**Summary of Changes**

There are two major changes being proposed to the Notices and Contact information section. We are proposing to move the Notices and Contact Information section from the body of the agreement (status quo) into an exhibit. And we are proposing that BPA have the unilateral right to revise this exhibit. These changes are modeled off of the approach taken most recently with the ECA and will help achieve administrative efficiencies.

**Edits of Particular Note:**

Updated section 1.1(4) to state that verification is needed for electronic notices.

**Exhibit I**

**NOTICES AND CONTACT INFORMATION*(03/21/2024 Version)***

**1. NOTICES AND CONTACT INFORMATION**

1.1 **Notices**

Any notice required under this Agreement that requires such notice to be provided under the terms of this section shall be provided in writing to the other Party in one of the following ways:

(1) delivered in person;

(2) by a nationally recognized delivery service with proof of receipt;

(3) by United States Certified Mail with return receipt requested;

(4) electronically, with verification of the electronic notice’s origin, date, time of transmittal and receipt; or

(5) by another method agreed to by the Parties.

1.2 **Contact Information**

The Parties shall deliver notices to the following person and address:

*(Drafter’s Note: Check BPA address and phone number prefix to ensure it is applicable.)*

|  |  |
| --- | --- |
| If to «Customer Name»:«Utility Name»«Street Address»«P.O. Box »«City, State, Zip»Attn: «Contact Name» «Contact Title»Phone: «###-###-####»E-Mail: «E-mail address» | If to BPA:Bonneville Power Administration«Street Address»«P.O. Box»«City, State, Zip»Attn: «AE Name - Routing» Power Account ExecutivePhone: «###-###-####»E-Mail: «E-mail address» |

**2. REVISIONS**

Either Party shall notify the other Party of changes to their contact information above. Upon receipt of notice, BPA may unilaterally revise section 1.2 of this exhibit to reflect such changes to the Parties’ contact information. All other revisions to this exhibit shall be by mutual agreement of the Parties.