QUEENSLAND RECONSTRUCTION AUTHORITY

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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Contact
Queensland Reconstruction Authority
Phone (07) 3008 7200
info@qra.qld.gov.au
www.qra.qld.gov.au

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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   Request 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 QRA website 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.

On the details page.

Approved submission.

Click **provide market price** to enable to change rates to awarded schedule of rates.

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

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   Add 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.

Market price check box enabled after clicking **provide market price** button.

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

3.3 Filter market price line items

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

Navigate to the line items page.

Hover over the notification column header and click the icon for options.

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

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

> (i) Click the funnel icon to hide the selection box.

3.4 Update 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.

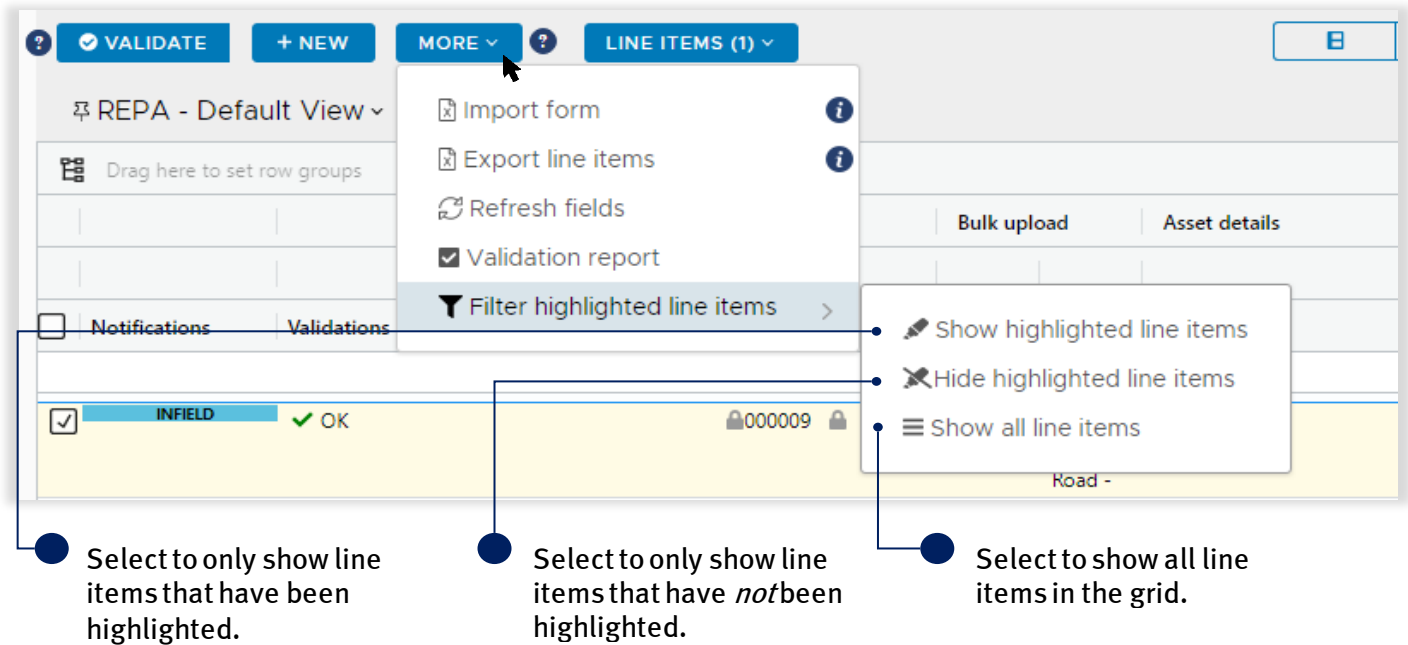
Double-click in the rate row and enter awarded rate.

Refer to the following sections in the **MARS Portal user guide – activation and submission preparation** on the [QRA website](#) 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 Filter 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.

Select to only show line items that have been highlighted.

Select to only show line items that have *not* been highlighted.

Select to show all line items in the 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.

Approved submission in a draft state.

Notification that scope change request has been accepted by QRA.

4.1 Update 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.
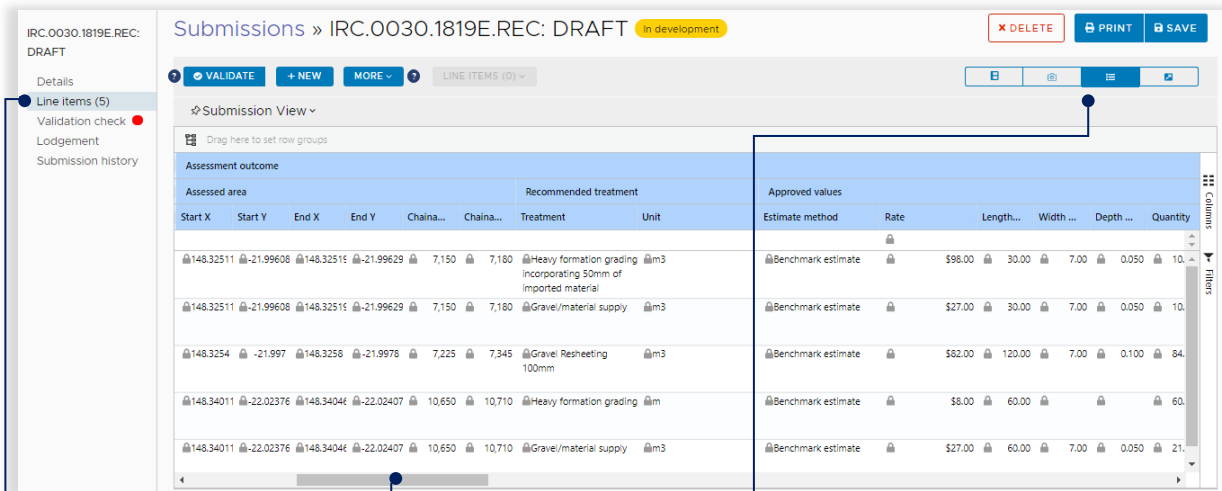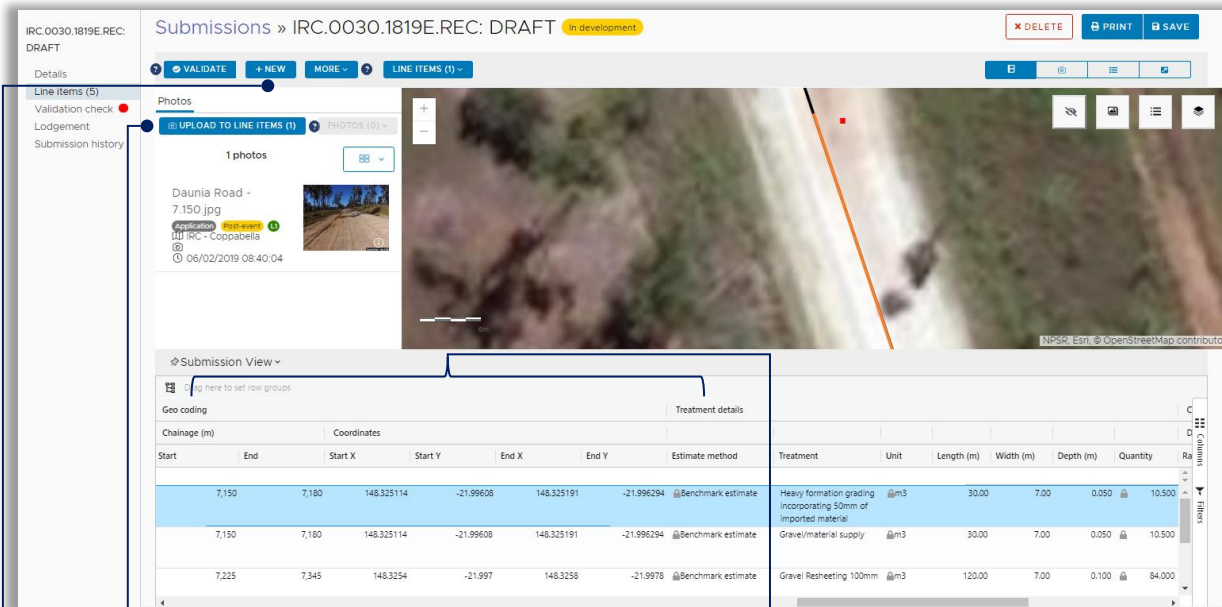

Navigate to details page.

Keep scrolling to right past assessment outcome to update line items.

Change line item view.

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

Add a line item.
Note: asset must already appear in approved submission.

Select a line and add a photo.

Update geo coding and treatment details as required.

Refer to the following sections in the **MARS Portal user guide – activation and submission preparation** on the QRA website 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.

Refer to the following sections in the **MARS Portal user guide – activation and submission preparation** on the QRA website 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 non-highlighted line items:

- 3.5 Filter highlighted line items

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 2.1 Request estimate updates 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.
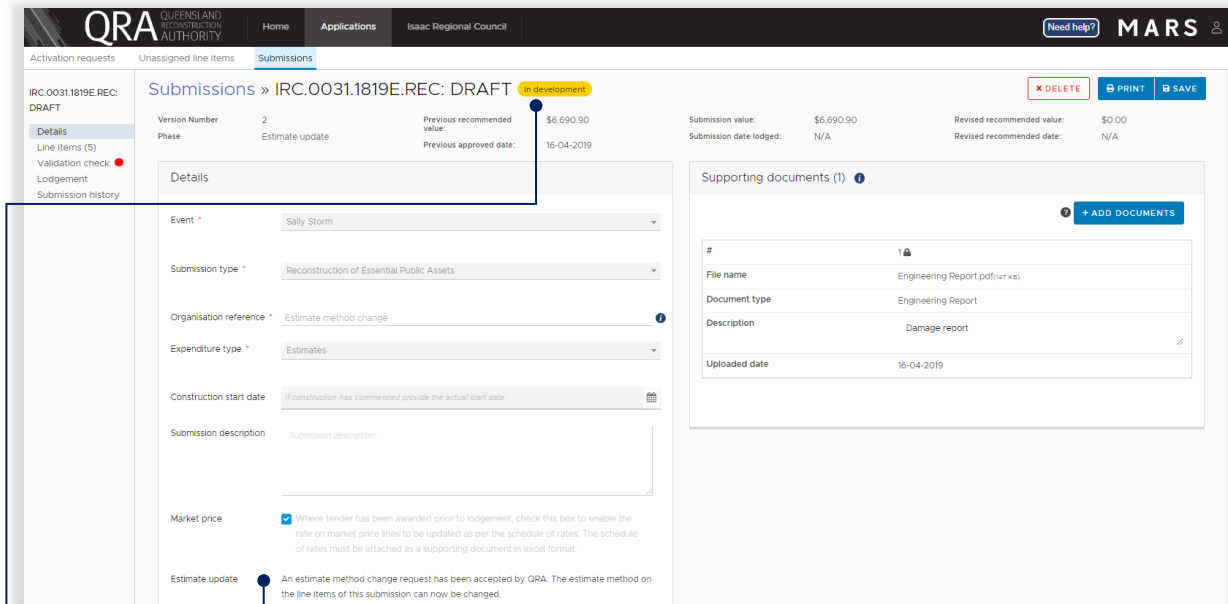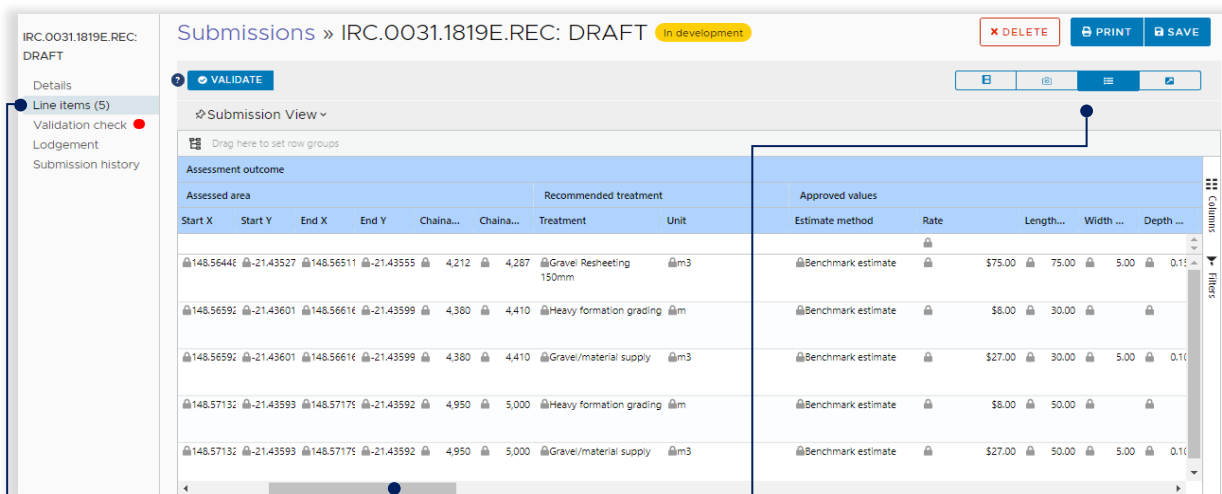

Approved submission changes to draft state.

Notification that estimate method change request has been accepted by QRA.

5.1   Change 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.

Navigate to details page.

Scroll right, past assessment outcome to update line items.

Change line item view.

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.

Double click in the estimate method field to change to edit mode.

When benchmark rate is selected the rate column is locked for that line item.

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

Estimate method change to **market price**.

Enter the awarded schedule of rates price.

Refer to the following sections in the **MARS Portal user guide – Activation and submission preparation** on the QRA website for more information:

- 4.5 Validate data quality
- 4.6 Lodgement

> ⓘ 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 non-highlighted line items:

- 3.5 Filter highlighted line items

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.

Approved submission changes to a draft state.

Notification that reprosecution request has been accepted by QRA.
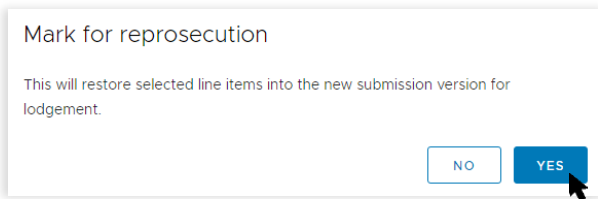
6.1 Reprosecution of line items

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.

Click to view reprosecution page.

Select line items to reprosecute.

Click **mark for reprosecution** button.

> ⓘ When a line item has been split by an assessor, all lines included in that split will appear in this section. When the ineligible line is reprosecuted, all lines in the split are restored to the line items.

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


6.2 Filter 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.
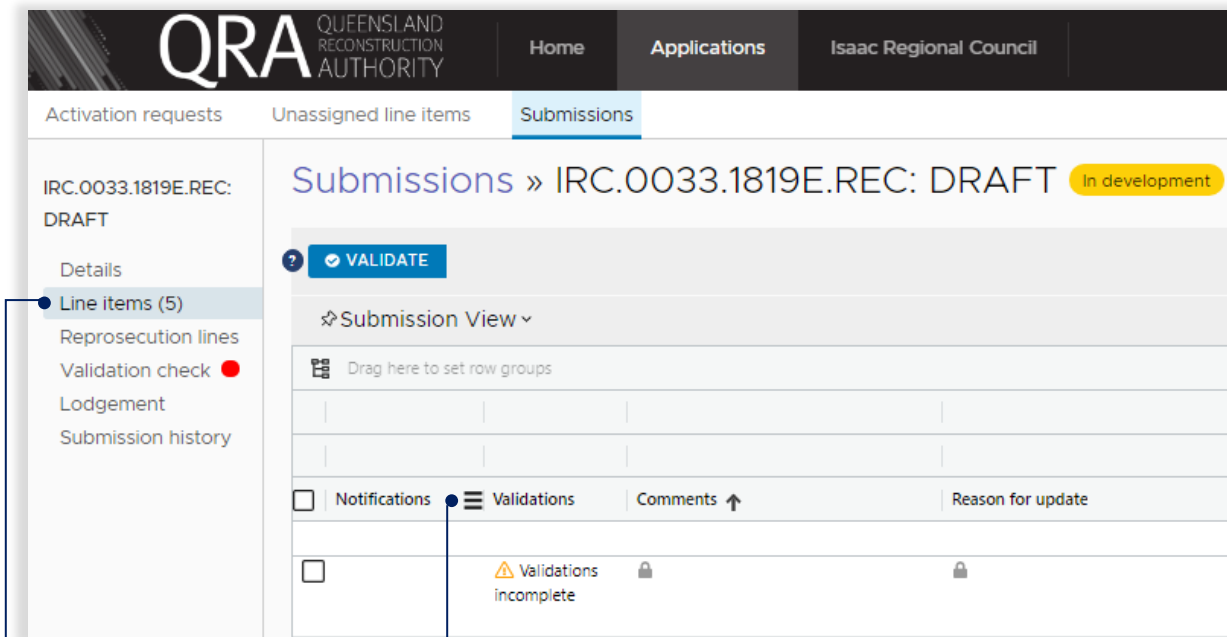
Navigate to **line items** page.

Hover over notification column header and click icon to display options.
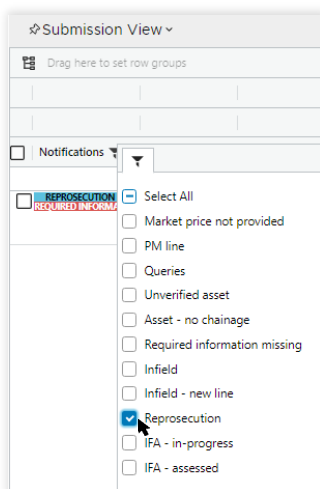
6.3 Update reprosecuted line items

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).

Click to upload photo(s).

Enter any additional comments.

Enter a reason for update (required).

Refer to the following sections in the **MARS Portal user guide – activation and submission preparation** on the QRA website 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 non-highlighted line items:

- 3.5 Filter highlighted line items