

# Frequently Asked Questions

## ALLETE Suppliers

### Supplier Registration

I'm interested in doing business with ALLETE, what do I do?

- The first step is to register in our system to be a prospective supplier. [Click here to complete the registration process](#). Once you have completed registration, you will receive an email confirmation acknowledging that your information has been added to the system. ALLETE's purchasing team will have access to this system to search for prospective suppliers as opportunities become available. **Please note, completing the registration does not guarantee business with ALLETE.**

Does supplier registration make me a "preferred" supplier?

- No. Registration in ALLETE's database as a diverse supplier does not make a company a "preferred" supplier. We will use the registration information as a source of prospective suppliers to consider when an appropriate bidding opportunity arises.

Does supplier registration guarantee an award of an ALLETE contract or placement on bid lists?

- No. Supplier registration does not guarantee business with any ALLETE subsidiary. Registration also does not obligate ALLETE to place any supplier on a bidders list. We will use the registration information as a source of prospective suppliers to consider when an appropriate bidding opportunity arises.

I have registered with ALLETE as a prospective supplier, but I have not heard back from ALLETE regarding opportunities. What should I do next?

- After registering, you should receive an email from us confirming a successful registration in our system. However, registering will not guarantee business with ALLETE. We will keep your information in the database in order to contact you when opportunities become available in your category.

What are my chances of being selected as a supplier?

- We are committed to incorporating diverse businesses in our contracting process across our organization. Your chance of being selected as a supplier depends on your company's offerings and how it aligns with our business needs.

## Supplier Diversity at ALLETE

How does ALLETE's Supplier Diversity team work within ALLETE's procurement process?

- The Supplier Diversity team advocates and supports prospective diverse suppliers from within. Our team members attend networking and business events where diverse suppliers and certifying organizations are invited. Through these events, the Supplier Diversity team identifies suppliers and develops relationships in anticipation of future bidding opportunities.

Is the Supplier Diversity team responsible for making purchasing decisions?

- No, we are not responsible for purchasing decisions across the organization. Rather, we facilitate introductions between diverse suppliers and ALLETE purchasers and project teams. The more aware our project teams are of prospective diverse suppliers that can be included in bids, the more likely they are to use them.

Does ALLETE guarantee business to diverse suppliers?

- No. ALLETE does not guarantee business to any supplier. ALLETE is committed to providing opportunities for diverse suppliers to compete in opportune bidding opportunities.

How does a diverse supplier learn about upcoming opportunities to work with ALLETE?

- All diverse suppliers who want to potentially work with us should [register to be a prospective supplier](#). Upon registering, we will keep your information for reference when bidding opportunities become available. If your company is selected to be part of a bid, we will contact you for copies of all necessary documentation needed to make you an active supplier in our system. *Note, being an active supplier does not mean you are guaranteed a contract.*

## Certifications, Classifications and more

What is a "certified" diverse supplier?

- A certified diverse supplier demonstrates to a certifying agency that their business is at least 51% independently owned, operated, and managed. Eligibility for certification is typically established by a third party through a combination of screenings, interviews, and site visits.

Do diverse suppliers need to be certified?

- While certification is not required to do business with ALLETE, we strongly recommend certification. If a supplier is not certified, we do encourage them to become certified with a certifying agency. Below is a list of certifying agencies:

- [Disability:IN](#)
- [National Gay/Lesbian Chamber of Commerce](#) (NGLCC)
- [National Minority Supplier Development Council](#) (NMSDC)
- [National Veteran Business Development Council](#) (NVBDC)

- [National Veteran Owned Business Association](#) (NaVOBA)
- [Women's Business Enterprise National Council](#) (WBENC)
- U.S. Small Business Administration (for [HUBZone](#) and [Small Disadvantaged Business](#))
- [US Pan Asian American Chamber of Commerce](#) (USPACC)
- Federal, state, local government offices
- Public utility commission

What business classifications does ALLETE currently track?

- Disability Owned Business
- HUBZone Business
- LGBT+ Owned Business
- Minority Owned Business
- Small Disadvantaged Business
- Veteran Owned Business
- Women Owned Business

## Tier II Reporting

What is a Tier 2 diversity reporting program?

- Tier 2 diversity reporting is a program where Tier 1 (Prime) suppliers share their diversity spend with their customers (like ALLETE). A Tier 2 supplier is a company that provides Prime suppliers with products or services that will be provided to the customer.

If I am a prime supplier interested in submitting a Tier 2 report, who should I contact?

- Please send an e-mail to [supplierdiversity@allete.com](mailto:supplierdiversity@allete.com)

What is "Direct Spend"?

- Spend contracted by a Prime supplier with Tier 2 diverse subcontractors for goods and services that directly support the fulfillment of an ALLETE Contract.

What is "Indirect Spend"?

- Total spend a Prime supplier has with all of its Tier 2 diverse subcontractors. *This spend does not have to directly support the fulfillment of an ALLETE contract.*