

MARS Portal user guide Estimate updates

MARS | Queensland Reconstruction Authority



The *Management and Reporting System (MARS)* is a product of the Queensland Reconstruction Authority.

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Copies

Copies of this publication are available on our website at <u>https://www.qra.qld.gov.au/funding/mars-disaster-funding-application-portal</u>

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1 Introduction

Background	The Management and Reporting System (MARS) was developed by the Queensland Reconstruction Authority (QRA) to support councils and state agencies with disaster funding applications. The system aims to improve efficiency in requesting and activating disaster funding, as well as lodging and assessing funding submissions for disaster events occurring from 1 November 2018.
Purpose	The purpose of this document is to guide the user through key activities for estimate updates in the MARS Portal.
Audience	This user guide is intended for MARS Portal users for all estimate updates on an approved submission.
Pre-requisites	 This user guide has been designed with a focus on system functionality, and assumes that users have: basic PC skills basic knowledge of Microsoft applications an understanding of the DRFA already been set up with access to the MARS Portal, with the user profile types of either Submission Builder, or Organisation Executive.

2 Estimate updates

The term 'estimate updates' refers to changes to the estimated reconstruction costs of Reconstruction of Essential Public Assets (REPA) submissions under Disaster Recovery Funding Arrangements (DRFA). Estimate updates include:

- market price update (approved submission)
- scope change
- estimate method change
- reprosecution requested by council.

2.1 Requesting estimate updates

With the exception of market price updates, estimate updates must be requested through the organisation's QRA Regional Liaison Officer (RLO). QRA can then enable the relevant fields within MARS.

Market price updates can be enabled by the organisation in the MARS Portal when actual tender rates have been obtained for REPA works.

Estimate updates must be lodged to QRA within nine (9) months of the end of the financial year of the event (by 31 March).

To access MARS, or for basic navigation, please refer to **MARS Portal user guide – activation and submission preparation** on the <u>QRA website</u> for more information.

3 Market price update (approved submission)

When a market price estimate method has been selected on one or more line items, and has not been provided before submission lodgement, this option will automatically be made available to the organisation. The user can update each market price line with the awarded rate as per the schedule of rates.

3.1 Provide market price

On an approved submission from the details page, click the **provide market price** button as shown below.



To update market price rates click **yes** to continue as shown below.

Create Estimate Update
Do you wish to create an estimate update?
NO

The approved submission changes to a **draft** state to enable updates to the submission, and unlocks all line items with an estimate method of market rate.

3.2 Adding supporting documents

Supporting documents relating to the market price (e.g. tender or schedule of rates) should be added to the details page. Add supporting documents by clicking the **add documents** button, as shown below.

QK/		me Application	s Isaac Regior	al Council				(Need help?)	MARS
ctivation requests	Unassigned line items Sub	missions Delivery	programs						
C.0001.1718G.REC:	Submissions »	IRC.0001.17	18G.REC: [RAFT 🕛	developme	ent		× DELETE	
Details	Version Number 2		Previous recommended value:	\$31,230.04		Submission value:	\$31,230.04	Revised recommended value:	\$0.00
Line items (2) Validation check 🔵	Phase Estimate	e update	Previous approved date:	10-04-2019		Submission date lodged:	N/A	Revised recommended date:	N/A
odgement Submission history	Details					Supporting d	ocuments (0) 🚺		
	Event *	Sally Storm			Ŧ			() + A	DD DOCUMENTS
	Submission type *	Reconstruction of Es	sential Public Assets		Ŧ	Documents	attached here are in	addition to your submission fc	erm and photos
	Organisation reference *	Estimate Method			0	Go to the lin	e.g. general l e items page to impo	edger, engineering report. Int a submission form and uplo	ad asset photos.
	Expenditure type *	Estimates			Ŧ				
	Construction start date	If construction has com	menced provide the actu	al start date.	#				
	Submission description								
	Market price	Where tender has this box to enable updated as per the must be attended.		o lodgement, chec ce lines to be e schedule of rate	k IS				

provide market price button.

(1) For additional guidance, refer to **my submissions** in the **need help?** menu.

3.3 Filtering market price line items

On the lines items page, filter lines to display those with an estimate method of market price as shown below.



Select **market price not provided** from the list to display only those line items with an estimate method of market price.



MARKET PRICE NOT PROVIDED

The notification for each line item with an estimate method of market price displays.



3.4 Updating market price

Scroll to the right of the grid to update the market price **rate** column with awarded schedule of rates. Continue to provide all awarded rates for every market price line item. Once the estimate method rate has been updated, the **market price not provided** notification will be removed.

	View •												
Drag here to set row groups													
Treatment details											Cost breakdown		
											Direct costs		
Estimate method	Treatment	Unit	Length (m)		Width (m)		Depth (m)		Quantity		Rate		
													
▲Market price	Gravel resheeting (excludes supply of material)	<mark>≜</mark> m3		562.00	A	6.00	A	0.050	A	168.600	40.50		
						Dou ente	ble-click r award	in ed	the ra rate.	ite rov	w and		

Refer to the following sections in the **MARS Portal user guide – activation and submission preparation** on the <u>QRA website</u> for more information:

- 4.5 Validate data quality
- 4.6 Lodgement

(i) For additional guidance, refer to **my estimate updates** and **my submissions** in the **need help?** menu.

3.5 Filtering highlighted line items

Line items within a submission can be filtered and displayed by those that have been highlighted and those not highlighted as shown below. To change views of highlighted line items, select the **filter highlighted line items** from the **more** button as shown below.

♥ ♥ VALIDATE + NEW	MORE Y 😗 LINE ITEMS (1) Y				В
후 REPA - Default View ~	Import form	0			
Drag here to set row groups	🖹 Export line items	0			
	\mathscr{G} Refresh fields		Bulk upload	Asset details	
	Validation report				,
Notifications Validations	T Filter highlighted line items	>	Show highlighted	l line items	
		_	Hide highlighted	line items	
INFIELD V OK	≙ 000009	A	\equiv Show all line item	S	
			Road -		ļ
Select to only show line items that have been highlighted.	Select to only show line items that have <i>not</i> been highlighted.	e en	Select to sho items in the	ow all line grid.	

4 Scope change

A change in scope is any change to QRA's original estimated reconstruction cost (ERC) for reconstruction works. These changes may be but are not limited to, additional or lesser quantities, change in treatments, additional works, change in works location and works removed from scope.

The following information can be amended/added in a scope change:

- new line item (must be the same asset already in submission)
- geo coding (chainage and coordinates)
- treatment details (treatment, length, width, depth)
- photos
- reason for update (required)
- comments (validations and additional information).

When a scope change has been enabled, the approved submission reverts back to a **draft** state to allow updates to the submission. An estimate update notification will display, as shown below.

C.0030.1819E.REC: RAFT	Submissions »	IRC.0030.1819E.	REC: DRAFT 🐚	development •			× DELET	E 🖶 PRINT 🖬 S.
Details Line items (5)	Version Number 2 Phase E	2 Estimate update	Previous recommended value: Previous approved date:	\$10,418.69 16-04-2019	Submission value: Submission date lodged:	\$10,418.69 N/A	Revised recommended value: Revised recommended date:	\$0.00 N/A
Validation check ● Lodgement Submission history	Details				Supporting doe	cuments (1) 👩		
	Event *	Sally Storm		Ŧ			Ø	+ ADD DOCUMENTS
	Submission type *	Decentration of Eccential D	blic Arcote		#		1 🖴	
	Cashiolonitype	Reconstruction of Essential Po	DIC ASSetS	· · ·	File name		Engineering report.pdf(147 KB)	
	Organisation reference	Scope change			Description		Damage report	
	Expenditure type *	Estimates		Ŧ	Uploaded date		16-04-2019	Α.
	Construction start date	If construction has commenced pr		*				
	Submission description							
	Market price	Where tender has been awa on market price lines to be t must be attached as a supp	arded prior to lodgement, check pdated as per the schedule of orting document in excel forma	t this box to enable the rate rates. The schedule of rates t.				
	Estimate update	A scope change request has be changed.	en accepted by GRA. The scop	e of this submission can now be				

4.1 Updating line items

On the line items page, scroll to the right to see assessment outcome. Continue to scroll to view the grid details and update as required.



On the grid, all editable fields are unlocked as shown below.

	7,150 7,150 7,225	7,180	148.325114 148.3254	-21.99608 -21.997	148.325191 148.3258	-21.996294 Benchmark estima -21.9978 Benchmark estima	te Gravel/material supply te Gravel Resheeting 100mr	₽m3	30.00	7.00	0.050	 ▲ 10.500 ▲ 84.000
	7,150	7,180	148.325114	-21.99608	148.325191	-21.996294 Benchmark estima	imported material te Gravel/material supply	<u>A</u> m3	30.00	7.00	0.050	<u>⊜</u> 10.500
	7,150	7,100					imported material					
		7.000	148.325114	-21.99608	148.325191	-21.996294 ABenchmark estima	te Heavy formation grading incorporating 50mm of	≙ m3	30.00	7.00	0.050	▲ 10.500
	Start End	Star	rt X Start	Y Eni	X End	Estimate method	Treatment	Unit	Length (m)	Width (m)	Depth (m)	Quantity
	Chainage (m)	Co	vordinates				0					
	Geo coding	ips				Treatment details						
	& Submission View ∽		-	60	1.50		115			N	PSR, Esrí, © Op	enStreetMap
	7.150.jpg Appleation MIRC - Coppabella © © 06/02/2019 08:40:04	4		20	É.	A.		1				k
	Daunia Road -	Acres										
/alidation check odgement Submission history	UPLOAD TO LINE ITEMS 1 photos	s (1) 🗿 PHO	2TOS (0) ~ _	127							2	
ine items (5)	Photos					ALC: NO						
Details	O VALIDATE THE	AL MODE		15 (1)								

Refer to the following sections in the **MARS Portal user guide – activation and submission preparation** on the <u>QRA website</u> for more information:

- 4.2.2 Manually add a line item
- 4.2.4 Manually add photos to a line item
- 4.5 Validate data quality

A **reason for update** must be provided on any line item that has changed. This is required following validation.

Submission	& Submission View ∽												
Drag here to set row groups													
Notifications	Validations	Comments	Reason for update										
	💌 🛞 (1) Message/s												

Refer to the following sections in the **MARS Portal user guide – activation and submission preparation** on the <u>QRA website</u> for more information:

• 4.6 Lodgement

(i) For additional guidance, refer to **my estimate updates** and **my submissions** in the **need help?** menu.

Refer to the following section in this user guide for information regarding filtering highlighted and nonhighlighted line items:

• <u>3.5 Filtering highlighted line items</u>

5 Estimate method change

Changing the estimate method from benchmark to market or vice-versa for approved works requires QRA to enable the relevant fields in MARS. Refer to section <u>2.1 Requesting estimate updates</u> for more information.

When an estimate method change has been enabled, the approved submission reverts back to a **draft** state to allow updates to the submission with an estimate update notification as shown below.

0031.1819E.REC: FT tails e items (5)	Version Number 2 Phase Est	IRC.0031.1819E.REC: DRAFT I	\$6,690.90 16-04-2019	Submission value: Submission date lodged:	\$6,690.90 N/A	Revised recommended value: Revised recommended date:	\$0.00 N/A
lidation check dgement omission history	Details			Supporting docur	nents (1) 🚯		
	Event *	Sally Storm	- -			Ø	+ ADD DOCUMENTS
				#	1 🖴		
	Submission type *	Reconstruction of Essential Public Assets	Ŧ	File name	Engine	ering Report.pdf(147 KB)	
	Organisation reference *	Estimate method change	0	Description	Engine	ering Report	
	Expenditure type *	Estimates	Ŧ		Dame	ige report	h
				Uploaded date	16-04-2	1019	
	Construction start date	If construction has commenced provide the actual start date.	*				
	Submission description						
	Market price	Where tender has been awarded prior to lodgement, che rate on market price lines to be updated as per the sched of rates must be attached as a supporting document in ex	ck this box to enable the ule of rates. The schedule icel format.				
	Estimate update	An estimate method change request has been accepted by C the line items of this submission can now be changed.	RA. The estimate method on				

5.1 Changing estimate method

On the line items page, scroll right to see assessment outcome. Continue to scroll to view the grid details and change line items that require an estimate method change.

IRC.0031.181 DRAFT	19E.REC:	Subm	nissior	ns » IF	RC.00	31.18	819E	E.RE	EC: DRAFT	In development)		×DE	LETE		🖯 PRI	NT	🗃 SA	VE
Details		😧 🥏 VALI	DATE										B	6	5	:=			
Line items Validation	5 (5) check 😑	subr	nission V	iew ~												•			
Lodgemen	nt In bistory	😫 Drag	here to set ro	w groups										1					
Submission	in miscory	Assessmen	t outcome																
		Assessed a	rea						Recommended treatment		Approved values								ê
		Start X	Start Y	End X	End Y	Chaina	Cha	ina	Treatment	Unit	Estimate method	Rate		Leng	dh	Width	D	epth	8
										0						-	/		÷
		■148.56448	-21.43527	m148.56511	iiii-21.43555	iii 4,21	12 111	4,287	iiGravel Resheeting 150mm	iim3	MBenchmark estir	nate 🛍	\$75.00		75.00	-	5.00 🕯	i 0.1	+ Filters
		€148.56592	≙ -21.43601	≙ 148.5661€	≙ -21.43599	≙ 4,38	80 🔒	4,410		≙m		nate 🔒	\$8.00		30.00		í	ì	
		≙ 148.56592	≙ -21.43601	148.5661€	≙ -21.43599	4,38	80 🔒	4,410	Gravel/material supply	≙ m3	≜ Benchmark estir	nate 🔒	\$27.00	-	30.00	_	5.00 🕯	0.1	č
		€148.57132	-21.43593	148.57179	₽-21.43592	▲ 4,95	50 🛍	5,000	■Heavy formation grading	≙m	■Benchmark estir	nate 🔒	\$8.00		50.00	a	í	ì	
		€148.57132	₽-21.43593	€148.57179	₽-21.43592	▲ 4,95	50 🗎	5,000	Gravel/material supply	∩m3	Benchmark estir	nate 🔒	\$27.00		50.00		5.00 🕯)i 0.1	č
		4			•													F	
N C	Vavigat details	te to page			Scro outc	ll rig ome	ght to	pa up	st assessn date line i	ient tems.	Cł	nange	line it	en	n vi	iev	۷.		

On the grid, scroll right to the **estimate method** column and change method as required. Press backspace to remove current entry. Select an estimate method from the list.

h	1		7										Cost bre	akdown
ŀ		_											Direct co	osts
E	Benchmark estimate	*		Unit	Length (m)		Width (m)		Depth (m)		Quantity		Rate	
	Market price		·											
ł	Market price		ting	≙ m3		75.00		5.00	a	0.150	A	56.250	A	\$75.0
													T	

If market price has been selected scroll right and enter awarded price as per the schedule of rates (please refer to section <u>3.2 Adding supporting documents</u> to attach the schedule of rates).

Treatment details	2										Cost breakdow
											Direct costs
stimate method	Treatment	Unit	Length (m)		Width (m)		Depth (m)		Quantity		Rate
Market price	Gravel Resheeting 150mm	≙ m3	a	75.00	a	5.00	A	0.150	A	56.250	75

Refer to the following sections in the **MARS Portal user guide – activation and submission preparation** on the <u>QRA website</u> for more information:

- 4.5 Validate data quality
- 4.6 Lodgement

 (\underline{i}) For additional guidance, refer to **my estimate updates** and **my submissions** in the **need help?** menu.

Refer to the following section in this user guide for information regarding filtering highlighted and nonhighlighted line items:

• <u>3.5 Filtering highlighted line items</u>

6 Reprosecution

A reprosecution refers to an organisation requesting that QRA review the assessment outcome following approval. This involves reviewing the adjustments made in the original assessment based on additional evidence to support the submission/asset eligibility.

When a reprosecution has been enabled, the approved submission reverts back to a **draft** state to allow updates to the submission. An estimate update notification will display, as shown below.

RC.0033.1819E.REC:	Submissions »	IRC.0033.1819	9E.REC: DRAF	-T In development				× DELETE				
Details Line items (5)	Version Number 2 Phase Estin	nate update	Previous recommended value: Previous approved date:	\$9,381.64 17-04-2019		Submission value: Submission date lodged:	\$9,381.64 N/A	Revised recommended value: Revised recommended date:	\$0.00 N/A			
Reprosecution lines Validation check 😑	Details					Supporting documents (1)						
Submission history	Event *	Sally Storm			Ŧ			0	ADD DOCUMENTS			
						#	1	2				
	Submission type *	Reconstruction of Essent	tial Public Assets		Ŧ	File name	E	Engineering report.pdf(147 KB)				
	Organization reference *					Document type	E	ngineering Report				
	Organisation reference	Reprosecution				Description		Damage report				
	Expenditure type *	Estimates			Ŧ	Uploaded date	18	-04-2019				
	Construction start date	If construction has commen	ced provide the actual start da	te.								
	Submission description											
	Market price	Where tender has bee enable the rate on mai rates. The schedule of in excel format.	en awarded prior to lodgem rket price lines to be update rates must be attached as	ent, check this box to ad as per the schedule a supporting documen								
	Estimate update	A reprosecution request h now be added to this sub	nas been accepted by QRA. mission.	Additional evidence c	an							

6.1 Reprosecuting line items

Navigate to the **reprosecution lines** page to view all line items that have been made ineligible/not recommended (both full and partial). Select lines to reprosecute as shown below.

QR	A RECONSTRUCTION AUTHORITY	Home	Applications	lsaac Regi	ional Council						Need help	ΜΑ	RS 🛎
Activation requests	Unassigned line items	Submissions											
IRC.0033.1819E.REC: DRAFT	Submissions	s » IRC.C)033.1819E.REC: DRAFT (In development)							X DELETE PRINT SA			
Details Line items (5) Reprosecution lines	AMARK FOR REPROSECUTION												
Validation check Lodgement Submission history	References	Туре	Name	Number	Estimate method	Chainage (m)		Coordin Start X	nates Start Y End X		End Y	Treatment	Golum
	• 🗹 🔒 000003. 🚔 3	■Road - gravel	▲Turrawulla Road	€506		▲ 33,850	A 33,860	€148.397	795 🔒-21.379	127 🔒 148.397	785 🔒-21.3792	7 🔒 Heavy formatio	n grading
	2 <u>2</u>		≙ Turrawulla Road	€506	Benchmark estimate	▲ 33,860	▲ 33,930	£148.397	785 🔒-21.379	27 148.397	718 🔒-21.3793	0	n grading 🙀
Click repro	to view secution pag	ge.	Sele repr	Select line items to reprosecute.			Click n repros			mark secu	a rk for ecution button.		
When a line item has been split by an assessor, all lines included in that split will appear in th When the ineligible line is reprosecuted, all lines in the split are restored to the line items.											nis sectio		

To restore selected lines click **yes** to continue. Line items are moved to the line items page.



6.2 Filtering reprosecuted line items

On the line items page, filter the lines to display those that have been reprosecuted as shown below. Select **reprosecution** from the list to display only those line items that have been reprosecuted. Click the funnel to remove the selection box.



6.3 Updating reprosecuted line items

Navigate to **line items** page and add additional evidence to reprosecuted lines to support your claim as shown below. On a reprosecuted line the organisation can:

- add photos
- add comments
- add reason to update (required).



Refer to the following sections in the **MARS Portal user guide – activation and submission preparation** on the <u>QRA website</u> for more information:

- 4.5 Validate data quality
- 4.6 Lodgement

 $(
{i})$ For additional guidance, refer to **my estimate updates** and **my submissions** in the **need help?** menu.

Refer to the following section in this user guide for information regarding filtering highlighted and nonhighlighted line items:

• <u>3.5 Filtering highlighted line items</u>