persons, firms, associations, or corporations for the acts, omissions, liabilities, obligations and taxes of Contractor of whatsoever nature, including but not limited to unemployment insurance, gross receipt, excise, and social security taxes for Contractor, its servants, agents or independent contractors.

#### **9. ASSIGNMENT**

The Contractor shall not subcontract or assign any part of the services under this Contract without the prior written consent of the Government. The Government consents to Contractor's current use





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of Optum Specialty Pharmacy in Contractor's Specialty Pharmacy Network as outlined in Contractor's Response to RFP No. BD-22-720-7201-78.

## **10. INDEMNIFICATION**

Contractor agrees to indemnify, defend and hold harmless Government from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges and expenses (including attorney's fees) and causes of action of whatsoever character which Government may incur, sustain or be subjected to, arising out of or in any way connected to the services to be performed by Contractor under this Contract and arising from any cause, except the sole negligence of Government.

## **11. INDEPENDENT CONTRACTOR**

The Contractor shall perform this Contract as an independent contractor, and nothing herein contained shall be construed to be inconsistent with this relationship or status.

## **12. GOVERNING LAW**

This Contract shall be governed by the laws of the United States Virgin Islands and jurisdiction shall remain in the United States Virgin Islands.

## **13. WAIVERS AND AMENDMENTS**

No waiver, modification or amendment of any term, condition, or provision of this Contract shall be valid or of any force or effect unless made in writing, signed by the parties hereto or their duly authorized representatives, and specifying with particularity the nature and extent of such waiver, modification, or amendment. Any such waiver, modification or amendment in any instance or instances shall in no event be construed to be a general waiver, modification, or amendment of any of the terms, conditions, or provisions of this Contract, but the same shall be strictly limited and restricted to the extent and occasion specified in such signed writing or writings.

## **14. ENTIRE AGREEMENT**

This agreement constitutes the entire agreement of the parties relating to the subject matter addressed in this Agreement. This agreement supersedes all prior communications, contracts, or agreements between the parties with respect to the subject matter addressed in this agreement, whether written or oral.

## **15. RIGHT TO WITHHOLD**

If work under this Contract is not performed in accordance with the terms hereof, Government will have the right to withhold out of any payment due to Contractor, such sums as Government may



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deem ample to protect it against loss or to assure payment of claims arising therefrom, and, at its option, Government may apply such sums in such manner as Government may deem proper to secure itself or to satisfy such claims. Government will immediately notify the Contractor in writing in the event that it elects to exercise its right to withhold.

No such withholding or application shall be made by Government if and while Contractor gives satisfactory assurance to Government that such claims will be paid by Contractor or its insurance carrier, if applicable in the event that such contest is not successful.

#### **16. CONDITION PRECEDENT**

This Contract shall be subject to the availability and appropriation of funds and to the approval of the Governor of the U.S. Virgin Islands.

#### **17. TERMINATION**

Either party will have the right to terminate this Contract with or without cause on **sixty (60) days** written notice to the other party specifying the date of termination.

#### **18. PARTIAL TERMINATION**

The performance of work under this Contract may be terminated by the Government, in part, whenever the Government shall deem such termination advisable by providing **sixty (60) days** written notice to the Contractor. This partial termination shall be effected by delivering to the Contractor a Notice of Partial Termination specifying the extent to which the term and/or duties under this Contract are terminated and the date upon which such termination becomes effective. The Contractor shall be entitled to receive payment for services provided to the date of termination, including payment for the period of the **thirty (30) day** notice.

#### **19. NON-DISCRIMINATION**

No person shall be excluded from participating in, be denied the proceeds of or be subject to discrimination in the performance of this Contract on account of race, creed, color, sex, religion, disability, or national origin.

#### **20. CONFLICT OF INTEREST**

- (a) Contractor covenants that it has no interest and will not acquire any interest direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract.
- (b) Contractor further covenants that it is:
  - (1) not a territorial officer or employee (i.e., the Governor, Lieutenant Governor, member of the Legislature, or any other elected territorial official; or an officer





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- or employee of the legislative, executive, or judicial branch of the Government or any agency, board, commission, or independent instrumentality of the Government, whether compensated on a salary, fee, or contractual basis); or
- (2) a territorial officer or employee and, as such, has:
- (i) familiarized itself with the provisions of Title 3, Chapter 37 of the Virgin Islands Code, pertaining to conflicts of interest, including the penalties provision set forth in section 1108 thereof;
  - (ii) not made, negotiated, or influenced this Contract, in its official capacity; and
  - (iii) no financial interest in the Contract as that term is defined in section 1101(1) of said Code chapter.

## 21. NOTICE

Any notice required to be given by the Terms of this Contract shall be deemed to have been given when the same is sent by certified mail, postage prepaid or personally delivered, addressed to the parties as follows:

### GOVERNMENT

Lisa M. Alejandro  
Commissioner Designee  
Department of Property and Procurement  
8201 Subbase, Suite 4  
St. Thomas Virgin Islands 00802

Kimberley Causey-Gomez  
Commissioner  
Department of Human Services  
1303 Hospital Ground  
St. Thomas, VI 00802

### CONTRACTOR

Ime Ekpenyong  
Chief Executive Officer  
ScriptGuideRX, Inc.  
15400 E Jefferson  
Grosse Pointe Park, MI 48230

## 22. LICENSURE

The Contractor covenants that it has:



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- (a) obtained all of the applicable licenses or permits, permanent, temporary, or otherwise as required by Title 27 of the Virgin Islands Code; and
- (b) familiarized itself with the applicable provisions of Title 27 of the Virgin Islands Code pertaining to professions and occupations.

## **23. OTHER PROVISIONS**

Addenda I,II, III and IV attached hereto are a part of this Contract and are incorporated herein by reference.

## **24. DEBARMENT CERTIFICATION**

By execution of this contract, the contractor certifies that it is eligible to receive contract awards using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON-PROCUREMENT". In the event the Contractor or any subcontractor misrepresents its eligibility to receive contract awards using federal funds, the Contractor or subcontractor agrees that it shall not be entitled to payment for any work performed under this contract or any subcontract and that the Contractor or subcontractor shall promptly reimburse the Government of the Virgin Islands for any progress payments heretofore made.

## **25. FALSE CLAIMS**

Contractor warrants that it shall not, with respect to this Contract, make or present any claim upon or against the Government of the Virgin Islands, or any officer department, board, commission, or other agency thereof, knowing such claims to be false, fictitious, or fraudulent. Contractor acknowledges that making such a false, fictitious, or fraudulent claim is an offence under Virgin Islands law.

## **26. NOTICE OF FEDERAL FUNDING**

Contractor acknowledges that this Contract is funded, in whole or in part, by federal funds. Contractor warrants that it shall not, with respect to this Contract, make or present any claim knowing such claim to be false, fictitious, or fraudulent. Contractor acknowledges that making such a false, fictitious, or fraudulent claim is a federal offence.



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## 27. INSURANCE

Contractor shall maintain the following insurance coverages during the term of this Contract:

- (a) **COMMERCIAL GENERAL LIABILITY:** Commercial general liability insurance, in a form acceptable to the Government, on a “per occurrence” basis with a minimum limit of not less than one million dollars (\$1,000,000.00) for any one person per occurrence for death or personal injury and one million dollars (\$1,000,000.00) for any one occurrence for property damage. Insurance policy(ies) shall name the Government of the Virgin Islands as the certificate holder and additional insured via an endorsement.
- (b) **PROFESSIONAL LIABILITY:** Professional liability insurance, in a form acceptable to the Government, which covers the services being performed under this Contract, with policy limits of not less than one million dollars (\$1,000,000.00) per claim. The Government shall be listed thereon as a certificate holder.
- (c) **WORKERS’ COMPENSATION:** Contractor shall supply current coverage under the Government Insurance Fund or other form of coverage.

## 28. FACSIMILE, ELECTRONIC & DIGITAL SIGNATURES

A facsimile, electronic or digital signature on this Contract shall be deemed an original and binding upon the Parties hereto.



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The Parties have hereunto set their hands on the day and year as set forth below.

**GOVERNMENT OF THE VIRGIN ISLANDS**

  
Kimberley Causey-Gomez, Commissioner  
Department of Human Services

Date: 05.11.2023

  
Lisa M. Alejandro, Commissioner Designee  
Department of Property and Procurement

Date: 7/25/2023

**CONTRACTOR**

  
Ime Ekpenyong, Chief Executive Officer  
ScriptGuideRX, Inc.

Date: 5/11/2023

APPROVED AS TO LEGAL SUFFICIENCY  
DEPARTMENT OF JUSTICE BY:  Date 7/27/2023  
Assistant Attorney General

**APPROVED:**

  
Honorable Albert Bryan Jr.  
GOVERNOR OF THE U.S. VIRGIN ISLANDS

Date: 8/17/23

PURCHASE ORDER NO. \_\_\_\_\_

RFP No. BD-22-720-7201-78  
Contract No. P080DHST23

Contractor's Initials: IE