



# MARS Portal User Guide

## Estimate Updates

**MARS | Queensland Reconstruction Authority**

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# 1. Request Estimate Updates

Estimate updates are changes to the estimated reconstruction costs of a Reconstruction of Essential Public Assets (REPA) submission and include changes to:

- market price (approved submissions only)
- scope
- estimate method
- re prosecution requested by council

Estimate updates must be requested through the organisation's QRA Regional Liaison Officer (RLO) (except updates to the market price). QRA can then enable the relevant fields within MARS.

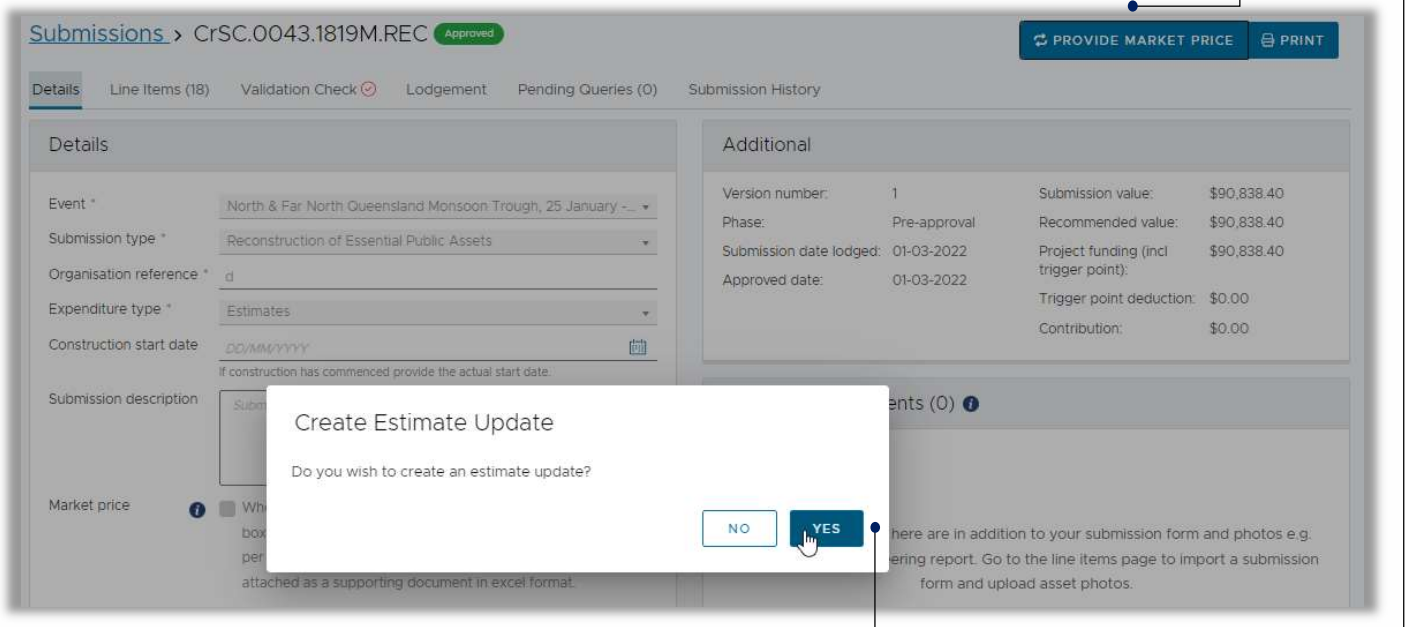
Updates to the market price can be enabled by the organisation in the MARS Portal when actual tender rates have been obtained for REPA works.

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

## 2. Update the Market Price

When a market price estimate method has been selected on one or more line items, and the awarded rate has not been finalised when the submission is lodged, your organisation can update each market price line item with the awarded rate as per the schedule of rates, when the market price is provided.

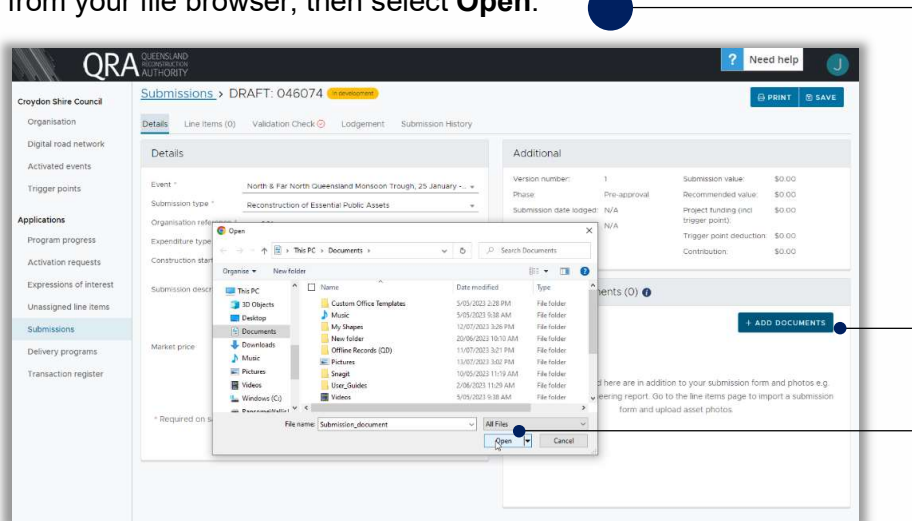
From the **Details** tab, select **Provide Market Price** then select **Yes** to create an estimate update.



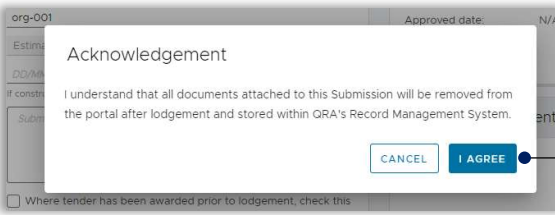
The submission will change its state to **In Development** and the line items with an estimate method of market rate will be unlocked.

### 2.1. Attach the Schedule of Rates

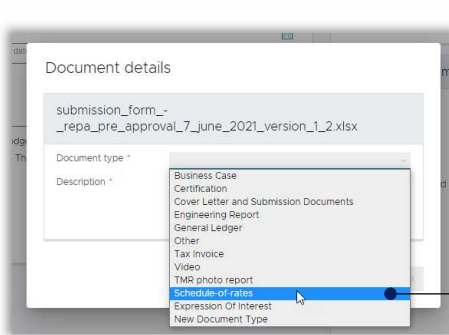
Select **Add Documents** then navigate to the location of the file on your computer, select the document from your file browser, then select **Open**.



An acknowledgement will popup. Select **I Agree**.

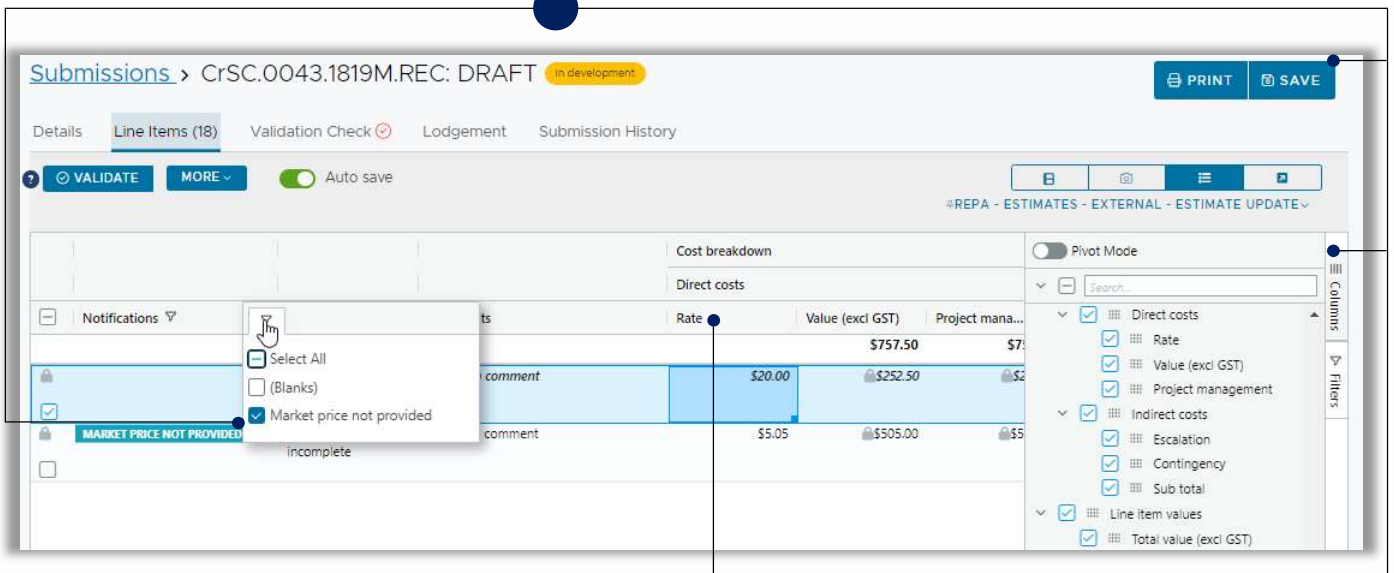


From the **Document details** window, select the **Document type** as **Schedule-of-rates** and enter a **Description** then select **Proceed**. The document will be included in the **Documents** section where you can download or delete it. Select **Save** to update the Submission.



## 2.2. Update the Line Item Rate

From the **Line Items** tab, filter the line items to display those where there is a Notification of **Market Price Not Provided**. Use the Columns filters to only display the cost breakdown columns then update the Rate and select Save. Once the estimate method rate has been updated, the **market price not provided** notification will be removed.



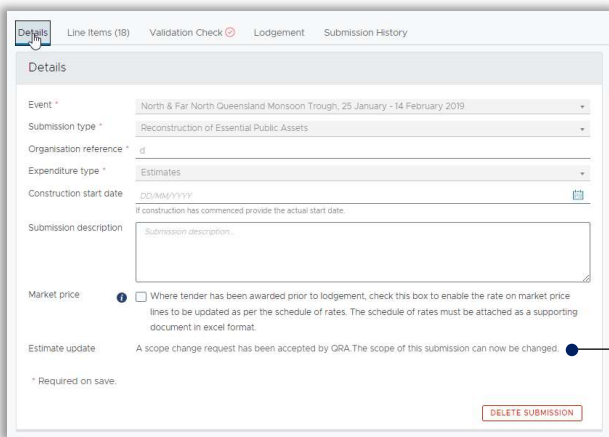
### 3. Scope Change

A change in scope is any change to QRA’s original estimated reconstruction works. These changes could be additional or lesser quantities, change in treatments, additional works, change in works location and works removed from scope.

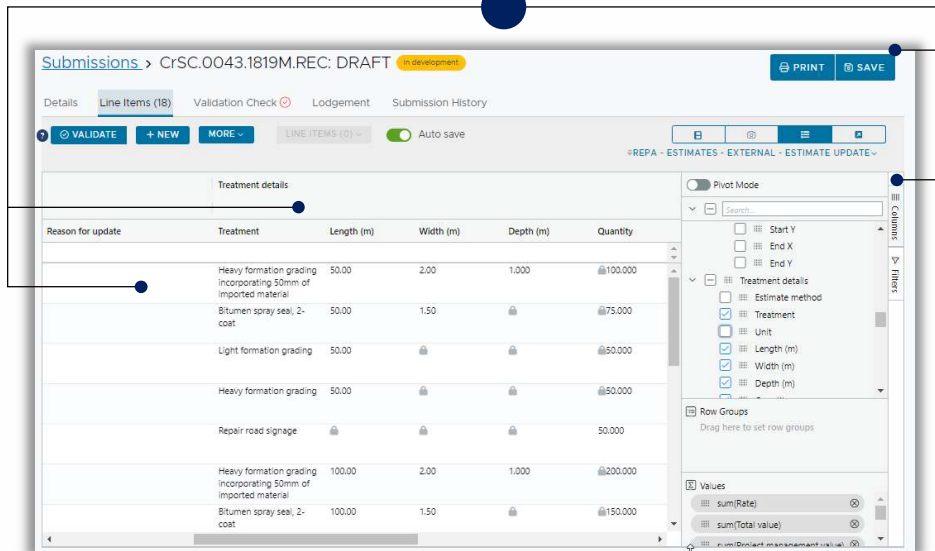
The following information can be amended/added in a scope change:

- 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).

A scope change estimate update can only be triggered by QRA. Contact your RLO to request a scope change estimate update is enabled. An estimate update notification will display on the **Details** tab.



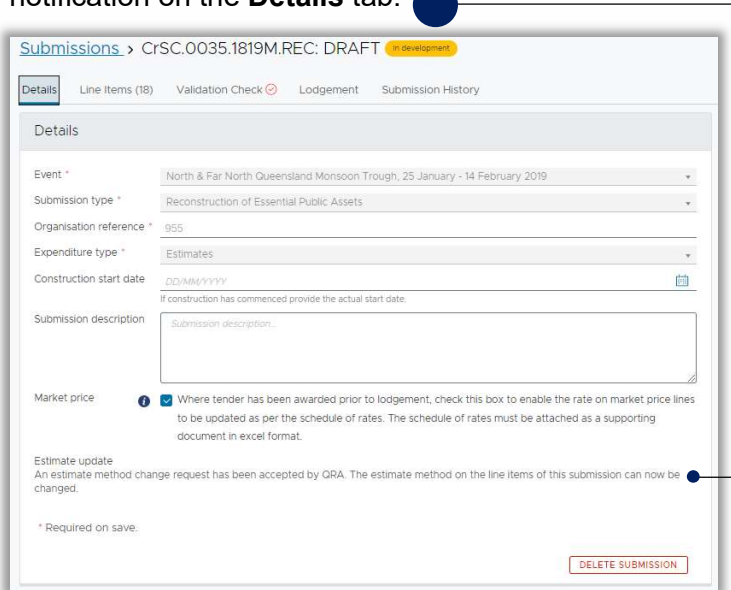
From the **line items** tab, use the column filters to streamline the view and then update the line item. Include information in the **Reason for update** for any line item that has changed and select **Save** when all the changes have been added.



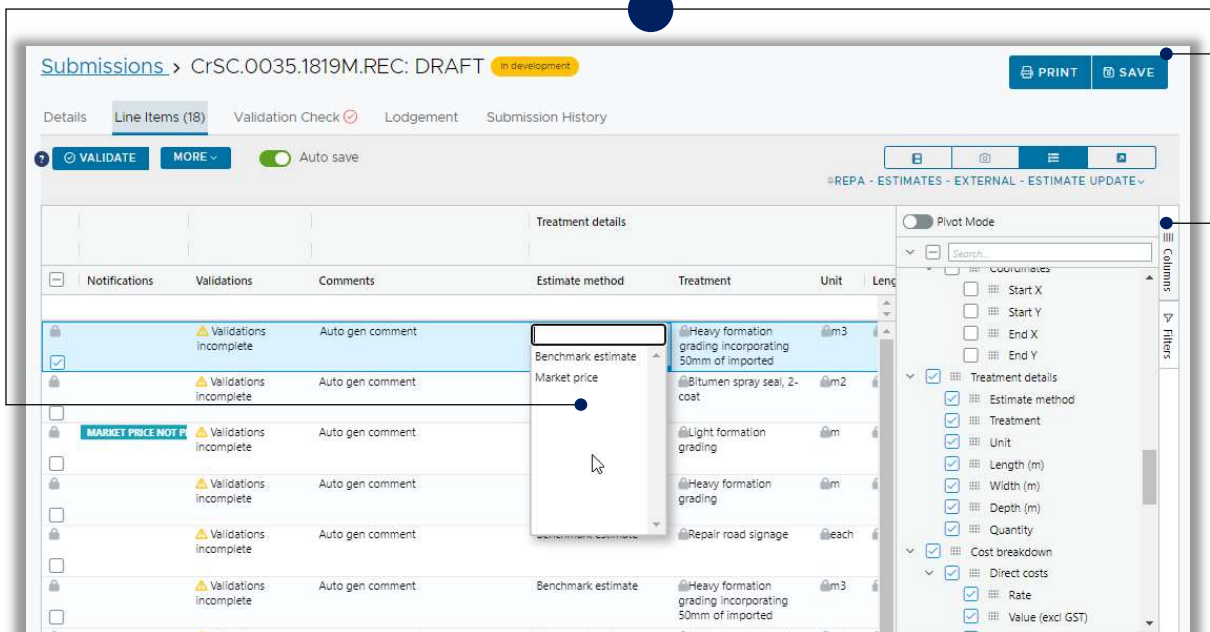


## 4. Estimate Method Change

You can change the estimate method from benchmark to market and market to benchmark. Contact your RLO to request they enable the estimate update. When this has been complete, there will be a notification on the **Details** tab.



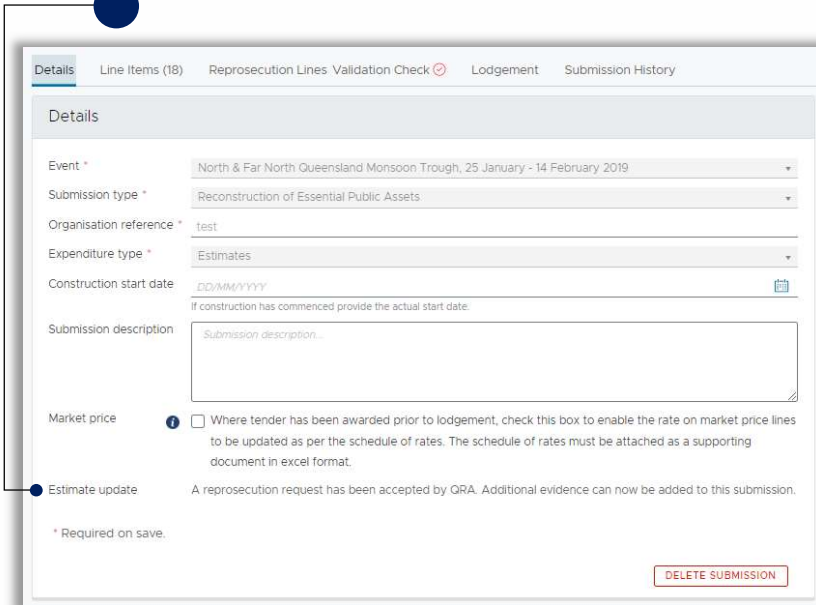
From the **line items** tab, use the column filters to streamline the view. Select the Estimate method to be changed and remove the current method then select which estimate to be used from the list. Select **Save** when all the changes have been added.



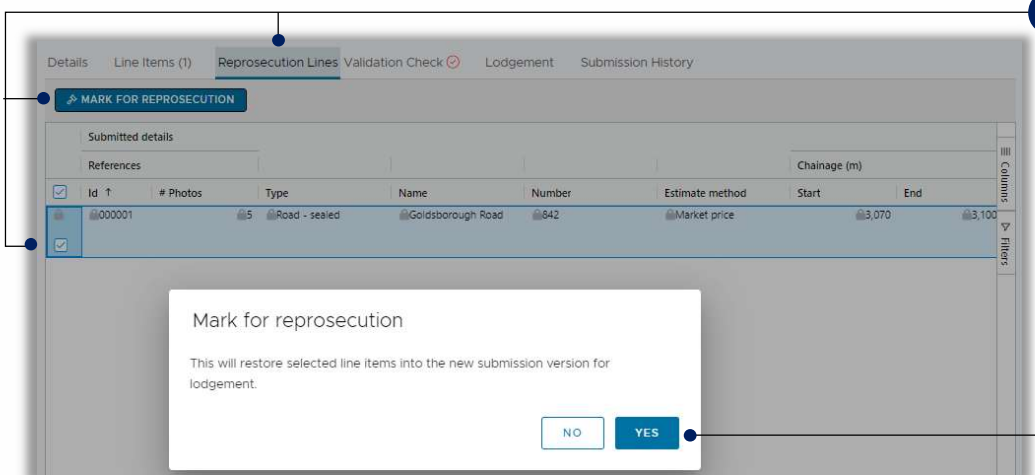
## 5. Re prosecution

A re prosecution 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 line item has been split by an assessor, all lines included in that split will appear in this section. When the ineligible line is re prosecuted, all lines in the split are restored to the line items.

When a re prosecution has been enabled, an estimate update notification will display on the **Details** tab.



Select the **Re prosecution Lines** tab to view all line items that have been made ineligible/not recommended (both full and partial). Select the line items to re prosecute then select **Mark for re prosecution**. Select **Yes** to confirm and the line items will be moved to the line items page.



Navigate to **Line items** page and add additional evidence to re prosecuted lines to support your claim. On a re prosecuted line, you can:

- add photos on the Upload option in the photo panel
- add comments in the Comments column
- add reason for update



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